



# *Calvary Bible Institute*

605 Rhode Island Avenue, N.E.  
Washington, D.C. 20002  
(202) 269-0578  
[www.CalvaryBibleInstitute.org](http://www.CalvaryBibleInstitute.org)

## *Academic Catalog 2018 - 2019*

*Training Leaders for the Global Community*

*Approved to Operate by:  
DC Higher Education Licensure Commission  
1050 First Street, NW, 5<sup>th</sup> Floor  
Washington, DC 20002*

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## **INTRODUCTION**

The purpose of this catalog is to provide information for the prospective and/or current student regarding the academic programs and policies of Calvary Bible Institute (CBI). Students having questions or concerns that are not answered in this publication are invited to call our administrative offices at (202) 269-0578. You may also email us at [CBI@CalvaryBibleInstitute.org](mailto:CBI@CalvaryBibleInstitute.org), or write to:

**Calvary Bible Institute  
605 Rhode Island Avenue, N.E.  
Washington, D.C. 20002**

## **AFFILIATION & PARTNERSHIP**

Calvary Bible Institute is affiliated with the Greater Mt. Calvary Holy Church which serves as the International Headquarters for the Mt. Calvary Holy Church of America, Inc.

## **PARTNERSHIP**

Lancaster Bible College (LBC) accepts transfer credit from accredited institutions of higher education and from other institutions of higher education which have comparable academic standards. LBC recognizes that courses at Calvary Bible Institute have similar academic standards to those of LBC and are therefore transferable. Furthermore, students at Calvary Bible Institute who meet all admissions criteria would be considered for acceptance into Accelerated Undergraduate Degree Programs at LBC. This would allow Calvary Bible Institute students the opportunity to earn various degrees via online course delivery or on campus should the student attend one of LBC's physical locations. Students who are interested in other degree programs at LBC will be assessed on a case by case basis. Students will also have the ability to transfer credits from Calvary Bible Institute to Continuing Education Units (CEUs) to earn LBC certificates.

Students who are interested in applying to LBC's Accelerated Undergraduate Degree Programs or receiving more detailed information can visit LBC online at [www.lbc.edu/aud](http://www.lbc.edu/aud) or call 1-800-544-7335.

## **STATEMENT OF NON-DISCRIMINATION**

Calvary Bible Institute does not discriminate in admission to its educational programs on the basis of race, sex, color, national or ethnic origin, age, or physical disability.

## **STATEMENT OF GOVERNANCE**

Calvary Bible Institute operates under the governance of a Board of Directors as outlined on page 9 of this document (i.e., Board Officers, Board Members).

## STATEMENT OF PURPOSE

The purpose of Calvary Bible Institute is to teach the principles of God's Word to men and women, thereby providing instruction on how to systematically read, study, and apply the Word of God. CBI has been established as a foundational basis for those who are earnest about the call of God and who desire to be better equipped for the work of the ministry which may be in the local church, or local or global communities. Calvary Bible Institute prepares persons to effectively function in the various offices within the Body of Christ as stated in Ephesians 4:11-12.

## THE INSTITUTE'S MISSION

Calvary Bible Institute's mission is to provide excellent higher education from both biblical and global contexts, to equip people of diverse backgrounds for practical life application, leadership, and service.

Thus, the foundational scripture for the Institute is II Timothy 2:15, which states:

*"Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth." (KJV)*

*"Work hard so God can approve you. Be a good worker, one who does not need to be ashamed and who correctly explains the word of truth." (NLT)*

The Institute's endeavor is authenticated by its offering of the following programs:

- \* **Certificate of Biblical Studies**                      *33 Hours of Coursework Required*
- \* **Certificate of Ministry**                              *43 Hours of Coursework Required*  
*44 Hours of Coursework Required for ministerial licensure*

Calvary Bible Institute distributes course evaluations to the students at the end of each semester as a means of evaluating the program's success in light of being consistent with the Mission.

The Institute is presently considering re-instituting the Institutional Effective Assessment method in an effort to improve its programs to further insure consistency with the Mission.

## STATEMENT OF FAITH

### ***WE BELIEVE:***

**The Bible to be the Word of God:** “In the beginning was the Word, and the Word was with God and the Word was God. The same was in the beginning with God.” “All scripture is given by the inspiration of God and is profitable for doctrine, for instruction in righteousness.” “For the Word of God is quick, and powerful, and sharper than any two edged sword.” (St. John 1:1, II Timothy 3:16, Hebrews 4:12)

**In One God:** “The Lord our God is one Lord.” “For there are three that bear record in heaven, the Father, the Word and the Holy Ghost: and these are one.” (St. Mark 12:29, I John 5:7)

**In Jesus Christ:** “But these are written, that ye might believe Jesus is the Christ, the Son of God: and that believing ye might have life through His name.” “And he hath on His vesture and on His thigh and name written, KING OF KINGS, AND LORD OF LORDS.” “Christ died for our sins according to the scriptures: and that He was buried, and that He rose again the third day.” “Who is gone into heaven, and is on the right hand of God: angels and authorities and powers being made subject to Him.” (St. John 20:31, Revelation 19:16, I Corinthians 14:3-4, I Peter 3:22)

**Baptism of the Holy Spirit:** “For John truly baptized with water, but ye shall be baptized with the Holy Ghost not many days hence.” “Then laid they their hands on them, and they received the Holy Ghost. And they all were filled with the Holy Ghost, and began to speak with other tongues, as the Spirit gave them utterance.” “But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto Me.” (Acts 1:5, Acts 8:17, Acts 1:8)

**The Church is the Body of Christ:** “Now ye are the body of Christ, and members in particular.” “For as we have many members in one body, and all members have not the same office: so we, being many, are one body in Christ, and every one members of another.” (I Corinthians 12:28, Romans 12:4-5)

**Christ Will Return/The Resurrection of the Dead:** “For the Lord himself shall descend from heaven with a shout, with the voice of the archangel, and with the trump of God: and the dead in Christ shall rise first. Then we which are alive and remain shall be caught up together to meet with them in the clouds, to meet the Lord.” (I Thessalonians 4:16-17)

**Final Judgment:** “For we must all appear before the judgment seat of Christ; that every one may receive the things done in His body, according to that which he hath done, whether it be good or bad.” (II Corinthians 5:10)

**Man is a Three Part Being:** “The very God of peace sanctify you wholly; and I pray God your whole spirit and soul and body be preserved blameless unto the coming of our Lord Jesus Christ.” (I Thessalonians 5:23)

## GREETINGS FROM THE Chancellors



*Dear Student:*

*We greet you in the precious name of our Lord and Savior, Jesus Christ!*

*It is with great pleasure that we welcome you to Calvary Bible Institute. We are delighted that you have considered our Institute as the vehicle to assist you in learning more of the Word of God and in strengthening your walk with Him. You will find that our curriculum is both challenging and rewarding.*

*We have an anointed staff of qualified instructors who are committed to the task of helping you grow in the Lord. Our foundation is based on the Word of God and we strive to study to show ourselves approved unto God (II Timothy 2:15).*

*In St. Matthew 20:27-28, Jesus said, “And whosoever will be chief among you, let him be your servant. Even as the Son of man came not to be ministered unto, but to minister, and to give his life a ransom for many.” As pastors, we are committed to servant-leadership. In like manner, Calvary Bible Institute is committed to training men and women for Kingdom service that may be local, national, or worldwide. We understand that ministry is not confined to the pulpit, but it extends beyond the four walls of the church building. Therefore, our goal is to equip you with the necessary tools to minister the gospel of Jesus Christ into the uttermost parts of the earth. The Great Commission in St. Matthew 28:19-20 admonishes us to do so.*

*Once again, we sincerely welcome and thank you for choosing Calvary Bible Institute.*

*May God continue to add His richest blessings upon your life as you grow in Him.*

