

HANDBOOK & COURSE CATALOG

2023-2024



BEREAN  
BIBLE INSTITUTE

TRAINING FOR MINISTRY

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*Berean Bible Institute, Inc. admits students of any race, color, and national or ethnic origin.*

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**Revised Edition, May 2023**

*Supersedes All Previous Editions*

**BBI reserves the right to revise this Handbook at any time. Check [www.bereanbibleinstitute.org](http://www.bereanbibleinstitute.org) to ensure you have the latest version.**

## A WORD FROM THE PRESIDENT

I am glad that you decided to inquire about **Berean Bible Institute**. **BBI** exists for the purpose of training men and women for the work of the ministry on behalf of our Savior, Jesus Christ. We believe that the best way to do this is by teaching the Bible as the inspired Word of God from a dispensational viewpoint.

If you have a sincere desire and feel God's calling to devote your life to the ministry or to be better prepared to serve the Savior where you are, we want to encourage you to give serious consideration to attending **BBI**. Your spiritual growth is important to us and at **BBI** we strive to:

- **Educate** our students in a deeper understanding of the Word of God with a special emphasis on what God is doing today in the dispensation of Grace.
- **Equip** our students for life and ministry. Our courses are designed to train our students in ministry skills in order to enable them to serve Christ more effectively where ever He leads them.
- **Encourage** our students to be completely surrendered to the Lord Jesus Christ. We believe the Body of Christ needs leaders who are completely and unapologetically committed to serving the Lord Jesus Christ and going wherever He leads.
- **Expose** our students to various ministry opportunities such as: Missions, Evangelism, Church Planting, Preaching and Teaching and serving in a local church.

If you are looking for a challenge and an opportunity to grow in your understanding of God's Word and have a greater impact for Christ on the world around you, then **BBI** may just be the place for you.

May the Lord guide and direct you as you seek His will for your life.

In Christ,

Dr. Robert E. Nix, President  
**Berean Bible Institute**

*Jesus Christ is the reason for everything that **Berean Bible Institute** does and stands for. He is both the beginning and the end as well as the means by which we exist and function. We do not merely name Christ as a formal facade for otherwise secular or religious pursuits and activities. He is not a figurehead, but the Living Head of the Church, which is His Body. The members of the Body of Christ are called to serve Him by making known the Gospel of the Grace of God. At **BBI** we do this by teaching and preaching "Jesus Christ according to the revelation of the mystery" to our students, in both words and actions, preparing them to go out and do the same (see Rom. 16:25-26; II Cor. 5:14-21; Eph. 3:1-12; II Tim. 2:1-15).*

*Will you take up the challenge to make Christ known to a lost and dying world?*

*If you won't then who will?*

## **2023-2024 Academic Calendar**

### **2023 Fall**

**July 27** – New Student Application Due Date for Fall Term 1

**August 3** - Enrollment Due Date for Full Semester and Term 1 Courses

**August 21** - Full Semester and Term 1 begin for Virtual, Instructor-Led Courses

**September 4** – Labor Day: **BBI Office Closed (No Virtual, Instructor-Led Classes scheduled)**

**September 28** – New Student Application Due Date for Fall Term 2

**October 5** - Enrollment Due Date for Term 2 Courses

**October 12** - Last day of Term 1 Courses

**October 13-22** - Fall Break (No Virtual, Instructor-Led Classes scheduled)

**October 19** – Term 1 Virtual, Instructor-Led Course Grades Due

**October 23** - Term 2 Classes begin for Virtual, Instructor-Led Courses

**November 23** – **Thanksgiving: BBI Office Closed (No Virtual, Instructor-Led Classes scheduled)**

**December 14** - Last day of Full Semester and Term 2 Courses

**December 21** – Full Semester & Term 2 Virtual, Instructor-Led Course Grades Due

**December 14** – New Student Application Due Date for Spring Term 1

**December 22-January 1** – **Christmas Break: BBI Office Closed (No Virtual, Instructor-Led Classes scheduled) Office opens January 2.**

## **2024 Spring**

**January 4** - Enrollment Due Date for Full Semester and Term 1 Courses

**January 22** – Full Semester and Term 1 begin for Virtual, Instructor-Led Courses

**February 29** – New Student Application Due Date for Spring Term 2

**March 14** - Enrollment Due Date for Term 2 Classes

**March 14** - Last day of Term 1 Courses

**March 15-24** - Spring Break (No Virtual, Instructor-Led Classes scheduled)

**March 21** – Term 1 Virtual, Instructor-Led Course Grades Due

**March 25** - Term 2 Classes begin for Virtual, Instructor-Led Courses

**May 16** - Last day of Full Semester and Term 2 Courses

**May 23** – Full Semester & Term 2 Virtual, Instructor-Led Course Grades Due

## I. HISTORY

In May of 1995 over 60 concerned Grace leaders met in Menomonee Falls, Wisconsin to pray and discuss the formation of a training program to produce much-needed pastors, missionaries, and local church workers.



Representing well over 50 years as part of the Grace Movement and tracing its mid-Acts dispensational roots back to the Apostle Paul, this session voiced a need for a Bible Institute training program for leaders in today's Grace assemblies.

This focused goal would necessitate equally focused founders, faculty, students, and constituency. It was decided that the school would operate free from all government assistance programs and be solely maintained by God's supply via His people. The Milwaukee, Wisconsin area was chosen as a central location for the training Institute.

The summer and fall of 1995 witnessed research and planning committees convening under the auspices of the *Berean Bible Society* Board of Directors. The consensus was to have the school operational by the fall of 1996. However, the Board realized the exact timing would be completely in God's power.

The overriding burden of the hour is to equip godly and committed students to enter the ministry of *"preaching Jesus Christ according to the revelation of the mystery."* The school will teach all Scripture in accordance with the dispensational principle of *"rightly dividing the Word of Truth"* (II Tim. 2:15).

## II. MISSION

The mission of **Borean Bible Institute** is to train Pastors, Missionaries, and Christian leaders for the ministry of the Lord Jesus Christ and the proclamation of the Gospel of the Grace of God given to and through the Apostle Paul.

In this endeavor, we seek to glorify God by training faithful Christian workmen (II Tim. 2:15) to become approved unto God and not ashamed of the distinctive message of God's matchless Grace revealed to and through the Apostle Paul. **BBI** will promote understanding the entire Bible in the light of this Pauline revelation and encourage the universal proclamation of God's present administration of Grace both to the world and to the church.

**Borean Bible Institute** was founded because of Paul's injunction to Timothy, *"the things that thou has heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also"* (II Tim. 2:2). Since God's purpose in this Dispensation of Grace is to build up the Body of Christ, **BBI's** training will focus on establishing, edifying, and extending the local church and will be closely identified therewith.

Funding of the **BBI** is partially by tuition from the students but principally from donations freely given by those who understand and support the implementation of the **Institute's** stated goals. **BBI** will adhere to a ministry training format to provide courses, diplomas, and degrees that will fully prepare the student to serve the Lord Jesus Christ wherever He leads. This is essential to achieving our stated goals.

The Administration and Faculty of **Borean Bible Institute** are in full agreement with **BBI's** doctrinal statement.

**Berean Bible Institute** is based on the Scriptural fact that there is but one Church, the Body of Christ, and that all true believers in Christ, regardless of denominational affiliations or lack of such affiliations, are fellow members of that Body. Seeking to keep and to promote the unity of the Spirit as outlined in Ephesians 4:1-6, **BBI** adopts as its policy:

**In essentials, Unity;**  
**In non-essentials, Liberty;**  
**In all things, Charity.**

### **III. CREDIBILITY**

**Berean Bible Institute** is an independent school of college-level adult education that seeks no accreditation from any organization or association. **BBI** is governed by a board of directors that oversees the goals, integrity, and educational direction of the Institute. Our choice not to pursue accreditation affords us more freedom in the selection of our faculty and instructors, helps to keep our tuition rates low, and allows us to pursue the types of programs that are most beneficial for training individuals for ministry.

**Berean Bible Institute** is a nonprofit 501 (c) (3) corporation that operates in Wisconsin as an exempt religious institution under s.38.50(1)(e)3., *Wis. Stats.* **BBI** offers certificates, diplomas, and degrees in biblical studies and ministry.