*Because of Calvary,*

*Bishop Alfred A. Owens, Jr., D. Min  
Co-Pastor Susie C. Owens, MARS*

## HISTORY OF THE INSTITUTE

Calvary Bible Institute was founded in the Fall of 1985 by Bishop Alfred A. Owens, Jr. The Institute functioned as a ministry of the Greater Mount Calvary Holy Church. The Bishop's purpose for establishing the Institute was to provide a systematic and well-structured Biblical Studies Program for the members of the church. However, the scope of the Institute has broadened and now includes persons from at least eight denominations throughout the Washington DC Metropolis. Students were initially required to complete three one-year courses from the Through the Bible In One Year Series published by Virgil Hensley Publishers of Tulsa, OK. As the church and need of the people grew, additional core and elective courses were added to the initial curriculum. The school instituted a semester hour system. In support of the founder's vision, the main goal for Calvary Bible Institute is to offer a Bachelor's degree in Biblical studies. The following timeline reveals major events in the life of the Institute:

- 1988** The first class successfully satisfied the one-year certificate program's academic requirements and 25 students graduated.
- 1991** The Institute moved from its location at 625 Park Road, Northwest, to its present location at 610 Rhode Island Avenue, Northeast.
- 1993** CBI became a member school of the Oral Roberts University Educational Fellowship (ORUEF), made an application for accreditation through the International Christian Accrediting Association (ICAA) and was accepted for candidate status. Eighty-five students graduated from the program.
- 1996** CBI received full accreditation from ICCA. One hundred and fifty-four students graduated from the certificate program.
- 1998** CBI celebrated its 11<sup>th</sup> graduating class, and Minister T. Cedric Brown was appointed the Acting Dean. Today, he's Associate Pastor T. Cedric Brown.
- 2000** CBI hired its first full-time Assistant Dean and Registrar.
- 2001** CBI passed its mandatory accreditation re-evaluation site visit and maintained its accredited status with the International Christian Accrediting Association.
- 2002** CBI added a new program of instruction, the Certificate of Ministry Program.
- 2003** CBI instituted an Advisory Board consisting of a Chair, Co-Chair, Secretary, and five board members.
- 2003** CBI celebrated its 16<sup>th</sup> graduating class, and Minister Karen P. McNair was appointed as Dean.
- 2004** The CBI Alma mater was introduced; written by Audrietta C. Izlar.
- 2005** Online registration began with the Spring 2005 semester.
- 2006** The Institute received its Non-degree license via the District of Columbia Education Licensure Commission.
- 2007** The Calvary Bible Institute Alumni Association began in 2007.
- 2010** Calvary Bible Institute received applicant status with the Association for Biblical Higher Education.
- 2011** Calvary Bible Institute first received United Way and Combined Federal Campaign Designation.

## **CBI ACADEMIC CALENDAR / FALL 2018 – SUMMER 2019**

August 27	Fall Semester 2018 - Classes Begin
September 4 September 8	Labor Day (The Institute is closed.) Last Day to Add a Class
October 1 - January 5 October 8 <b>October 16 - 23</b>	Online Registration for Spring Semester 2019 Columbus Day (The Institute is open.) <b>Midterm Exams</b>
November 12 November 22	Veterans Day ( <b>The Institute is closed.</b> ) Thanksgiving Day (The Institute is closed.)
<b>December 10 - 15</b> <b>December 21</b> December 22	<b>Final Exams</b> <b>Fall 2018 Final Grades Due to CBI Office</b> Deadline to Apply for Graduation 2019
January 7 January 12 January 21	Spring Semester 2019 - Classes Begin Last Day to Add a Class or Register Martin Luther King, Jr. Day (The Institute is closed.)
February 18 <b>February 25- March 1</b>	Presidents' Day (The Institute is closed.) <b>Midterm Exams</b>
March 1 - May 5 <b>April 10</b> <b>April 22 – April 29</b>	Online Registration for Summer Semester 2019 <b>Chapel Service</b> <b>Final Exams</b>
May 6 May 10 <b>May 14</b> May 27	Summer Semester 2019 - Classes Begin Last Day to Add a Class or Register <b>Spring 2019 Final Grades Due to CBI Office</b> Memorial Day (The Institute is closed.)
<b>June 17 - June 22</b>	<b>Midterm Exams</b>
July 4	Independence Day (The Institute is closed.)
August 4 <b>August 7 – 10</b> <b>August 16</b>	Graduation 2019 <b>Final Exams</b> <b>Summer 2019 Final Grades Due to CBI Office</b>

## **THE BOARD OFFICERS**

### **Archbishop Alfred A. Owens, Jr., DMIN, Founder, Chancellor**

*\* Greater Mt. Calvary Holy Church, Senior Pastor ~\* Mt. Calvary Holy Church of America,  
Presiding Prelate*

*Washington, DC*

*\* Howard University, Professor*

*Washington, DC*

### **Evangelist Susie C. Owens, MARS, Co-Founder, Co-Chancellor**

*Greater Mt. Calvary Holy Church, Co-Pastor*

*Washington, DC*

### **Elder Karen P. McNair, DSL, President / Chief Executive Officer (CEO)**

*Calvary Bible Institute, Inc.*

*Washington, DC*

### **Elder Jean D. Mathis, Secretary**

*JD Mathis, LLC*

*Owner*

*Oxon, Hill, MD*

### **Minister Novia Davis, Treasurer**

*Greater Mt. Calvary Holy Church, Accountant*

*Washington, DC*

## **DIRECTORS**

Jenese L. Jones - Senior Financial Education Consultant, Stewart Financial Services,  
Lanham, MD

Elder Angela D. Minor, JD, MLS -  
Cathy Hughes School of Communications, Howard University  
Associate Professor and Director of Martin Luther King, Jr. Forensics Program  
Washington, DC

Mark A. Morris - FairFax Realty,  
(DC, MD, VA) Silver Spring, MD

Earl T. Murry, III – Knowledge Elements Financial Services, LLC  
Washington, DC

## **THE ADMINISTRATION / STAFF**

### **Minister Marlene Manning, Registration Team Leader, Acting Registrar**

*United States Postal Service, Inspector*

*Washington, DC*

The **Board of Directors** provides proper financial oversight to ensure adequate resources. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The Board is responsible for ensuring legal and ethical integrity, as well as maintaining accountability. The Board also ensures effective organizational planning, actively participating in an overall planning process. The Board is responsible for enhancing the organization's public standing.

The **Chancellor** is the prominent public figure of the institute who acts as a ceremonial figurehead. Chancellors or presidents are normally the functional chief executive officers of their universities, yet there are some exceptions in which the chancellor is used in the British sense, as a figurehead leader, but the actual executive of the institution is the "president." The initial chancellor was voted into the position by the Board of Directors, being the first president and founder of the institute. The chancellor is a member of the board *ex officio*. The chancellor may also perform duties such as serving as chief advisor to the institute (i.e., to the Board of Directors, President, Faculty, etc.), as well as teaching academics, etc.

The **Vice-Chancellor** acts in the stead of the chancellor when necessary and is also a prominent public figure of the institute acting as a ceremonial figurehead. The initial vice-chancellor was voted into the position by the Board of Directors, being the first vice-president and co-founder of the institute. The vice-chancellor is a member of the board *ex officio*. The vice-chancellor may also perform duties such as serving as the assistant to the chancellor that may advise the institute (i.e., Board of Directors, President, Faculty, etc.), as well as teaching academics, etc.

The **President** of the Board of Directors serves as the Principal Executive Officer of the Corporation and shall serve as the President of the Board of Directors. The President and/or Chief Executive Officer supervises and directs all day-to-day operations of the Institute (i.e., business, financial, and legal affairs). The President is also responsible for seeing that the policies of the Corporation (i.e., and Institute) as established by the Board of Directors are carried out.

The **Secretary** is the custodian of the corporate records of the corporation, and in general performs all duties incident to the Office of Secretary, and performing duties assigned by the President or the Board of Directors.

The **Treasurer** has the charge of maintenance of adequate books of account for the Institute, and custody of all funds and securities, performing all the duties incident to the Office of Treasurer and other duties as assigned by the President/Chairman or by the Board of Directors.

The **Registrar** manages an essential admissions/registration function and administers the creation and maintenance of permanent academic and administrative records, while assuring the integrity, condition and access to those documents. The Registrar supervises the issuance of official documents.

## **FACILITIES**

The Calvary Bible Institute (CBI) administrative office is located at 605 Rhode Island Ave., NE, Washington, DC on the 2<sup>nd</sup> floor of the Bishop Alfred A. Owens, Jr. Family Life Community Center (FLCC). The majority of the Institute's classes are held at Greater Mt. Calvary Holy Church, at 610 Rhode Island Avenue, NE, Washington, DC, 20002. Additional courses are also held at 605 Rhode Island Ave., NE.

## **TRANSPORTATION & PARKING**

Calvary Bible Institute is conveniently located across from the Rhode Island Ave. Metro station, advantageous for students that do not drive. Free parking is available in the Metro station's parking facility after 5:00 p.m., Monday through Friday, as well as in designated areas in the near vicinity (i.e., behind the FLCC, street parking after 6:30 pm in front of the buildings).

## **ADMINISTRATION OFFICE HOURS**

The administrative office hours are 8:30 a.m. – 5:00 p.m., Monday through Friday.

## **LIBRARY**

The Calvary Bible Institute library is located on the first floor in the Bishop Alfred A. Owens, Jr. Family Life Community Center, at 605 Rhode Island Ave., NE, room 107. The library contains over 3565 volumes and 2996 titles that include books, and online periodicals. All items in the library are available for reference only. Two volunteer librarians, including one retiree, serve as our acting librarians and chief advisors. The library is also maintained by student library assistants who volunteer weekly. Less borrowing privileges, CBI students may utilize the following libraries: Catholic University, Howard University School of Divinity Library, Leland Center for Theological Studies, and Montgomery Community College libraries.

## **TEXTBOOKS**

During all school sessions and upon registration, students may purchase textbooks from area bookstores convenient for them. Students are encouraged to purchase textbooks for courses in which they have enrolled. Students also have the choice of purchasing their books from any online resource.

## **THE ADMISSIONS PROCESS**

Calvary Bible Institute is an equal opportunity Christian education institution that admits applicants without regard to gender, ethnic group, handicap status, veteran status, or denominational affiliation. The criteria for admission are as follows:

1. To be considered for admission, applicants must submit an Application for Admission. (visit [www.CalvaryBibleInstitute.org](http://www.CalvaryBibleInstitute.org), or write to the Administrative Office for a printed application).
2. Applicants must be at least 18 years of age and possess high-school equivalency.

Prospective students are encouraged to apply for admission as early as possible. Mail-in applications are accepted; however, faxed copies are not accepted. All application materials should be forwarded to the Calvary Bible Institute Administrative Office prior to August 1 for Fall admission, December 1 for Spring admission, and April 1 for summer admission, unless otherwise permitted. Students will be allowed to register for classes upon acceptance into the Institute. Students may be admitted provisionally when both a completed application and personal essay have been submitted to the CBI Office. The student has 30 days to submit a copy of their high school diploma / equivalency, or official college transcripts if higher education experience is applicable.

## **OFFER OF ADMISSION**

Applicants admitted to the Institute will receive a written offer of admission. The offer of admission requires a response. If the applicant wishes to accept, decline, or change the effective date of the initial enrollment, the Institute requires notification in writing or the offer of admission becomes void. If the offer is voided, the applicant must submit another application in order to be considered for admission in a subsequent semester.

## **RE-ENROLLMENT PROCEDURES**

Students who have not attended classes at Calvary Bible Institute for a period of one year or more are considered inactive and must re-enroll. Therefore, the student is required to follow the initial admission procedures.

## **TRANSFER CREDIT**

Calvary Bible Institute does not currently accept transfer credits at this time. Students desiring to transfer CBI credits to another institution (i.e., post-secondary institution) must adhere to the guidelines of the pursuing institution, meaning the acceptance of credits earned at CBI is solely at the discretion of the accepting institution. CBI has entered a partnership agreement with Lancaster Bible College (see details on page 3 of this document).

## METHOD OF PAYMENT

Calvary Bible Institute accepts credit cards, debit cards with the VISA logo, and money orders.

## SCHEDULE OF FEES

### Application Fees:

<i>Certificate of Biblical Studies</i>	\$0
<i>Certificate of Ministry</i>	\$0

Course Fee Per Semester Credit Hour: \$0

Audit Fee Per Semester Credit Hour: \$0

Graduation Fee: \$55

*Includes Administrative Fees,  
Diploma, and Cap and Gown Rental*

### Transcripts:

<i>Unofficial Copy (Issued to Students)</i>	Complimentary
<i>Official Copy (Issued to Colleges, etc.)</i>	\$5

Diploma Replacement Fee: \$55

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Calvary Bible Institute does not participate in Federal Student Aid (FSA) programs.

Funded by Calvary Bible Institute's partnering institution, Lancaster Bible College, students graduating from CBI that meet the eligibility requirements may apply for "The Bishop Alfred A. Owens, Jr. Educational Legacy Scholarship Award, ranging from \$2,500 - \$5,000." **Purpose:** The **Bishop Alfred A. Owens, Jr. Legacy Scholarship Award** will be given annually to a graduating student(s) of Calvary Bible Institute who has demonstrated leadership qualities, a passion for the Christian Ministry, and a desire to continue the pursuit of excellence through education. The scholarship was established to honor Bishop Alfred A. Owens, Jr.'s fifty plus years in ministry and legacy of outstanding leadership in the areas of ministry, community collaboration service, and education. The awarding of this annual scholarship demonstrates Lancaster Bible College's commitment to building community partnerships in education and growing the relationship with Calvary Bible Institute and the Greater Mt. Calvary Holy Church, its partners and affiliates.

## **REFUND POLICY**

There are no charges to students for tuition at this time. There is a nominal fee for transcript processing and there is a graduation fee. Students may receive a refund through the CBI administrative office under the following circumstances:

1. Duplicate online payment or donation.
2. Over-payment for any of the services that require a fee.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Rights**

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no Institute rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the Institute, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and Institute authorities alike.
4. Each student subject to disciplinary action arising from violations of the Institute's Student Rules shall be assured a fundamentally fair process.

### **Student Responsibilities**

1. Student has the responsibility to respect the rights and property of others, including other students, the faculty and Institute officials.
2. Student has the responsibility to be fully acquainted with the published Institute's Student Rules and to comply with them, as well as federal, state, and local laws.
3. Student has the responsibility to recognize that their actions reflect upon the individuals involved and upon the entire Institute community.
4. Student has the responsibility to maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the Institute's obligation to provide an environment for learning.
5. Student has the right to inspect and review their educational record maintained by the school.
6. Student has the right to request that the school correct records which they believe to be inaccurate or misleading; otherwise the student may request a hearing by appropriate personnel of the institution for resolution.

\*The institution must have written permission from the student to release their educational record.

## **CAMPUS SECURITY**

CBI, an entity of Greater Mt. Calvary Bible Institute, is serviced by Blueblin Security Services, Inc.

## GRADING SYSTEM

*CBI uses the semester credit measure in which 1 credit = fifteen 50 minute hours of in class instruction.*

Letter Grade	Description	Percentage	Grade Point	Quality Points per Semester Hour of Credit
A +	Excellent	97-100	4.00	4.00
A	Excellent	93-96	4.00	4.00
A -	Excellent	90-92	3.70	3.70
B +	Good	87-89	3.30	3.30
B	Good	83-86	3.00	3.00
B -	Good	80-82	2.70	2.70
C +	Average	77-79	2.30	2.30
C	Average	73-76	2.00	2.00
C -	Average	70-72	1.70	1.70
D +	Below Average	67-69	1.30	1.30
D	Below Average	63-66	1.00	1.00
D -	Below Average	60-62	0.70	0.70
F	Failure	0-59	0.00	0.00
P	Pass		N/A	N/A
I	Incomplete		N/A	N/A
W	Withdrawal		N/A	N/A
WD	Withdrawal Disciplinary		N/A	N/A

### Calculation of Grade Point Average

All grades are to be converted to a four-point grading system. Pass/Fail and Audit course grades are not used in the calculation of the Grade Point Average (GPA).