### **IV. DOCTRINAL STATEMENT**

*"I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation wherewith ye are called, with all lowliness and meekness, with long-suffering, forbearing one another in love; endeavoring to keep the unity of the Spirit in the bond of peace. There is one body, and one Spirit, even as ye are called in one hope of your calling; one Lord, one faith, one baptism, one God and Father of all, who is above all, and through all, and in you all" (Eph. 4:1-6).*

#### **THE BIBLE**

The entire Bible in its original writings is verbally inspired of God and is of plenary authority (II Tim. 3:16,17; II Pet. 1:21).

#### **THE GODHEAD**

There is one God, eternally existing in three Persons: Father, Son, and Holy Spirit (Deut. 6:4; I Tim. 2:5; Eph. 4:4-6; Matt. 28:19; II Cor. 13:14). God is omnipotent, omnipresent, and omniscient. His omnipotence means He is all-powerful over all of creation and He is able to do whatever He wills (Gen. 18:14; Job 42:2; Ps. 93:1; Mk. 10:27; Eph. 3:20). His omnipresence means that He is everywhere present at all times (I Ki. 8:27; Ps. 139:7-12; Jer. 23:23-24). His omniscience means that He has knowledge of all things, knowledge that is all inclusive, extending to all of creation throughout all time and all things both actual and possible, including the thoughts and actions of His created beings, past, present, and future (Job 40:2a; Ps. 139:16; 145:5; Isa. 40:13-14).

#### **THE PERSON OF CHRIST**

Jesus Christ was begotten by the Holy Spirit and born of the virgin Mary, and is true God and true Man, and lived a sinless life in obedience to the Father (Luke 1:35; Phil. 2:6-9; Rom. 1:3,4; II Cor. 5:21; Col. 2:9; Heb. 4:15).

#### **THE CONDITION OF LOST MANKIND**

All human beings are by nature dead in trespasses and sins and are, therefore, totally unable by their own wisdom or strength to do anything pleasing to God (Eph. 2:1-3; Rom. 3:9-18; Rom. 8:7; I Cor. 1:18-31).

## **SALVATION**

God justifies ungodly sinners by His Grace upon the ground of the shed blood of Christ, through the means of personal faith. This complete salvation is bestowed as a free gift of God apart from man's works (Rom. 3:24-28; 5:1,9; Eph. 2:8,9).

## **ETERNAL SECURITY**

All the saved are eternally secure in Christ (Col. 3:1-4; Phil. 1:6; Rom. 8:1; 8:29-39; Eph. 1:13,14).

## **PERSONALITY AND WORK OF THE HOLY SPIRIT**

The Holy Spirit is a Person Who convicts individuals of sin and Who regenerates, baptizes, seals, indwells, enlightens, and empowers believers (Titus 3:5; I Cor. 12:13; Eph. 1:13,17,18; 3:16).

## **THE CHURCH**

In the present Dispensation there is only one true Church, called the Body of Christ (I Cor. 12:13; Eph. 1:22,23; 3:1-6), separate and distinct from the prophesied, earthly kingdom of Christ. The Body of Christ began with the Apostle Paul before he wrote his first epistle (I Thess. 2:14-16 cf. Acts 13:45,46; Phil. 1:5,6 cf. Acts 16; I Cor. 12:13,27 cf. Acts 18).

## **GIFTS**

The spiritual gifts necessary for the ministry of the Body of Christ are those enumerated in Ephesians 4:7-16. Of these, only the gifts of evangelists, pastors, and teachers are in operation today. The gifts of ministry, teaching, exhortation, giving, and showing of mercy as listed in Romans 12:7 and 8 as well as the gifts of helps and governments from I Corinthians 12:28 may also be considered operational today. All the sign gifts of the Acts period, such as tongues, prophecy, and healing (I Cor. 12:1-31), being temporary in character, have ceased (I Cor. 13:8-11).

## **WALK**

By reason of Christ's victory over sin and of His Indwelling Spirit, all of the saved may and should experience deliverance from the power of sin by obedience to Romans 6:11. We deny that man's sinful nature is ever eradicated during this life (Rom. 6:6-14; Gal. 5:16-25; Rom. 8:37; II Cor. 2:14; 10:2-5). As saints (Lit. "set-apart ones") and members of the true Church (Lit. "called out ones"), we are to maintain a Christ-honoring testimony, separate from all forms of worldliness and apostasy, and to demonstrate obedience to the Lord Jesus Christ and love to all men (Rom. 12:1,2,9; II Cor. 6:14-18; Eph. 5:11; I Tim. 6:20,21).

## **BAPTISM**

All saved persons have been made members of the Body of Christ by one divine baptism (I Cor. 12:13). By this one baptism, every member of the Body of Christ is identified with Christ in His death, burial, and resurrection. In light of the statement concerning the one baptism in Ephesians 4:5, the statements concerning baptism in Colossians 2:12 and Romans 6:3,4, and Paul's statement in I Corinthians 1:17 that "*Christ sent me not to baptize, but to preach the gospel,*" we affirm that water baptism has no place in God's spiritual program for the Body of Christ in this Dispensation of Grace.

## **THE LORD'S SUPPER**

The communion of the Lord's Supper as revealed through the Apostle Paul in I Corinthians 11:23-26 is for members of the Body of Christ to observe "*until He comes.*" There is no place in Scripture where the Lord's Supper and water baptism are linked together as ordinances or as sacraments for the Church.



## **RESURRECTION**

Jesus Christ was resurrected bodily from the dead (Luke 24:39-43). Based on I Corinthians 15:21, all men will have a bodily resurrection (Acts 24:15): the saved to everlasting glory and the unsaved to everlasting punishment (John 5:29; Rev. 20:11-15).

## **THE SECOND COMING OF CHRIST**

The Rapture of the Church "*which is His Body*" and the Second Coming of Christ will be pre-millennial. He will come first to receive the members of His Body to Himself (I Thess. 4:13-18; Phil. 3:20,21), and later to receive His Millennial Kingdom, over which He will reign (Zech. 14:4,9; Acts 1:10,11; Rev. 19:11-16; 20:4-6). Because of the distinctive nature of the Body of Christ, the resurrection and Rapture of the Church which is His Body will take place before the Tribulation (Jer. 30:7; Matt. 24:15-31) at His appearing in the air (I Thess. 4:13-18; Phil. 3:20,21; Titus 2:13,14; I Cor. 15:51-53). The resurrection of the other saved dead will occur after the Tribulation (Rev. 20:4-6).

## **STATE OF THE DEAD**

Nowhere does Scripture extend any hope of salvation to the unsaved dead but instead reveals that they will ever continue to exist in a state of conscious suffering (Luke 16:23-28; Rev. 14:11; 20:14,15; Col. 3:6; Rom. 1:21-32; Phil. 3:19; II Thess. 1:9). The teachings of universalism, of probation after death, of annihilation of the unsaved dead, and of the unconscious state of the dead, saved or unsaved (Luke 16:23-28; Phil. 1:23; II Cor. 5:6-8), are to be opposed as being thoroughly unscriptural and dangerous doctrines.

## **MISSION**

The mission and commission of the Church which is His Body is to proclaim the message of reconciliation (II Cor. 5:14-21) and to preach Jesus Christ according to the revelation of the Mystery (Rom. 16:25; Eph. 3:8,9) with all boldness. In this we should follow the example of the Apostle Paul (I Cor. 4:16; 11:1; Phil. 3:17; 4:9; I Tim. 1:11-16). That distinctive message which the Apostle of the Gentiles (Rom. 11:13; 15:16) calls "*my gospel*" (Rom. 2:16; 16:25) is also called "*the gospel of the grace of God*" (Acts 20:24). We, like Paul, must preach the entire Word of God in the light of "*this gospel*" (II Tim. 4:2; Gal. 1:8,9) and strive to reach those in the regions beyond where Christ is not yet named (Rom. 15:20; II Cor. 10:16).

## **HUMAN SEXUALITY**

**Sexual Relations:** We believe that for the good of mankind God has commanded that no intimate sexual activity be engaged in outside of a marriage relationship between a man and a woman, and that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery, or pornography are sinful perversions of God's gift of sex and therefore unacceptable behavior for anyone professing to be saved through personal faith in Jesus Christ (Gen. 2:24; 19:5,13; 26:8,9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; Gal. 5:19; Eph. 5:1-7; Col. 3:2-5; I Thess. 4:1-8; Titus 2:11-14; 3:3-8; Heb. 13:4).