- (1) GPA
  - a. Multiply the number of semester credit hours for a course by the number of corresponding quality points earned for the course: do this for each course. Quality points representing + or – grades should be included in computing the GPA.
  - b. Divide the total number of quality points earned for the semester by the total number of semester credits earned. The quotient will be the grade point average.
  
- (2) Cumulative Grade Point Average (GPA) Calculation - Divide the total quality points earned for all semesters by the total credits earned for all semesters. The quotient will be the cumulative GPA.

**\*\* Grade Reports for the semester will be distributed to the student at the end of each semester.**

## **TRANSCRIPTS**

Official transcripts illustrating students' academic records are issued by the Registrar and may be released to a third part only upon receipt of written authorization from the student.

Transcripts list the students name, address, list of courses taken and grade for each course, and the cumulative GPA.

## **ACADEMIC REQUIREMENTS**

Students are required to maintain a minimum GPA (grade point average) of 2.00 throughout their academic enrollment. All core curriculum courses must be completed with a grade of C (2.00) or better. Students are required to retake those core courses for which a grade below a C (2.00) is received, as a grade of C (2.00) or better is considered successful completion of a course. Students who receive a failing grade in any course must retake that course in order to receive a passing grade. Students who do not maintain the required GPA of 2.00 for a given semester will be subject to one of the following corrective measures: *academic warning*, *academic probation*, or *academic suspension* (see section entitled, STUDENT DISCIPLINARY ACTION PROCEDURES).

## **ACADEMIC ADVISEMENT**

Academic Advisors are provided to assist students in planning their academic programs.

Academic advisors are not authorized to change established policy for the Institute. Students should contact the CBI administrative office to arrange appointments, as advisement is available for all certificate programs outside of a course's regularly scheduled hours.

## **ATTENDANCE**

Students are expected to attend all courses for which they've registered. Students are expected to be punctual and fully participate in the learning process, as attendance is important to achieve success in a course. Students are allowed no more than three (3) unexcused absences per semester. Excessive absenteeism and/or tardiness may result in a student receiving a failing grade for the course, suspension or dismissal (i.e., See Student Disciplinary Action Procedures, Grievance Policy/Procedure, and Re-Admission Following Suspension/Dismissal.) Fifteen minute arrival after the class start time is considered late or tardy arrival which is to be discussed with the instructor to confirm whether the tardiness is excused or unexcused. An extenuating circumstance constitutes an excused absence yet accountability to the instructor within 24 hours of the class is required for all absences. The contrary is considered an unexcused absence. Make up work is required resulting from all absences, where applicable and feasible for the instructor, as 'oral presentations' are not feasible to be made up. Early dismissal does occur during inclement weather. Attendance is tracked by each individual instructor. Limitations on the time or number of leaves of absences will be on a case by case basis, as well as actions taken should the student not resume attendance on the return (e.g., actions that are congruent with the Student Disciplinary Action Procedures, and Re-Admission Following Suspension/Dismissal.)

## **WITHDRAWAL PROCEDURES**

To initiate the withdrawal process, the Change of Registration form should be submitted to the CBI Registrar. The withdrawal will be reflected by a course grade of (W) on the student's academic report. The withdrawal has no grade value.

## **VOLUNTARY WITHDRAWALS**

Voluntary withdrawals from a course prior to the end of the eighth week of the 15 week semester, the week of midterm, will result in a Withdrawal (W) on the student's academic report and transcript. Voluntary withdrawals from a course after the eighth week of the semester of enrollment, in which case the student was passing or failing at the time of the withdrawal, will result in a (W) on the student's academic report and transcript. Grades are not received for withdrawals. Therefore, the (W) is not calculated in the grade point average or cumulative GPA. The student must successfully complete the course in order to receive an official grade.

## **INVOLUNTARY WITHDRAWALS**

Students who must withdraw from a course for disciplinary reasons will receive a Withdrawal Disciplinary (WD) on their academic report and transcript. The student will receive a zero (0) for the course(s) in which enrolled at the time of the withdrawal. As a result, the course must be retaken and successfully completed upon re-admission.

Students may be subject to disciplinary withdrawal for reasons such as:

- (1) Violation of the Code of Honor
- (2) Failure to adhere to any Institute standard, policy, or procedure including attendance

## **INCOMPLETE**

An Incomplete (I) is received when a student has completed the majority of the course work in a class but due to extenuating circumstances, is unable to complete the course. An Incomplete is not a final grade, however, it provides the student an opportunity to delay the grading process until all coursework is completed for a final grade. The student must complete all required course work in no more than one semester, the standard length of time determined by the Institute. Upon successful completion of the required course work, the Incomplete (I) will be removed and replaced with a final grade. However, if the required coursework is not satisfied within the allotted time frame, the Incomplete will be changed to an F and calculated in the student's GPA.

## **COURSE LOAD REQUIREMENTS**

Students are required to take at least one 3 credit course per semester to maintain active enrollment. All courses are 3 semester credit hours unless noted otherwise.

## **AUDIT POLICY**

Students may enroll in courses on an audit basis within the first two weeks of the semester. However, while grades may be received for course work, grades are not received for the course itself. Thus, audited courses are not included in the calculation of grade point average. Class attendance and full participation, however, are required. Students may request the option to receive a grade, meaning their course status will change to “For Credit,” by submitting the Change of Registration form to the Registrar.

## **COURSE CANCELLATION POLICY**

The administration may cancel a course at the close of any registration period due to unforeseen circumstances. Courses may also be cancelled if the enrollment falls below the Institute’s minimum enrollment requirement. Students will be notified upon official cancellation of a course and given one week from the date of notification to register for a different course, at no additional charge. Otherwise, the student may request a refund and in accordance with the refund policy.

## **CODE OF HONOR**

At all times, students are to conduct themselves in a manner that reflects good Christian character. Students are required to read, sign and date the school’s *Code of Honor* in the *Honor Code & Certification* section of the student enrollment application i.e., Application for Admission. Signing the paper enrollment form or processing the application for admission online is a student’s confirmation of agreeing to adhere to the *Code of Honor*. Upon reading the *Code of Honor* online, students are required to type their name as a confirmation of this agreement. This signed certification serves as a written agreement between the student and the administration.

Violation of the *Code of Honor* and other violations, such as possession and/or use of alcoholic beverages, illicit drugs, profanity, and sexual impropriety, are grounds for suspension or dismissal from the Institute. Cheating is grounds for automatic suspension.

## **DRESS CODE**

Students are expected to dress appropriately at all times. As representatives of Christ, they are to present their bodies a living sacrifice, holy and acceptable to God. (Romans 12:1).

## **STUDENT DISCIPLINARY ACTION PROCEDURES**

### Academic Warning

Students will receive a written warning when they fail to maintain the required cumulative GPA of 2.00 for one semester.

### Academic Probation

The student's status is reviewed the semester following the *academic warning*. Students are placed on *academic probation* for one semester when their performance falls below the minimum 2.00 cumulative GPA.

### Academic Suspension

When a student's academic performance falls below the minimum cumulative 2.0 GPA while on *academic probation*, they will be placed on *academic suspension*, but may be reinstated if their cumulative GPA is 2.0 or above at the end of the semester of probation. Repeated violations for conduct (Code of Honor), or academic performance warrant indefinite suspension.

Students found in violation of these regulations are subject to the appropriate corrective and disciplinary measures set forth by the administration. Students will receive fair warning before action is taken. If a student does not adhere to the Institute's guidelines after their first warning, the student may be placed on suspension and/or dismissal from the Institute. Students desiring to appeal a disciplinary action must notify the Dean in writing within ten (10) calendar days of the date of their suspension letter. The appeal will then be forwarded to a faculty committee for a final decision. The student will receive written notification of the final decision in a timely manner. Any matter affecting Calvary Bible Institute's Non-Degree Institution license through the District of Columbia Higher Education Licensure Commission may be submitted to the Commission if not resolved by the school.

## **GRIEVANCE POLICY / PROCEDURE**

A student or person who desires to file a complaint against Calvary Bible Institute should:

- (a) Submit the complaint in writing to the Chief Executive Officer and Dean which will be reviewed by a faculty committee; a response for a resolution will be provided within 30 days of the complaint submitted; otherwise
- (b) Sign the complaint and state the complainant's name and address, and also
- (c) Mail or deliver the complaint to the DC Higher Education Licensure Commission  
1050 First Street NE, 5<sup>th</sup> Floor, Washington, DC 20002
- (d) Students will not be subject to unfair action and or treatment by any CBI official as a result of the initiation of a complaint.

## **RE-ADMISSION FOLLOWING SUSPENSION/ DISMISSAL**

Students suspended for any period of time may re-apply upon release of the suspension. The student must meet with the Dean who will determine if the student is willing and able to adhere to the Institute's policies.

## **STUDENT RECORDS**

Student records are maintained in the CBI administrative office for a minimum of ten years that include information such as:

name of student, student address, title of program(s) in which enrolled, total number of hours of instruction received, dates of enrollment, grade record for each course and cumulative GPA, certificate or other credential awarded (when applicable), records related to financial payments and refunds, basis for admission, record for any grievance and subsequent resolution, and all correspondence related to recruitment, enrollment and placement of the student.

All information is confidential and protected in a secure location onsite at Calvary bible Institute, while CBI also adheres to the Privacy Act. Students are allowed to view their academic records in the presence of the Registrar or another designated CBI staff, if not the Dean. Students may not view the records of another student.

## CERTIFICATE PROGRAMS

Calvary Bible Institute currently offers two certificate programs:

- \* Certificate of Biblical Studies
- \* Certificate of Ministry

### **Certificate of Biblical Studies (33 credits)**

The *Certificate of Biblical Studies Program* is designed for persons desiring an in-depth knowledge of the Word of God within an academic arena. Seven core courses and three general electives are required to complete the Program.

#### Core Curriculum

BS101	Old Testament Survey	3 credits
BS102	New Testament Survey	3 credits
TH200	Pneumatology: Holy Spirit I	3 credits
CS200	Christian Service Seminar	3 credit
BS201	Bible Characters I	3credits
BS202	Bible Characters II	3 credits
TH301	Bible Doctrines I	3 credits
TH302	Bible Doctrines II	3 credits

Students must also complete three (3) general elective courses (totaling 9 credit hours) to satisfy the requirements for the Certificate of Biblical Studies.

### **Certificate of Ministry (43 or 44 credits)**

The *Certificate of Ministry Program* is designed for persons who desire a more extensive exploration of Biblical and religious studies. This program is also recommended for persons who feel called to preach and/or serve in ministry. *All persons seeking a ministerial licensure or ordination by the Mt. Calvary Holy Church of America (MCHC), through the Greater Mt. Calvary Holy Church, are required to complete the CM400 MCHC Polity course prior to the MCHC licensing examination. This course may be waived upon approval of Archbishop Alfred A. Owens, Jr., DMIN, Presiding Prelate, MCHCA.*

XXXX	<i>Biblical Studies Program Core Curriculum</i>	<i>24 credits</i>
MN100 *	Preparing for Christian Ministry	3 credits
PR201	Homiletics I	3 credits
PR202	Homiletics II	4 credits
BS230	Hermeneutics	3 credits
HI200	Black Pentecostal Church History	3 credits
TH203 *	Principles of Leadership	3 credits
CM400 **	MCHC Polity	1 credit

\* MN200 (*Women in Ministry*) may be substituted for MN100

\* TH300 *Servant Leadership*, or TH310 *The Leadership of Jesus* may be substituted for TH203 *Principles of Leadership*

\*\* MCHC Licensing Requirement

## **GRADUATION REQUIREMENTS**

Eligibility requirements for graduation are as follows:

1. Completion of all program required courses with a grade of C or better.
2. Completion of at least 33 credit hours for the Certificate of Biblical Studies, or 43 or 44 credit hours for the Certificate of Ministry Program (i.e., 44 credits if the student pursues ministerial licensure) with a cumulative grade point average of 2.00 or better.
3. Students must submit an application for graduation along with the appropriate fee to the CBI Administration Office by the application deadline. (See Academic Calendar)
4. All financial obligations must be satisfied prior to the date of graduation.

## **JOB PLACEMENT**

Calvary Bible Institute does not presently offer job placement assistance. However, it does forward student transcripts to institutions and agencies requesting a confirmation of student enrollment.

## **COURSE/SUBJECT IDENTIFICATION**

All courses have been assigned a name and course number. The alphanumeric course number sequences are determined by utilizing two letters of the alphabet and three numbers. Each group of letters represents a specific division of the program. The number is used to differentiate between the courses in a particular division. Definitions of the letters used in the course numbers are outlined accordingly:

BS	Biblical Studies
CD	Chemical Dependency
CO	Counseling
CM	Certificate of Ministry Polity
CM	Communications
CS	Christian Service
DR	Drama
EN	English
EP	Entrepreneurship
HI	History
LD	Liturgical Dance
MA	Math
MN	Ministry
MU	Music
PL	Practical Living
PR	Preaching
SL	Sign Language
TE	Teaching
TC	Technology
TH	Theology

## COURSE DESCRIPTIONS

- BS100**      **Survey of the Psalms**      **3 credit hours**  
Examine the enduring relevance of the Psalms to today's theological, social, familial and cultural issues. Explore the various functions of the Psalms as Israel's guidebook to prayer, praise, and worship.
- BS130**      **The Wisdom Books**      **3 credit hours**  
This course will analyze the books of Job, Proverbs, Ecclesiastes and the book of love, the Song of Solomon, from an historical, theological and faith perspective.
- BS101**      **Old Testament Survey**      **3 credit hours**  
Briefly examine all 39 books of the Old Testament, reviewing the major themes and controlling thoughts of scripture.
- BS102**      **New Testament Survey**      **3 credit hours**  
Briefly examine the 27 books of the New Testament, capturing the major themes and controlling thoughts of scripture.
- BS103**      **Knowing Who You Are In Christ**      **3 credit hours**  
Study the believer's identity in Christ. Provides self-examination of the Christian's walk with God. This course aids in the discovery of personal ministry.
- BS111**      **The Four Gospels**      **3 credit hours**  
Research the four gospels. Study the life and ministry of Jesus. Examine the literary content of the synoptic gospels (Matthew, Mark and Luke), discovering how they differ from the Gospel of St. John.  
**Prerequisite:** BS102 New Testament Survey
- BS113**      **Paul's Letters I**      **3 credit hours**  
Study the four epistles in-depth. Examine Ephesians, Philippians, Colossians, and Philemon with special emphasis on the setting, purpose, and general content of each book.  
**Prerequisite:** BS102 New Testament Survey
- BS115**      **Paul's Letters II**      **3 credit hours**  
Exegetically study I and II Timothy, and Titus. Review the setting, purpose, and content of each book. Research the life application and principles in these books for today's ministry.  
**Prerequisite:** BS102 New Testament Survey
- BS124**      **Black Presence in the Bible**      **3 credit hours**  
Discover spiritual evidence that the Black man was alive and well during biblical times. Learn that there is a rich heritage of prominent, educated Black men and women that predated the records of modern history.
- BS135**      **Church Administration**      **3 credit hours**  
Acquire and improve administration skills for utilization in the local church. Improve management skills and increase the productivity with your organization, church, committee, department, or ministry within the Body of Christ. Examine the principle role of the church administrator.