**Gender:** We believe as stated in Scripture that God creates each new life as either male or female (Genesis 5:2; Mt. 19:4). A person's gender is documented at birth and is the biological sex of that person that God intended throughout his or her life (Psalm 139:13-16).

**Marriage:** We believe that the only legitimate marriage relationship is the joining together of one man and one woman as husband and wife (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22,23).

**Spiritual Authority:** We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women. Husbands are to be the leaders in the home and men are to be the leaders in evangelism, pastoring, and teaching. Accordingly, only men are to be leaders and serve as directors of the **Berean Bible Institute** or be eligible for licensure to the Gospel ministry by the **Institute** (Gal. 3:28; Col. 3:18; I Tim. 2:8-15; 3:4,5,12).

### **ABORTION**

Human life begins at conception and the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life and is therefore considered to be murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (Job 3:16; Ps. 51:5; 139:14-16; Isa. 44:24; 49:1,5; Jer. 1:5; 20:15-18; Luke 1:44).

### **LAWSUITS BETWEEN BELIEVERS**

Believers are prohibited by Scripture from bringing civil lawsuits against other believers to resolve personal disputes and that any such disputes should be resolved by the individuals involved according to the governing principles found in the Bible (I Cor. 6:1-8; Eph. 4:31,32).

### **GIVING**

All believers, as stewards of that portion of God's wealth entrusted to them, are expected by God to financially support other ministries and/or organizations of similar beliefs, whose purpose is compatible with the purpose of any such local church, through offerings that are freely given with a willing and cheerful attitude. We also believe that upon transfer of any offering or gift to a local church or compatible ministry or organization, the believer relinquishes all rights to direct the use of such offerings or gifts except that of general furtherance of the work of the local church or compatible ministry or organization (I Cor. 16:1-3; II Cor. 9:6,7; Gal. 6:6; Eph. 4:28; I Tim. 5:17,18).

## V. ADMISSION:

**A. SCHOLASTIC:** Applicants for student admission should be seventeen (17) years of age or older and have a high school diploma or its equivalent, and be capable of doing college level work. Students who are currently junior or seniors in high school (public, private, or home education) and 17 or older may be granted special permission to be admitted to **BBi** on a case by case basis. Home educated applicants may be asked to provide: 1) a description of their secondary education detailing the amount of completed academic units and total GPA; and 2) an essay of not less than 500 words (double spaced) describing their home education experience.

**B. SPIRITUAL:** Applicants must be able to give testimony to their personal salvation and have a basic understanding of its Scriptural basis. A commitment to study to rightly divide the Word of Truth, to learn the gospel message, and to develop skills in order to communicate it to others is also desirable. It is expected that each applicant will conduct his or her Christian walk in accordance with Grace teaching.

**C. APPLICATION FOR ADMISSION:** All students must make application to **Berean Bible Institute**. Apply online at <https://www.bereanbibleinstitute.org/admissions>. Applicants must provide three references as to the student's salvation, character and commitment to the Word of God. An application fee of \$25.00 must be paid for the application to be processed.

**D. REGISTRATION & ENROLLMENT:** Students are responsible to complete registration steps to register for courses.

- To register for self-directed courses, complete the Self-Directed Course Registration Form available here: [www.bereanbibleinstitute.org/enroll](http://www.bereanbibleinstitute.org/enroll)
- To register for all the course formats (i.e., virtual, instructor-led courses), complete the registration form available here: [www.bereanbibleinstitute.org/enroll](http://www.bereanbibleinstitute.org/enroll)

**E. ACCEPTANCE:** Applicants are notified in writing regarding acceptance to the **Institute**. Once accepted as a student the individual is eligible to enroll in any type of **BBi** course. A student's admission to **BBi** remains active for one year from the time of acceptance and remains valid as long as the student is actively enrolled in courses. If no longer enrolled in courses, a student's admission remains active one year from the completion date of the student's last course taken, or from the date of notified withdrawal if the student has withdrawn from all courses.

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

## VI. TUITION & FINANCES:

Tuition costs and fees are subject to change without prior notification. For the most current information, visit [www.bereanbibleinstitute.org/finances](http://www.bereanbibleinstitute.org/finances).

**A. TUITION RATES:** A credit hour represents an amount of time in instruction and study. The current base rate is \$85.00 per credit hour. This base rate is multiplied by the number of total credit hours for a course to determine the tuition rate.

- 1 Credit Hour Course \$85
- 2 Credit Hour Course \$170
- 3 Credit Hour Course \$255
- 4 Credit Hour Course \$340

**B. TEXTBOOKS:** Textbooks and all required course materials are dependent upon course enrollment and are highly variable based upon the resources the student may already own or have access to. Upon enrollment in each course, the registrar will assist students in securing all required materials and books.

### C. FEES

#### 1. Application Fee (\$25)

To apply for active student status at **BBI**, an admission application must be completed. Students apply online here: <http://www.bereanbibleinstitute.org/admissions>. No applications will be processed until the application fee has been paid in full (one-time fee).

#### 2. Technology Fee (\$30)

Technology fees are assessed for each instructor-led, virtual course (online) enrolled by a student (per course charge).

#### 3. Self-Directed Course Administration Fee (\$30)

This administrative charge is assigned to each self-directed distance course (per course charge).

#### 4. Graduation Application and Fees

Certificate Program (\$15)

All students seeking to graduate from a Certificate program must complete a Graduation Application (available from the Registrar's Office) and pay the required fee (one-time fee per program).

Degree Program (\$25)

All students seeking to graduate from a Degree program must complete a Graduation Application (available from the Registrar's Office) and pay the required fee (one-time fee per degree).

#### Commencement Fee (\$50)

Students graduating with a degree or diploma are required to participate in commencement and pay this fee, which covers cap and gown purchase and two meal tickets. Those receiving certificates are not required to participate in commencement, but are encouraged to do so. They do not need to pay the commencement fee, but may purchase meal tickets.

#### 5. Credit by Evaluation (C.B.E.) Fees

##### Evaluation Fee (\$25)

An evaluation fee is required when applying for life experience credits through our Credit by Evaluation (C.B.E.) program.

##### Tuition Fee (\$35 per credit hour)

Each life experience credit hour awarded through our Credit by Evaluation (C.B.E.) program is assessed this fee (per credit hour awarded).

#### 6. Transcript Service Fee (\$5)

This fee must be paid for every student transcript **BBI** provides to another institution (NOTE: The first, initial transcript is free of charge).

**D. AVAILABLE DISCOUNTS: BBI** provides some discounts on tuition. Students may receive only one discount. The greatest of applicable discounts will be applied. Discounts apply at the time of enrollment and amount is paid in full. Contact the registrar during registration and enrollment for all questions.

##### 1. Married Students

When a husband and wife are both enrolled as students together, tuition is waived for the spouse taking the fewest credit hours. The spouse must apply for and be accepted as a student and pay all associated fees in order to enroll. The spouses do not have to take the same courses.

##### 2. Select Certificate Programs (Paid in Full)

A special discount of 35% off of tuition is available for students who enroll in and pay in full for the entire Certificate of Dispensational Studies (CDS) or Certificate of Biblical Worldview (CBW) programs.

**E. SCHOLARSHIPS: BBI** has established a fund to help students with their expenses. This scholarship fund is supported by the gifts of faithful brethren who have a desire to help BBI students with their schooling.

##### 1. General Scholarship Fund

This fund is applied to all students who pay in full and is based on the number of credit hours in which a student enrolls at one time. The registrar will guide all students through the enrollment process, ensuring that all students receive all available and applicable scholarship funds.

## 2. **GMI or TCM Missionary Candidate Sponsorship**

BBI desires to assist global ministries in preparing men and women to serve the Lord on the foreign field. Our goal is to provide solid, systematic and ministry-specific training for those who desire to train for mission ministry. Students who are endorsed by either Grace Ministries International (GMI) or Things to Come Mission (TCM) will receive a 25% reduction in tuition costs. If either mission organization is paying for education costs, no letter of endorsement is required. If the student is responsible for tuition, a letter of endorsement from the mission is required. Contact the registrar for all questions.

## 3. **National Pastors and Leaders Scholarship Program**

This program is designed to help pastors and national leaders in foreign countries receive biblical and ministry training from **BBI** who could not otherwise afford the training costs. BBI assists Grace mission organizations (approved by **BBI**), by providing training at a significantly reduced rate for national pastors and leaders from countries who have a per capita income of less than \$10,000 according to The World Bank statistics of 2016.