<b>BS270</b>	<b>Law &amp; Religion</b> Examine the unique relationship between the laws and ethics of secular society and the religious beliefs of the sacred. Research the U.S. prison system and learn effective ways of ministering to the convicted felon.	<b>3 credit hours</b>
<b>CD160</b>	<b>Introduction to Chemical Dependency</b> Receive introductory knowledge of the effects of addictions on individuals and families. Review effective treatment approaches to chemical dependency.	<b>3 credit hours</b>
<b>CE300</b>	<b>Minister as Educator</b> This course serves as a foundational introduction to the art of teaching, focusing on the skills, techniques, activities and resources that contribute to effective teaching in the 21 <sup>st</sup> century.	<b>3 credit hours</b>
<b>CM201</b>	<b>Public Speaking</b> Students will examine the art of speech writing and effective public speaking; explore sound methods of voice diction, outlining, and delivery of speeches of varied occasions, working with specific themes and diverse situations.	<b>3 credit hours</b>
<b>CM202</b>	<b>Basic Computer Concepts</b> This course provides an introduction and overview of computer technology and word processing systems.	<b>2 credit hours</b>
<b>CM205</b>	<b>Social Media 101</b> This course is designed to expose the student to the world of social media and its culture. In the 21 <sup>st</sup> Century, society, as well as the church-at-large, is driven by technology through the use of social media.	<b>2 credit hours</b>
<b>CO100</b>	<b>Introduction to Biblical Counseling</b> Examine the discipline of counseling from a biblical perspective. Participate in discussions on the role Christianity plays in the life of a counselor. Study introductory methods of counseling within various arenas.	<b>3 credit hours</b>
<b>CO200</b>	<b>Faith and Life</b> Students will obtain directives for providing Biblical encouragement, direction, and hope for hurting people by learning about such things as becoming an effective people helper, helping people change, repentance, and Godly sorrow.	<b>3 credit hours</b>
<b>CO300</b>	<b>Marriage and Family</b> Marriage should be the most fulfilling human relationship we will ever experience. This course provides insight on how to recognize “stressors” that can hinder and tear marriages apart. This course will also examine the different aspects of marital and family relationships.	<b>3 credit hours</b>
<b>CO400</b>	<b>Challenging Issues in Biblical Counseling</b> This course provides and overview of Biblical counseling topics such as: What Would Jesus Think and Do? Understanding the Way of Christ, Ethical and Legal Issues In Lay Ministry, Family Systems: Breaking Unhealthy Patterns, Sexual Issues: Affairs, Homosexuality, Intimacy Roadblocks, Dysfunctions, Pain & Suffering: Helping People in a Hurting World, and Breaking the Bonds of Sexual Addiction.	<b>3 credit hours</b>

- CO430 Pastoral Counseling 3 credit hours**  
Students will engage in laying the foundation for utilizing the pastoral counseling relationship to bring about positive change as it explores topics such as observation, listening, communication, handling transference, and termination of the counseling relationship. The course will cover counseling topics that will include the following:
- *Marriage Counseling*
  - *Family therapy*
  - *Counseling acquaintances*
  - *Person to person relationship*
  - *Practice of pastoral counseling in congregational ministry*
- CO500 Emerging Issues in Biblical Counseling 3 credit hours**  
This course provides an overview of Biblical counseling topics such as: Managing Stress and Anxiety, Grief and Loss, Psychiatric Care and Medication, The Helper's Chair: Special Skills and Practice, Financial Bondage: Strategies for Freedom, and Anger Management.
- CM400 Mt. Calvary Holy Church of America (MCHC) Polity 1 credit hour**  
The objective of this course is to introduce persons to the bylaws of the Mt. Calvary Holy Church of America (MCHC). Candidates are also prepared for the MCHC licensing examination (i.e., Minister, Evangelist, and/or Elder). The course may be waived upon the approval of the Vice Bishop of the MCHC, Bishop Alfred A. Owens, Jr.
- CS200 Christian Service Seminar 3 credit hours**  
This course will help you to define and explain your spiritual gifts as they relate to your personal ministry and to your ministry in a local church, identify and meet the needs of others in the community and the local church through the use of your ministry skills. The course will aid in more effectively communicating the gospel and grace of our Lord in evangelism and discipleship, as well as understanding New Testament's teaching on Christian service.
- DR101 Introduction to Acting & Christian Drama 3 credit hours**  
Provides a framework for studying the art form of drama as it relates to Christianity; special emphasis on the history of drama, various dramatic forms, different types of theatres, and theatre personnel.
- EN101 Reading & Writing / Composition 3 credit hours**  
Introduces college-level reading and writing. Learn the basic rules of grammar and develop good writing skills.
- EP300 Small Business Startup 3 credit hours**  
This course helps to establish a biblical foundation and framework for business planning that puts God first, resulting in the advancement of the kingdom of God as well as the profitability of one's business. The emphasis is on starting a small business.
- HE200 Women's Health 3 credit hours**  
This course presents an overview of the health status of women and preventive strategies to improve their health. Topics include important information on how a woman's body works, what can be done to prevent or help solve common health problems and how to successfully cope with illness from a faith perspective.

- HE250 HIV AIDS Awareness 3 credit hours**  
This course is the core training for all ministry members, peer educators, and staff members who do community HIV/AIDS presentations, and it is a prerequisite course for all other HIV/AIDS educator courses under the auspices of the Red Cross. The course is highly experiential and provides training and skills development in facts, psychosocial issues and teaching strategies relating to HIV/AIDS. The course will include information about the Basic Knowledge of HIV/AIDS, Epidemiology, Treatment, Legal Issues and additional topics aiding in religious perspective.
- HI200 History of the Black Pentecostal Church 3 credit hours**  
This course seeks to present the history of the African American Holiness Pentecostal church. This denomination is the youngest addition to Christendom and has been one of the most controversial and radical of the family. To understand where this denomination came from, as African Americans, we need to understand the history of the Black Church.
- HI250 Christian African American Women in History 3 credit hours**  
This course is designed to inform students of the impact that Christian African American women have on understandings of our racial, class, and gendered identities.
- HI300 Practical Christian History 3 credit hours**  
This course seeks to help students acquire a historical and holistic perspective on the history of Christianity. Students will gain a broad grasp of the major developments in Christian history over 2000 years, and an awareness of the rich diversity of global Christianity. This course will provide a solid foundation for students interested in knowing the lived history of their faith, as it pertains to traditional and Protestant threads, Western, and Eastern differences.
- HI305 Eschatology: Study of the End Times 3 credit hours**  
The Old Testament contained nearly 100 prophecies of the First Coming of Jesus Christ and they were all fulfilled. The Old Testament prophets, as well as The Chief Prophet, Jesus Christ Himself, prophesied of the Second Coming as authenticated in more than 300 scriptures, yet so often Christians are unaware of these prophecies and how they apply to their lives. This course will focus on the many topics surrounding the Second Coming, including The Rapture, the Four Horses of the Apocalypse, Armageddon, the Tribulation Period, the Antichrist, the White Throne Judgment, the Millennium, and the new heaven and new earth where the church will reign with Christ for eternity. The current political and geographical issues as Signs of the Times will also be examined.
- HI307 Book of Revelation: A Study of End-time Events 3 credit hours**  
Students will learn end time events the world is currently experiencing and foretold to happen. Prophecies written in the books of Daniel and Revelation will lend better understanding. Some of these aforementioned acts take place in heaven; however, this class identifies and differentiates those appearances in the earth's realm. Students should gain an accurate understanding of Jesus Christ's revelation given to the Apostle John.
- LA250 Church Law for Pastors and Laymen 3 credit hours**  
This course introduces students to a variety of legal matters that impact the church. To provide an overview of the U.S. legal system and to examine day to day church matters including the legal responsibility of pastors, governing boards, ministries, and persons in leadership capacities; to develop strategic tools to minimize the church's exposure to liability.
- LD101 Liturgical Dance I 3 credit hours**  
Examine the history of liturgical dance in the Scriptures and its rightful place in the Church. Study both theory and practicum. No previous dance experience required.