For students receiving this scholarship, each course will only cost \$70 and includes the books and all course resources delivered (digitally or mailed) to the student. Students are additionally responsible for the \$25 application fee. Graduation fees are waived for these students. Students must receive a letter of recommendation from their mission in order to be eligible for this program.

**F. REFUND POLICY:** A student who withdraws from courses through **notification** after the start of the semester term is eligible for a refund of tuition only, according to the following scale:

- First Week of Withdrawal (90% tuition refunded)
- Second Week of Withdrawal (75% tuition refunded)
- Third Week of Withdrawal (50% tuition refunded)
- Fourth week and beyond of Withdrawal (0% tuition refunded)

**G. STUDENT LOANS:** **BBI** discourages students from accumulating unsecured debt, even for so noble a cause as learning to teach and preach the Bible. Students may seek sponsorship and/or support by family, Christian friends or their local church to help with their school expenses.

**H. STUDENT HOUSING:** **BBI** has nor dormitory or housing facilities. Any resident (on-campus) student is responsible for his or her own housing in the vicinity of West Bend, Wisconsin. However, **BBI** works with local housing providers that typically have housing facilities available. Students seeking housing should contact **BBI** for more information on potential local housing opportunities.

**I. STUDENT EMPLOYMENT:** Resident students may find it necessary to work part-time while attending **BBI** on campus. The area affords a variety of employment opportunities. **BBI** will try to assist if employment is needed, however the student must assume responsibility for his or her own employment.

**J. STUDENT LIVING EXPENSES:** The cost of all other living expenses such as food, clothing, transportation, medical, etc., is the responsibility of each student.

## VII. STUDENT INFORMATION:

**A. STUDENT BODY:** The mission of **Berean Bible Institute** is to train Pastors, Missionaries, and Christian leaders for the ministry of the Lord Jesus Christ and the proclamation of the Gospel of the Grace of God given to and through the Apostle Paul. We offer various programs to equip students for different types of ministry. While **BBI** has something to offer any believer wanting to grow in his or her understanding of the Word of God and prepare for some level of ministry, all students will be required to meet the high standard expected of those preparing for full-time vocational ministry.

**B. MARITAL STATUS OF STUDENTS:** Misbehaviors in the realm of marriage and sexual relationships have proven to be uniquely devastating to those involved in spiritual ministry as well as those training for such. The marital status of all individuals must be clearly stated on the required application forms. Any change in marital status while a student at **BBI** must be made known to the **Institute**.

**C. DRESS CODE:** In an endeavor to maintain high standards that reflect an attitude of the highest honor towards the gospel of Christ, **Berean Bible Institute** holds to a dress code.

This means that for in-person courses, believers should wear properly fitting garments, neat and clean. Male students should wear collared dress shirts and dress pants. Neckties are not required. Casual sport shirts and jean-type pants are not allowed. Female students are expected to wear modest properly fitting dresses, blouses, skirts, or slacks.

Students are not allowed to wear facial ornamental jewelry of any type while in class, except for women wearing earrings. Students are expected to cover any tattoos when possible.

The length of a male student's hair should be consistent with Paul's teaching in I Corinthians 11:14 and the high calling for which he is preparing. This also holds true for general body hygiene, table manners, and personal demeanor.

**D. GENERAL BEHAVIOR:** Student demeanor should be such "*as becometh saints*" at all times. The abuse or misuse of substances like tobacco, alcohol, and drugs are unacceptable. Attendance at **Berean Bible Institute** is a privilege and not a right. Students forfeit this privilege if they choose not to conform to the standards and ideals of the **Institute**. The **Institute** may insist on the withdrawal of a student any time that the student, in the opinion of the **Institute**, does not conform to the spirit of the ministry. Dignity in appearance and behavior should mark the lives of all who sincerely desire to serve the risen Lord Jesus Christ. **All behavior must conform to the doctrinal statement of Berean Bible Institute.**

**E. CHRISTIAN SERVICE ACTIVITY:** Resident students are encouraged to attend Grace churches in the area and when possible take an active part in their ministry. Distance students are also encouraged to participate in ministries local to them. Students desiring to graduate from **Berean Bible Institute** with a Diploma of Advanced Biblical Studies or Bachelor of Ministry must fulfill the requirements of a ministry practicum and, for Pastoral Studies students, this will require involvement in a local church. It is encouraged that a student begins attending a local grace church as soon as they begin attending **BBI** (if not already) and take an active role as opportunity arises. This will allow a smoother transition into meeting practicum requirements later.

## VIII. ACADEMIC INFORMATION:

### A. ACADEMIC PROGRAM:

- **BBI** offers a curriculum and programs designed to prepare believers for ministry. The Bachelor of Diploma programs can be completed in as little as three years, but students may take longer than three years, depending on the student's course load. Other programs can be completed sooner.
- Each academic year consists of two sixteen-week semesters. Fall and Spring Semesters are divided into two eight-week terms. Self-directed courses may be taken at any time of the year, regardless of semester.
- Students taking 12 credit hours or more are considered full-time students. Those taking 6-11 are considered part-time. Taking less than 5 credit hours is considered less than part-time.
- Students are recommended to choose a program of study rather than individual courses.
- Students are recommended to take 100-level courses in a program before 200-level or 300-level courses.
- Certain faculty and administrators are designated as academic advisors and can assist the students in academic pursuits.



**Doctrinal Differences:** **BBI** believes that what individuals believe about what the Bible teaches is very important. It is for this reason that it has established a doctrinal statement on essential Biblical issues to serve as a guideline for what is taught at the school. Even so, to enroll at **Berean Bible Institute**, students do not have to be in full agreement with the school. However, all students must be in agreement with **BBI's** doctrinal beliefs concerning the Bible; the Godhead; the Person of Christ; the Condition of Mankind; Salvation; Walk; and Human Sexuality as defined in its Doctrinal Statement under those headings.

**Doctrinal Requirements for the Diploma of Advanced Biblical Studies and Bachelor of Ministry Degree:** To receive the Diploma in Advanced Biblical Studies (96 credit hours) or the Bachelor of Ministry degree (126 credit hours), a student must be in complete agreement with the Doctrinal Statement of **Berean Bible Institute** and, without reservation sign a statement of affirmation of their agreement. Students who complete the requirements of either program but are not in full agreement with **BBI's** Doctrinal Statement will be given a *Certificate of Achievement in Bible Studies*. They will not be allowed to participate in any commencement exercises. Students who are not in full agreement with **BBI's** Doctrinal Statement may not proselytize other students or promote doctrines contrary to the schools Doctrinal Statement.

**Berean Bible Institute** has adopted this policy to preserve the school's doctrinal integrity, while allowing its students a reasonable measure of diversity in their beliefs.

### B. DEGREES, DIPLOMAS, AND CERTIFICATES:

**Certificates or Associate Degrees are not intended to fully equip anyone for fulltime vocational ministry. These are programs designed to encourage and equip the laymen to better serve Christ in the local church. For those who desire to be fully equipped for fulltime Christian ministry, BBI recommends the Diploma of Advanced Biblical Studies or Bachelor of Ministry in the track most appropriate for the chosen field of ministry.**

**1. Certificate of Dispensational Studies (Cert. DS):** This 10 credit hour program is designed to establish the student in a dispensational understanding of Scripture with a special emphasis on the truths of the dispensation of the grace of God as revealed to and through the Apostle Paul. This program will provide a solid foundation for the student desiring to have a stronger grasp on



the teachings of grace.

**2. Certificate of Biblical Worldview (Cert. BW):** This 10 credit hour program equips the student to think biblically and defend their faith in an increasingly skeptical world that is at times hostile to biblical Christianity. The program will provide a doctrinal understanding, affirm the faith of the student, and supply helpful information and methods in engaging those entrapped in Satan's deceit in the form of false religions and unbiblical worldviews.

**3. Certificate of Basic Bible Studies (Cert. BBS):** This is a 30 credit hour certificate program that provides a strong biblical foundation to any Christian seeking to serve the Lord. The requirements for earning the Cert. BBS follow a structured program that is made up of a foundational core curriculum that is essential to students gaining a working knowledge of the whole Bible while recognizing the importance of its dispensational nature and distinctives. It also provides the necessary skills and tools for a lifetime of effective personal Bible study and application of its teaching in day-to-day living. In addition, it will teach the student how to effectively share Christ with the lost and encourage them to do so. This course of Bible study would be of great benefit for any believer and especially helpful for young men and women who are planning to attend a secular college or university where their faith will be challenged by humanistic philosophies and New Age concepts. Requirements for the Cert. BBS can be found in Section IX. Electives may be chosen from blocks two and three with permission of an academic advisor.

**4. Associate of Biblical Foundations Degree (ABF):** The Associate of Biblical Foundations degree is a two-year degree designed to supply the learner with a solid foundation that will enhance their service in the local church. The ABF degree can be earned by transferring 30 general education credits from another academic institution and completing 30 ministry credits with a minimum of 30 credits through BBI. The ABF degree maybe used as a transition into a Diploma of Advanced Biblical Studies or a Bachelor of Ministry degree offered at **Berean Bible Institute**. The Associate of Biblical Foundations degree may be earned through **BBI's** distance studies program combined with meeting the general education requirements from another acceptable institution of higher learning. Should a student desire to pursue a Bachelor degree or Diploma of Advanced Biblical Studies, that student would be required to sign a statement of agreement with the **BBI** doctrinal statement. Program requirements are found in Section IX.

**5. Associate of Biblical Studies Degree (ABS):** The Associate of Biblical Studies degree is a two-year degree designed to supply the learner with intense Biblical training. The ABS degree is designed around a full 60 credits of Bible and Ministry courses (a minimum of 30 credits taken through BBI). The ABS degree requires no general education courses and can be completed completely through **BBI**. The ABS degree maybe used as a transition into a Diploma of Advanced Biblical Studies or a Bachelor of Ministry degree offered at **Berean Bible Institute**. The Associate of Biblical Studies degree may be earned through **BBI's** distance studies program combined with **BBI's** on campus courses. Should a student desire to pursue a Diploma of Advanced Biblical Studies or a Bachelor degree, that student would be required to sign a statement of agreement with the **BBI** doctrinal statement. Program requirements are found in Section IX.

**6. Diploma of Advanced Biblical Studies (Dip. ABS):** The Diploma of Advanced Biblical Studies (Dip. ABS) constitutes 96 credit hours of ministry and biblical studies with a minimum of 30 credit hours taken from **BBI**. The Dip. ABS program is designed to train leaders for full time vocational ministry within the Grace Movement. Understanding that God directs individuals into different types of ministry, we have designed four specific tracks that will allow a student to study in the field where they believe God is leading them. The Dip. ABS is offered in Pastoral Studies (for men only), Missions, Christian Education, and Interdisciplinary Studies. The Dip. ABS includes the same curriculum as the Bachelor of Ministry program but does not

require 30 credit hours' general education to be transferred. Program requirements are found in Section IX.

**7. Bachelor of Ministry Degree (B.Min.):** The Bachelor of Ministry degree constitutes 126 credit hours including 30 credits general education that must be transferred to **BBI** and 96 credits in ministry and biblical studies with a minimum of 30 credit hours taken from **BBI**. The B.Min. program is designed to train leaders for full time vocational ministry within the Grace Movement. Understanding that God directs individuals into different types of ministry, we have designed four specific tracks that will allow a student to study in the field where they believe God is leading them. The B.Min. is offered in Pastoral Studies (for men only), Missions, Christian Education, and Interdisciplinary Studies. Program requirements are found in Section XI. Only one Bachelor of Ministry may be earned by each student.

**C. CLASS TIMES:** Any in-person classes at **BBI** are usually scheduled to be held between the evening hours of 6:00 p.m. and 9:15 p.m. Central time to best accommodate those students who have family and/or employment responsibilities to fulfill. However, there are exceptions to this from time to time with special courses. Virtual, instructor-led classes also meet during the evening, generally within the hours of 6:15 p.m. and 10:00 pm Central. Classes generally run for 8 weeks (one term), but some run for 16 weeks (two terms).

**D. SEMESTERS:** **BBI** operates on a two sixteen-week semester schedule. The fall semester begins in August and ends in December; the spring semester begins in January, and ends in May (exact dates are published yearly). Each semester is divided into two eight week terms (Fall Term 1 is late August to mid-October; Fall Term 2 is mid-October to December; Spring Term 1 is January to mid-March; Spring Term 2 is mid-March to May).

**E. ACCELERATED COURSES:** **BBI** sometimes offers accelerated courses. These courses meet four consecutive evenings on the campus of **BBI**, usually from 6:00 p.m. to 9:15 p.m.

**F. STUDENT IDENTIFICATION NUMBER:** **BBI** students are issued an identification number that is primarily used for student information purposes. Students should include their identification number on all assignments and forms that pertain to the school. It should also be included on correspondence with the school whether by mail or email.

**G. ACADEMIC PROBATION & SUSPENSION:** The purpose of academic probation is to alert the student that his or her current grades are insufficient for future graduation. The following guidelines will determine if a student is to be placed under academic probation. Appeals may be made to the Dean of Academics.

1. Any student that does not maintain at least a 2.0 or C average during a semester will be put on academic probation.
2. The registrar will notify the student that he or she is on academic probation for the next semester.
3. The student will be restricted to no more than 3 courses consisting of not more than 8 credit hours of course work for the probationary semester.
4. If the student does not maintain at least a C average or a 2.0 (GPA) during the probationary semester he or she will be placed on academic suspension and not allowed to return the following semester.
5. To resume their studies at **BBI**, students who have been suspended would need to reapply and submit a paper detailing why they believe they should be accepted back as a student at **Berean Bible Institute**.

6. Should a student be readmitted to **Berean Bible Institute** after receiving academic suspension, he or she would immediately be placed on academic probation for his or her first returning semester.

**H. TRANSFERRING CREDITS INTO BBI PROGRAMS:** **Berean Bible Institute** retains the right to either accept or decline degrees or credits from other schools based on criteria set by **BBI**. Earned credit hours from other schools will be evaluated from official transcripts. Students may receive full credit for general education credits or equivalent courses in ministry or biblical studies only if the course content meets the standards of **BBI's** program and a grade of "C" or better has been achieved.

The maximum number of transfer credit hours allowed per program are as follows:

- No transfer credits are allowed for the certificates of Biblical Worldview or Dispensational Studies.
- 15 hrs. of Bible/ministry credits towards the Certificate of Basic Bible Studies.
- 30 hrs. of general education toward the Associates of Biblical Foundations.
- 30 hrs. of Bible/ministry credits towards the Associates of Biblical Studies.
- 66 hrs. of Bible/ministry credits towards the Diploma of Advanced Biblical Studies.
- 66 hrs. of Bible/ministry credits and 30 hrs. of general education credits toward the Bachelor of Ministry.

Transfer Credit is designated as TC on the student's **BBI** transcript.

**I. TRANSFERRING BBI CREDITS TO OTHER SCHOOLS:** Like **Berean Bible Institute**, other academic institutions exercise the right to either accept or decline degrees or credits based on their own standards, thus **BBI** makes no guarantee that credits or degrees earned through the **Institute** will be accepted by other institutions of higher learning. However, because of maintaining a thorough and rigorous program of study, credits from **BBI** have been accepted by other institutions and colleges in the past on a case-by-case basis. We recommend students who wish to transfer credits in the future contact other academic institutions they are considering to ensure the transferability of **BBI** credits.

**J. CREDIT BY EVALUATION:** **BBI** recognizes that a great deal of learning takes place through life experience and other forms of education outside of the formal classroom. Therefore, when petitioned by a student or prospective student, **BBI** is able to evaluate previous non-traditional education or life experience, allowing the student to possibly receive credit for these forms of learning. A student may be awarded up to a maximum of 30 credit hours towards the Diploma of Advanced Biblical Studies or Bachelor of Ministry; 30 credit hours towards the Associate of Biblical Studies; or 15 credit hours towards the Certificate of Basic Bible Studies. **A combination of credit by evaluation and transfer credits may not exceed the maximum allowed for either method of accruing credit towards a certificate, diploma or degree.**

These credits will be assigned a "C.B.E." (credit by evaluation; formerly C.E.) grade which will not affect the students grade point average. To receive credit by evaluation, formal application must be made to **Berean Bible Institute**.

1. **Life Experience Credits:** It is the belief of **BBI** that individuals who have obtained knowledge and ministry skills through full-time Christian work should be able to obtain credit for their experience. Determination for life experience credits will be by evaluation of a detailed resume and as much sustaining evidence as possible. Applicants must have a minimum of three years' full-time ministry experience and may also be required to take a Bible content exam and complete a doctrinal questionnaire prepared by **BBI**. As much as 3 credit hours per year of full-time ministry may be awarded.