<b>LD102</b>	<b>Liturgical Dance II</b> An advanced level of instruction in the art of worship through dance. <b>Prerequisite:</b> Liturgical Dance I	<b>3 credit hours</b>
<b>MA100</b>	<b>Fundamentals of Math</b> This course is designed to fulfill the math needs of those who wish to wish to increase their knowledge and understanding of practical mathematical applications. The course will equip you with the skills and understanding through learning practical applications and techniques for solving 'real-world' mathematical problems.	<b>3 credit hours</b>
<b>MA101</b>	<b>Introductory Algebra</b> Introduces college-level algebra and the basic rules of mathematical calculations.	<b>3 credit hours</b>
<b>MN100</b>	<b>Preparing for Christian Ministry</b> Prepare for various aspects of ministry. Learn advanced principles and methods of ministry not included in the preaching ministry.	<b>3 credit hours</b>
<b>MN200</b>	<b>Women in Ministry</b> Study great women in ministry, past and present. Uncover biblical evidence to dispel the myth that "women should not preach."	<b>3 credit hours</b>
<b>MN212</b>	<b>Faith Entrepreneurship: Nonprofit Management</b> Provides a framework for developing nontraditional faith based community outreach organizations that meet the spiritual, social, and economic needs of the community. Learn how to develop a nonprofit, 501(c)(3) tax-exempt organization.	<b>3 credit hours</b>
<b>MN220</b>	<b>The Person of Jesus</b> This course serves to examine the person of Jesus Christ and to provide you with an in depth look at the Savior, Lord and Priest. It is a simple yet comprehensive study.	<b>3 credit hours</b>
<b>MN230</b>	<b>Developing the Prophetic Ministry</b> Receive a greater understanding of the gift of prophecy and the office and function of the prophet. Emphasis is placed on Old Testament prophets and the role of the prophetic ministry in the present day.	<b>3 credit hours</b>
<b>MN240</b>	<b>Developing a Teaching Ministry</b> This course is designed to discover and explore the ministry of teaching and to assist students in the development of their teaching ministry call. This course aims to assist students in diagnosing their strengths and weaknesses in Bible teaching, enabling them to teach messages that result in changed conduct.	<b>3 credit hours</b>
<b>MN250</b>	<b>Speaking Truth to Power</b> The objectives of this course are to provide an understanding of how the ministries of the Old Testament prophets, the prophetic role of Jesus and the civil rights movement led by Dr. Martin Luther King Jr., provide a contemporary foundation for ministers to speak, write and take advocacy positions against social, economic and political injustice. The course will also help students integrate their private values with their public action. It will also work to provide the basics of print and video techniques necessary for communicating to diverse audiences.	<b>3 credit hours</b>
<b>MU200</b>	<b>African-American Sacred Music</b> This class is designed to give the student a more complete and comprehensive understanding of music and its contribution to everyday and spiritual life.	<b>1 credit hour</b>

- MU300 African-American Sacred Music 3 credit hours**  
This course will trace the history of the Negro spirituals, black congregational singing, and gospel music. It is important to note that this course is highly interactive, so please be prepared to clap your hands, stomp your feet, and lift your voice!
- PL101 Building a Healthy Marriage 3 credit hours**  
Examine methods of effective implementation of the whole counsel of God concerning marriage and family.
- PL108 Personal Budgeting 3 credit hours**  
Learn God's principles concerning money. Study practical money management which includes debt elimination strategies, saving money, developing a financial spending plan, and more. This course will empower you to improve your financial standing, while exploring the financial priorities discussed in the Bible.
- PL128 Conquering Stress, Struggles, and Setbacks 3 credit hours**  
This class will increase your faith as well as motivate you to reach above every obstacle that comes your way. God can do immeasurably more than all we can ask or imagine, according to His power that works through us, even during troubled times.
- PL201 Triumphant through Perilous Times 3 credit hours**  
Move from victimization to victory by taking this course. Receive a biblical view of the ultimate church. Be inspired not to lose hope, but gain a vision of God's triumphant people.
- PL250 The Challenges of Christian Parenting 3 credit hours**  
This course will provide an introduction to the role and responsibility of the Christian parent and its function in the Christian family life cycle as it progresses through the developmental stages of the child. The challenges that are faced as the family transitions from one stage to the next will also be addressed. Students will begin to acquire information and to be exposed to the Christian family life cycle and the requirements for Christian parenting.
- PL283 Battlefield of the Mind 3 credit hours**  
This course identifies spiritual distractions/warfare Satan uses to derail believers from the victorious mind Jesus Christ promises. Strategies to handle the barrage of thoughts and/or strongholds equip the student with biblical strategies to succeed.
- PL256 A Study of the Life and Ministry of Timothy 3 credit hours**  
The wisdom that Paul imparted to Timothy in the First and Second Books of Timothy is not just for pastors, but for ministers and lay members as well, providing guidance for Christian living, Christian ministry and Christian doctrine.
- PR201 Homiletics I 3 credit hours**  
Foundational for beginning preachers and public speakers, this course is a "must take." Learn how to develop and deliver sermons. Study the lives of great preachers past and present.
- PR202 Homiletics II 4 credit hours**  
Participate in an advanced practicum for biblical preaching. Learn about the development and delivery of sermons (i.e., for licensed and/or ordained preachers only).  
**Prerequisite:** Homiletics I

<b>PR204</b>	<b>Advanced Homiletics</b> Advanced Homiletics is designed to challenge the student to continue perfecting the gift and art of preaching. It also serves as a refining course, thereby assisting the student in identifying several styles of preaching. This course is intended to assist the student in defining his or her greatest style of preaching, while exposing them to additional styles. Strong emphasis is placed on sermon construction according to assignment objectives, effectiveness of delivery and quality public speaking. This course is not designed for the beginning preacher.	<b>4 credit hours</b>
<b>SL101</b>	<b>American Sign Language I</b> This course introduces the art of sign language. Learn the basic signs of communication with the deaf community.	<b>3 credit hours</b>
<b>SL102</b>	<b>American Sign Language II</b> Receive advanced instruction in sign language; some formal background in sign language is required. <b>Prerequisite:</b> Sign Language I	<b>3 credit hours</b>
<b>SP201</b>	<b>Introduction to Spanish</b> This course is designed for those who have a desire to learn the basic skills of speaking Spanish that includes learning nouns, verbs, and key phrases. This class will integrate scripture in its weekly lesson to also aid in evangelizing Spanish speakers. The course will use written, oratory, and listening skills to foster an environment that appeals to the different methods of learning by each student.	<b>3 credit hours</b>
<b>TH150</b>	<b>Apologetics</b> Perform detailed study of theology from the perspective of defending the Christian faith based on the authority of the Bible and the historic evidence of the resurrection. Learn the basic beliefs of the Christian Church and the effective articulation of beliefs to Christians and Non-Christians.	<b>3 credit hours</b>
<b>TH170</b>	<b>Discovering and Developing your Gift for the Church</b> Identify and maximize your gift(s) in order to advance the Kingdom of God within the local Church. Learn about the gifts of the Spirit and their operation in the life of the believer.	<b>3 credit hours</b>
<b>TH200</b>	<b>Pneumatology: Holy Spirit I</b> Examines the purpose, personage, and manifestation of the Holy Spirit. Gain an understanding of the Fruit of the Spirit, the Gifts of the Spirit, and their operation in the Church.	<b>3 credit hours</b>
<b>TH202</b>	<b>Biblical Typology</b> This course is designed to acquaint students with the nature of the Bible and how various objects and persons throughout the Scriptures have served as “types” of Christ.	<b>3 credit hours</b>
<b>TH203</b>	<b>Principles of Leadership</b> Examine the nature of Biblical leadership. Gain a greater understanding of the elements of effectiveness for leadership development.	<b>3 credit hours</b>
<b>TH208</b>	<b>Theology of Prayer I</b> Examine the significance of prayer in the life of the believer, as well as various forms of prayer. Learn strategies that strengthen and enhance private devotions.	<b>3 credit hours</b>

<b>TH208-2</b>	<b>Theology of Prayer II</b> Examine the significance of prayer in the life of the believer, as well as various forms of prayer. Learn strategies that strengthen and enhance private devotions at a much greater level of intensity.	<b>3 credit hours</b>
<b>TH208-3</b>	<b>Theology of Prayer: Warfare Prayer III</b> This course will deal with the Word of God and breaking free from fourteen particular strongholds through prayer: idolatry, unbelief, pride, deception, insecurity of feeling unloved, rejection, addiction, food addictions, guilt, despair, unforgiveness, depression, immorality, and the enemy.	<b>3 credit hours</b>
<b>TH210</b>	<b>Spiritual Warfare I</b> Study effective Spiritual Warfare. Learn helpful tips on how to fight the good fight of faith and do battle with the enemy.	<b>3 credit hours</b>
<b>TH212</b>	<b>Spiritual Warfare II</b> Provides advanced study of effective Spiritual Warfare. Learn the necessary tools to discern and combat the tactics of the enemy. <b>Prerequisite:</b> Spiritual Warfare I	<b>3 credit hours</b>
<b>TH214</b>	<b>Pneumatology: Holy Spirit II</b> This course will further explore the mysteries and the truths of the Holy Spirit. The student will examine the deeper purpose, personage, and manifestation of the Holy Spirit, gaining an understanding of the Laying On of Hands, Listening to the Holy Spirit, and the Spirited Witness.	<b>3 credit hours</b>
<b>TH216</b>	<b>The Power of Prayer</b> Examine the powerful dynamics of prayer in the life of a believer to cultivate and maintain the God kind of faith to necessary to accomplish one's God given potential.	<b>3 credit hours</b>
<b>TH230</b>	<b>Principles of Faith</b> Examines how faith makes the difference between defeat and victory. Move into a dimension of faith and power.	<b>3 credit hours</b>
<b>TH240</b>	<b>The Life of Christ</b> This course provides an in-depth study of the Gospels with respect to the life of Christ paying special attention to major themes, specific verses, accounts, parables, and miracles unique to each. Emphasis is on the practical application in the life of the Christian to show us the agape love that Christ exemplified throughout his ministry.	<b>3 credit hours</b>
<b>TH250</b>	<b>Sexuality and the Black Church</b> Provides an insightful look at sexuality in the 21 <sup>st</sup> Century from a Black perspective and how it affects the Church. Lectures include discussions on such topics as the lust of the flesh, homosexuality, adultery, and other issues of a sexual nature that have a bearing upon the Church.	<b>3 credit hours</b>
<b>TH275</b>	<b>The Leader and Prayer</b> Examine Biblical leadership with strategic prayer. Gain a greater understanding of prayer in the life of a leader.	<b>3 credit hours</b>
<b>TH300</b>	<b>Servant Leadership</b> This course is designed to provide leaders with spiritual as well as practical tools to assist with effectively managing an organization or ministry. Students will examine the leadership style and characteristics of Jesus Christ.	<b>3 credit hours</b>

- TH301 Bible Doctrines I 3 credit hours**  
Explore some of the great truths and doctrines of the Scriptures.  
**Prerequisite:** Old Testament Survey, New Testament Survey, Bible Characters I & II.
- TH302 Bible Doctrines II 3 credit hours**  
Examine some of the Scriptures, and a proven prescription for Church growth.  
**Prerequisite:** Old and New Testament Survey, Bible Characters I & II, and Bible Doctrines I.
- TH303 Advanced Leadership Studies 3 credit hours**  
This class focuses on the unique leadership style of each student. It helps to identify each person's Emotional Intelligence Quotient and Leadership Quotient (LQ). It delves into personal principles and practices identifying interpersonal skills for best leadership development. These experiences will be comprised of past and present life experiences while aiding to identify future goals. Identifying one's LQ abilities (i.e. effective leadership skills by the leader and a follower's perspective... a glimpse of how to lead, influence, motivate, decision making, conflict resolution/negotiation strategies, and a host of necessary skills) will challenge students to connect theory to practice.
- TH304 Leadership Principles for Women 2 credit hours**  
This course is designed to provide women with practical spiritual tools to assist them in effectively leading (a) themselves, i.e., self-leadership, (b) in their homes (i.e., whether single, a mother, or a wife), (c) in professional or secular arenas as employee, employer, business partner, etc., and (d) in ministry.
- TH305 Faith and Sexuality 3 credit hours**  
This course provides an understanding of significant aspects of Judeo-Christian beliefs about sexuality, exploring the relationship between Christian faith and human sexuality, guiding and assisting persons in the exploration of ethical and faithful decisions as it relates to sexuality and relationships.
- TH306 Leadership Principles for Men 2 credit hours**  
This course is designed to provide men with practical spiritual tools to assist them in effectively leading (a) themselves, i.e., self-leadership, (b) in their homes as a father, husband, etc., (c) in secular arenas as employee, employer, business partner, etc., and (d) in ministry.
- TH310 The Leadership of Jesus 3 credit hours**  
This course will provide an in depth look into the leadership style and the leadership lessons of Jesus found in the accounts of the Gospels. In this exploration, you will discover how Jesus communicated, confronted, disciplined, and delegated. No other leader in history has impacted mankind the way Jesus did. His life on earth was only 33 years, but the legacy of his leadership, which is the church, is still alive today.
- TH320 Leaders Preparing Leaders for the 21<sup>st</sup> Century 3 credit hours**  
This course will teach leaders how to train and develop leaders and potential leaders, i.e., how to plan, develop and organize ongoing training, technically relevant for the needs of the audience served.

## FACULTY

### **Minister Carol Alsbrooks (Theology)**

Certificate of Biblical Studies, Calvary Bible Institute, Washington, DC

### **Elder Karen D. Bell, MA Biblical Studies (Ministry)**

MA, Biblical Studies, Maple Springs Baptist Bible College and Seminary  
BS, Education, DC Teachers College / University of the District of Columbia

### **Frances Brooks, (English)**

MA, International Communications, University of Maryland Baltimore County, Baltimore, MD  
BA, Spanish and Linguistics, University of the West Indies

### **Elder Bobette Brown, M.Div., (Ministry)**

MA, Theological Studies, Wesley Theological Seminary, Washington, DC  
BA, Business, University of Maryland, College Park, MD  
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### **Elder Joseph Brown, (Theology)**

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### **Bishop T. Cedric Brown, D.Min., (Theology)**

D.Min., Leadership Development and Organization Dynamics, United Theological Seminary, Dayton, OH  
MA, Counseling and Human Services, Regent University, Virginia Beach, VA  
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MPA, Health Services Administration, Southeastern University, Washington, DC  
AS, Nursing, University of Bridgeport, CT  
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BA, Interdisciplinary Major: Economics, Government, History and Philosophy,  
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**Minister Simone Green**

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Ph.D., University of Maryland College Park, American Studies Department  
MA, Bowling Green State University, English Department  
BA, Johnson C. Smith University, English Department

**Elder Dexter M. Holmes, (English)**

MA, University of the District of Columbia, English Composition and Rhetoric  
BA, University of the District of Columbia, English

**Elder Jerome O. Holmes, (Theology)**

MA, Religious Education, Liberty Baptist Theological Seminary, Lynchburg, VA  
MS, Organizational Leadership, Nyack Seminary and Graduate School, Nyack, NY  
BS, Political Science, Bowie State University, Bowie, MD

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DSL, Doctor of Strategic Leadership, Regent University, Virginia Beach, VA  
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**Elder Cheryl Mercer, M.Div., (Ministry)**

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M.Ed Secondary Education Special Ed (all disabilities), Arcadia University, Glenside, PA  
BA, Political Science, Cheyney University, Cheyney, PA  
Certification in Graduate Studies Human Sexuality, George Mason University, Fairfax, VA

**Archbishop Alfred A. Owens, Jr., D.Min., (Biblical Studies, Theology, Preaching)**

D. Min., Howard University, School of Divinity, Washington, DC  
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**Elder Marita Williams (Communications)**

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