A \$25.00 evaluation fee is required when applying for life experience credits, and a \$35.00 tuition fee will be charged for each credit hour awarded.

- 2. Non-traditional Education Credits:** **BBI** recognizes that non-traditional forms of learning can be highly beneficial to students and possess strong educational merits. Therefore, **BBI** will consider awarding credit for well documented learning programs centered in biblical and ministry education that the student has completed in good standing. To have this type of previous education evaluated, the student must petition **BBI** to evaluate the previous education, and the student must provide documentation showing the student's successful completion of the program from the organization or source which administered the educational program.

**K. WITHDRAWAL POLICY:** There are two types of withdrawals recognized by **BBI**.

- 1. Notified Withdrawal:** This withdrawal is initiated by the student notifying in writing an academic advisor. The student should also notify his or her instructors. This type of withdrawal qualifies the student for a refund under the refund guidelines in section VI, sub-point F. A notified withdrawal within the first two weeks of an in-person or virtual, instructor-led course is considered a schedule change and no grade is issued on the student's permanent grade record. A notified withdrawal after two weeks will result in a grade of either W (if no graded work has yet been required), WP (if the student is passing at the time of withdrawal), or WF (if the student is failing at the time of withdrawal). Under this type of withdrawal, the student's application remains active for one year from the time of withdrawal. [A withdrawal at any time due to military service will result in a full refund.]
- 2. Automatic Withdrawal:** This type of withdrawal occurs when the student stops attending courses without prior notification. After enrollment, if a student fails to attend the first two weeks of an in-person or virtual, instructor-led course, they are considered automatically withdrawn and receive a W (withdraw without grade) on their grade record. A student who attends at all in the first two weeks, and then ceases to attend the course for three or more consecutive weeks without notification will be considered automatically withdrawn and receive either WP (withdraw passing) or WF (withdraw failing). A student who is automatically withdrawn is ineligible for any refund. The application of a student who is automatically withdrawn is immediately inactive and the student would need to reapply to **BBI** and include a letter stating the reason for the previous withdrawal and why the student feels he or she should be allowed re-admittance to **BBI**.

**L. COURSE RETAKE POLICY:** Students are allowed to retake courses either to replace a grade of C- or lower or to take a course as a refresher. In either case, students are responsible for the full tuition, fees, and textbooks.

- 1. Grade Replacement:** A student may retake a course to earn a higher grade only if the original grade was C- or lower. Only the highest grade earned for the course is used for GPA calculations and earns credit. All attempts and earned grades for the course will appear on the student's transcript.
- 2. Refresher Course:** A student may retake a class as a refresher, but is still required to regularly attend, participate in class, and complete all course assignments and exams. When a student takes a class as a refresher, the designation of R is issued.

**M. HANDBOOK AND COURSE CATALOG:** It is understood that this Handbook and Course Catalog is not a complete or exhaustive statement of policy and/or procedure. **BBI** intends this

Handbook to set the tone for the kind of training, discipline and exposure the student can expect as he prepares for the ministry. Paul's words in Ephesians 4:15 should be our pattern: *"But speaking the truth in love, may grow up into him in all things, which is the head, even Christ."*

This Handbook contains general information regarding the schedule, admissions, requirements, fees, tuition, regulations, and course offerings. The policy of **Berean Bible Institute** is to give advance notice of change, whenever possible, in order to permit adjustment by those affected. However, **Berean Bible Institute** reserves the right to make changes at any time when it is deemed advisable and in the best interest of the **Institute**. Revised editions of the Handbook supersede all previous editions.

**1. Course Requirements:** Students will normally stay under the requirements for academic achievement that are laid out in the "Handbook and Course Catalog" that was current when they first enrolled, up to seven (7) years, as long as they remain an active student at **BBI**. But, they may switch to a later edition if it would be beneficial to their circumstances.

**2. Re-entering the Institute:** A student whose application has become inactive (see section V, sub-point C) and reapplies and returns to the **Institute** comes under the current catalog of his or her re-entry.

**3. Pursuing Other Education:** A student who is pursuing other education to meet the requirements of **BBI** programs may re-enter the **Institute** under the catalog effective when he or she originally enrolled up to three years previous. After three years, the student must come under the current catalog. The intention of pursuing education to meet **BBI** requirements must be given in writing prior to beginning course work elsewhere to stay under the current catalog.

**4. Roll Over of Past Program Credit into Current Programs:** All students who have in the past been issued certificates, diplomas, or degrees and wish to roll their credits into a current Associate degree, Diploma, or Bachelor degree program from **BBI** must meet current program course requirements. A minimum of 8 new credit hours must be taken from **BBI** by students rolling over past program credit to earn an Associate degree, Diploma, or Bachelor degree from the **Institute**. The minimum of 8 credit hours is required for every additional achievement earned by the student at **BBI**. Previous credits that have not been applied to a certificate, Associate degree, diploma, or Bachelor degree may count towards the 8 credit minimum.

**N. TRANSCRIPT SERVICE:** **Berean Bible Institute** maintains a permanent record of each student's history, which includes the dates of attendance, courses taken, grades earned, and certificates and/or diplomas awarded. One transcript of a student's record will be issued without charge. There will be a \$5.00 fee for any additional transcripts that are issued. No official transcripts will be issued without a written and signed request by the student. A request by fax with a signature is acceptable, email is not. Transcripts will not be issued until all fees and tuition have been paid.

**O. GRADUATION:** Students desiring to graduate from **Berean Bible Institute** must complete a Graduation Application obtained from the Registrar's Office at least one semester prior to graduating. A graduation fee of \$25.00 is required for receiving diplomas or degrees and must accompany the Graduation Application. Students graduating with a degree or diploma are required to participate in commencement in the spring unless they have requested and received a waiver from the office of the president. Participation in commencement requires an additional fee of \$50.00. All tuition, fees, and costs must be paid in order for the student to receive his or her diploma or degree from **Berean Bible Institute**.

Those receiving a certificate must pay a \$15.00 graduation fee. They are not required to participate in commencement but are encouraged to do so if applicable. If participating, these

students must wear a dark colored suit and tie (men) or a dark colored modest dress (women). Those receiving certificates do not need to pay a commencement fee, but may need to pay for meal tickets.

## P. GRADING SYSTEM

Grades at **Berean Bible Institute** will be determined according to the following chart.

LETTER GRADE	DESCRIPTION	PERCENTAGE	GRADE POINT
A+		99 – 100	4.0
A	Excellent	96 – 98	3.9
A-		94 – 95	3.7
B+		91 – 93	3.3
B	Good	88 – 90	3.0
B-		86 – 87	2.7
C+		83 – 85	2.3
C	Average	80 – 82	2.0
C-		78 – 79	1.7
D+		75 – 77	1.3
D	Passing	72 – 74	1.0
D-		69 - 71	0.7
F	Fail	0 - 68	0
XF	Fail for Academic Dishonesty**		0
W	Withdraw		
WP	Withdraw Passing		
WF	Withdraw Failing		
I	Incomplete***		
C.B.E.	Credit by Evaluation****		
TC	Transfer Credit		
R	Refresher Course (Not used in GPA; no credit)		

\*\* Failure for academic dishonesty occurs in the event of plagiarizing, cheating, or other dishonest conduct related to a course. The designation of XF appears on the student's record. A student may petition the president of **BBi** in writing, including an explanation on how the student has corrected the dishonest behavior, to have the grade converted to a F.

\*\*\* All incomplete work assignments must be completed within 30 days of the end of the semester. After this time a permanent grade of F will be recorded. Arrangements must be made at the end of the semester by the student with the instructor for an extension period to be granted. Students who have not completed their work by the end of the semester and have been granted an extension should expect to be assigned extra work or a reduced grade.

\*\*\*\* Credit by Evaluation was formerly awarded as "C.E." and is now awarded as "C.B.E."

All students must have an overall Grade Point Average of 2.0 in order to graduate from **Berean Bible Institute**.

**IX. PROGRAM REQUIREMENTS:** The credit hour and course requirements of each of **BBI's** programs are listed below.

**A. Certificate of Dispensational Studies (Cert. DS)**

- A total of 10 credit hours from **BBI** are required to earn this certificate.
  - Required Courses:
    - 101 Dispensational Survey 2 credit hours
    - 105 Basic Bible Doctrines I 2 credit hours
    - 106 Basic Bible Doctrines II 2 credit hours
    - 204 Bible Exposition IV 4 credit hours
- 10 credit hours Total**

**B. Certificate of Biblical Worldview (Cert. BW)**

- A total of 10 credit hours from **BBI** are required to earn this certificate.
  - Required Courses:
    - 102 Apologetics 2 credit hours
    - 105 Basic Bible Doctrines I 2 credit hours
    - 106 Basic Bible Doctrines II 2 credit hours
    - 112 Cults & World Religions 2 credit hours
    - 116 Biblical Worldview 2 credit hours
- 10 credit hours Total**

**C. Certificate of Basic Bible Studies (Cert. BBS)**

- A total of 30 credit hours are required to earn this certificate.
  - A minimum of 15 credit hours must be taken from **BBI**.
  - Required Courses:
    - 101 Dispensational Survey 2 credit hours
    - 102 Apologetics 2 credit hours
    - 105 Basic Bible Doctrines I 2 credit hours
    - 106 Basic Bible Doctrines II 2 credit hours
    - 107 Personal Evangelism 2 credit hours
    - 108 Romans 2 credit hours
    - 109 Disp. Hermeneutics 2 credit hours
    - 110 Acts 2 credit hours
    - 116 Biblical Worldview 2 credit hours
    - Bible Exposition 4 credit hours  
(103, 104, 203, 204, 303, or 304)
    - Approved Electives\* 8 credit hours
- 30 credit hours Total**

\*Approved electives for the Certificate of Basic Bible Studies are chosen by the student with the recommendation of an academic advisor.



#### **D. Associate of Biblical Foundations (ABF)**

- A total of 60 credit hours are required to earn this degree.
- 30 credit hours must be taken from **BBI**.
- 30 credit hours of general education must be transferred.
- Required Courses:

• 101 Dispensational Survey	2 credit hours
• 102 Apologetics	2 credit hours
• 105 Basic Bible Doctrines I	2 credit hours
• 106 Basic Bible Doctrines II	2 credit hours
• 107 Personal Evangelism	2 credit hours
• 108 Romans	2 credit hours
• 109 Disp. Hermeneutics	2 credit hours
• 110 Acts	2 credit hours
• 116 Biblical Worldview	2 credit hours
• Bible Exposition (103, 104, 203, 204, 303, or 304)	4 credit hours
• Approved Electives*	8 credit hours
	<b>30 credit hours Total</b>

\*Approved electives for the Associate of Biblical Foundations are chosen by the student with the recommendation of an academic advisor.

#### **Transfer Credits:**

A student with an Associate or Bachelor's degree will be granted the required 30 credit hours of general education transfer credits. Without a degree, the student must meet the general education requirements below. Students with over 30 credit hours of general education may have certain credit requirements listed below waived on a case-by-case basis.

#### **Required General Education Credits to be Transferred for Associate of Biblical Foundations:**

• English	6 credit hours (Composition or writing required)
• History	3 credit hours
• Math/Science	6 credit hours
• Speech	3 credit hours
• Electives	12 credit hours
	<b>30 credit hours Total</b>

### E. Associate of Biblical Studies (ABS)

- A total of 60 credit hours are required to earn this degree.
- A minimum of 30 credit hours must be taken from **BBI**.
- Required Courses:

• 101 Dispensational Survey	2 credit hours
• 102 Apologetics	2 credit hours
• 105 Basic Bible Doctrines I	2 credit hours
• 106 Basic Bible Doctrines II	2 credit hours
• 107 Personal Evangelism	2 credit hours
• 108 Romans	2 credit hours
• 109 Disp. Hermeneutics	2 credit hours
• 110 Acts	2 credit hours
• 116 Biblical Worldview	2 credit hours
• Christian Education (202, 302, or 329)	2 credit hours
• Bible Exposition (103, 104, 203, 204, 303, or 304)	16 credit hours
• Practical Disp. Theology (205, 206, 305, or 306)	4 credit hours
• Bible Electives (207, 208, 308, or 312)	4 credit hours
• Approved Electives*	16 credit hours
	<b>60 credit hours Total</b>

\*Approved electives for the Associate of Biblical Studies are chosen by the student with the recommendation of an academic advisor.

### F. Diploma of Advanced Biblical Studies (Dip. ABS)

- The Dip. ABS program is designed to train leaders for full time vocational ministry within the Grace Movement.
- The Diploma of Advanced Biblical Studies may be earned in Pastoral Studies (men only), Missions, Christian Education, or Interdisciplinary Studies.
- A total of **96 credit hours** are required to earn this diploma.
- To earn the Diploma of Advanced Biblical Studies the student must meet the requirements of the **Core Curriculum** (pg. 21) and the requirements of the particular **ministry track** they are pursuing (pgs. 22-23)
- A **minimum of 30 credit** hours must be taken from **BBI**.
- Students pursuing the Diploma of Advanced Biblical Studies must take courses 111 Study Skills & Personal Finance, 113 English, 115 Public Speaking, and 311 Christian Writing if they have no prior credits in these areas. This may result in the student taking more than the required amount of credit hours for the Diploma.

### G. Bachelor of Ministry (B.Min.)

- The B.Min. program is designed to train leaders for full time vocational ministry within the Grace Movement.
- The Bachelor of Ministry Degree may be earned in Pastoral Studies (men only), Missions, Christian Education, or Interdisciplinary Studies.
- Only one Bachelor of Ministry degree may be earned by each student.
- A total of **126 credit hours** are required to earn this degree (with no more than 96 transfer credits).
- To earn the Bachelor of Ministry the student must meet the requirements of the **Core Curriculum** (pg. 22) and the requirements of the particular **ministry track** they are pursuing (pgs. 23-24).
- A minimum of 30 credit hours must be taken from **BBI**.
- 30 credit hours of general education must be transferred (see below).

#### Transfer Credits:

A student with an Associate or Bachelor's degree will be granted the required 30 credit hours of general education transfer credits. Without a degree, the student must meet the general education requirements below. Students with over 30 credit hours of general education may have certain credit requirements listed below waived on a case-by-case basis.

#### Required General Education Credits to be Transferred for the B.Min.:

- |                |  |
|----------------|--|
| • English      | 6 credit hours (Composition or writing required) |
| • History      | 3 credit hours                                   |
| • Math/Science | 6 credit hours                                   |
| • Speech       | 3 credit hours                                   |
| • Electives    | 12 credit hours                                  |
|                | <b>30 credit hours Total</b>                     |

### **Core Curriculum for the Dip. ABS and the B.Min.:**

These courses constitute the main course requirements for the Diploma of Advanced Biblical Studies and the Bachelor of Ministry. Transfer students with previous Bible or Ministry type courses may be granted exemption from some of the courses listed here.

• 101 Dispensational Survey	2 credit hours
• 102 Apologetics	2 credit hours
• 103 Bible Exposition I	4 credit hours
• 104 Bible Exposition II	4 credit hours
• 105 Basic Bible Doctrines I	2 credit hours
• 106 Basic Bible Doctrines II	2 credit hours
• 107 Personal Evangelism	2 credit hours
• 108 Romans	2 credit hours
• 109 Disp. Hermeneutics	2 credit hours
• 110 Acts	2 credit hours
• 116 Biblical Worldview	2 credit hours
• 202 Christian Education I	2 credit hours
• 203 Bible Exposition III	4 credit hours
• 204 Bible Exposition IV	4 credit hours
• 205 Practical Disp. Theology I	2 credit hours
• 206 Practical Disp. Theology II	2 credit hours
• 207 Major Prophets	2 credit hours
• 208 Minor Prophets	2 credit hours
• 211 Bible Counseling I	2 credit hours
• 212 Church History	2 credit hours
• 213 Manners & Customs	1 credit hour
• 216 Bible Counseling II	1 credit hour
• 303 Bible Exposition V	4 credit hours
• 304 Bible Exposition VI	4 credit hours
• 305 Practical Disp. Theology III	2 credit hours
• 306 Practical Disp. Theology IV	2 credit hours
• 307 Missions & Church Plant.	2 credit hours
• 308 Daniel & Revelation	2 credit hours
• 312 Eph./Phil./Col.	2 credit hours
	<b>68 credit hours Total</b>

### Ministry Tracks for the Dip. ABS and the B.Min.:

- The Approved Electives to complete the requirements of a Ministry Track are chosen from other Ministry Tracks or general electives (pg. 24) by the student with the recommendation of an academic advisor.
- Transfer students may be granted exemption from some course requirements.

**Pastoral Studies:** This degree track is designed to equip men pursuing pastoral ministry and service in the local church leadership.

• 1001 Biblical Principles...Family Life	2 credit hours
• 1002 Biblical Principles...Married Life	2 credit hours
• 201 Pastoral Ministry I	2 credit hours
• 209 Homiletics I	2 credit hours
• 210 Homiletics II	2 credit hours
• 218 Ministry Leadership	2 credit hours
• 221 Bible Study Greek	2 credit hours
• 222 Bible Study Hebrew	2 credit hours
• 301 Pastoral Ministry II	2 credit hours
• 317 Advanced Hermeneutics	2 credit hours
• 1301 Ministry Practicum (Pastoral Studies)	3 credit hours
• 1302 Student Ministry Project	2 credit hours
• <i>Approved Electives</i>	3 credit hours
	<b>28 credit hours Total</b>

**Missions:** This degree track is designed to equip students pursuing ministry in the realm of missions and serving on the mission field.

• 1001 Biblical Principles...Family Life	2 credit hours
• 1002 Biblical Principles...Married Life	2 credit hours
• 209 Homiletics I/1007 APSW	2 credit hours
• 218 Ministry Leadership	2 credit hours
• 221 Bible Study Greek	2 credit hours
• 321 Cross-Cultural Studies	2 credit hours
• 324 Theology in Missions	2 credit hours
• 330 Readings in Missions	2 credit hours
• 1301 Ministry Practicum (Missions)	3 credit hours
• 1302 Student Ministry Project	2 credit hours
• <i>Approved Electives</i>	7 credit hours
	<b>28 credit hours Total</b>

**Christian Education:** This degree is designed to equip students pursuing children and youth ministry to be applied in the local church or youth oriented parachurch organizations.

- 1001 Biblical Principles...Family Life 2 credit hours
  - 1002 Biblical Principles...Married Life 2 credit hours
  - 209 Homiletics I/1007 APSW 2 credit hours
  - 218 Ministry Leadership 2 credit hours
  - 302 Christian Education II 2 credit hours
  - 319 Youth Ministry 2 credits hour
  - 329 Readings in C. E. 2 credit hours
  - 1301 Ministry Practicum (Christian Education) 3 credit hours
  - 1302 Student Ministry Project 2 credit hours
  - *Approved Electives* 9 credit hours
- 28 credit hours Total**

**Interdisciplinary Studies:** This degree track is designed for those students desiring a general Bible and Ministry training education that may qualify one for parachurch or other ministry based occupations.

- 1001 Biblical Principles...Family Life 2 credit hours
  - 1002 Biblical Principles...Married Life 2 credit hours
  - 1301 Ministry Practicum (Interdisciplinary) 3 credit hours
  - 1302 Student Ministry Project 2 credit hours
  - *Approved Electives* 19 credit hours
- 28 credit hours Total**

**F. General Electives Available:** These courses are not listed in the ministry tracks above and are available as electives to meet the required number of credit hours needed, with approval from the Dean of Academics.

- 111 Study Skills & Finance 1 credit hour
  - 112 Cults & World Religions 2 credit hours
  - 113 English 1 credit hour
  - 115 Public Speaking 1 credit hour
  - 311 Christian Writing 1 credit hour
- 8 credit hours Total**

**G. Required Courses for Women Graduating with a B.Min. or Dip. of ABS:**

- 1005 Women in Ministry I 2 credit hours
  - 1006 Women in Ministry II 2 credit hours
- 4 credit hours Total**

Women may graduate from BBI with a Bachelor of Ministry or Diploma of Advanced Biblical Studies in Missions, Christian Education, or Interdisciplinary Studies. The Pastoral Studies track is for men only.

## X. DISTANCE EDUCATION

**A. PURPOSE:** BBI offers Distance Education to allow students to study at home. Distance Education is also referred to as Distance Studies.

**B. AVAILABLE PROGRAMS:** All programs can be earned through distance education either through self-directed courses, virtual, instructor-led courses, or a combination of both (see below).



**C. VIRTUAL, INSTRUCTOR-LED COURSES:** BBI elects to offer certain course utilizing an online virtual classroom. These courses are selected each semester to best meet the needs of BBI students. Students taking these courses are required to possess basic computer skills and the required computer resources, including internet connectivity, in order to fulfill class requirements. These classes generally are offered over eight weeks following the BBI semester schedule.

**D. SELF-DIRECTED COURSES:** Self-directed courses can be completed via email. These courses do not follow the on-campus semester schedule. Therefore, self-directed distance courses may be taken at any time throughout the year. Most of these courses take 16 weeks to complete. Course descriptions can be found in Section XII.

**E. MOODLE LEARNING MANAGEMENT SYSTEM:** BBI is transitioning to Moodle, a Learning Management System, to offer all formats of courses. Students enrolled in Moodle courses will follow policies and procedures provided upon enrollment.

*Self-Directed Courses Currently Available, listed with corresponding credit hours and time allowed:*

- 101 DISPENSATIONAL SURVEY: (Two credit hours/16 weeks)
- 102 APOLOGETICS: (Two credit hours/16 weeks)
- 103 BIBLE EXPOSITION I: (Four credit hours/24 weeks)
- 104 BIBLE EXPOSITION II: (Four credit hours/24 weeks)
- 105 BASIC BIBLE DOCTRINES I: (Two credit hours/16 weeks)
- 106 BASIC BIBLE DOCTRINES II: (Two credit hours/16 weeks)
- 107 PERSONAL EVANGELISM & FOLLOW UP: (Two credit hours/16 weeks)
- 108 ROMANS: (Two credit hours/16 weeks)
- 109 DISPENSATIONAL HERMENEUTICS: (Two credit hours/16 weeks)
- 110 ACTS: (Two credit hours/16 weeks)
- 111 STUDY SKILLS & PERSONAL FINANCE: (One credit hour/16 weeks)
- 112 CULTS & WORLD RELIGIONS: (Two credit hours/16 weeks)
- 113 ENGLISH: (One credit hour/16 weeks)
- 115 PUBLIC SPEAKING: (One credit hour/16 weeks)
- 116 BIBLICAL WORLDVIEW: (Two credit hours/16 weeks)
- 203 BIBLE EXPOSITION III: (Four credit hours/24 weeks)
- 204 BIBLE EXPOSITION IV: (Four credit hours/24 weeks)
- 207 THE MAJOR PROPHETS: (Two credit hours/16 weeks)
- 208 THE MINOR PROPHETS: (Two credit hours/16 weeks)
- 211 BIBLE COUNSELING I: (Two credit hours/16 weeks)
- 212 CHURCH HISTORY: (Two credit hours/16 weeks)
- 213 MANNERS & CUSTOMS OF THE BIBLE: (One credit hour/16 weeks)
- 307 MISSIONS & CHURCH PLANTING: (Two credit hours/16 weeks)
- 308 DANIEL & REVELATION: (Two credit hours/16 weeks)
- 312 EPHESIANS, PHILIPPIANS & COLOSSIANS: (Two credit hours/16 weeks)
- 322 THE LIFE OF CHRIST: (One credit hour/16 weeks)
- 329 READINGS IN CHRISTIAN EDUCATION: (Two credit hours/16 weeks)
- 330 READINGS IN MISSIONS: (Two credit hours/16 weeks)
- 1005 WOMEN IN MINISTRY I: (Two credit hours/16 weeks)
- 1006 WOMEN IN MINISTRY II: (Two credit hours/16 weeks)

## **E. DRESS CODE AND GENERAL BEHAVIOR:**

**1. DRESS CODE:** If a distance education student visits **BBI** during regular classroom hours they are asked to dress accordingly. Modest apparel is required any time a student is on campus. See Section VII, sub-point C.

**2. GENERAL BEHAVIOR:** See Section VII, sub-point D. The demeanor of distance education students should be such "*as becometh saints*" at all times, whether on campus or not.

**F. ACADEMIC INFORMATION:** Distance Education follows Section VIII: Academic Information, **except** for points: C: Class Times, D: Semesters, and K: Withdrawal Policy.

**G. DISTANCE EDUCATION WITHDRAWAL POLICY:** A student who notifies in writing the Dean of Academics regarding withdrawing from courses will be eligible for a refund according to the guidelines in section VI, sub-point F (refund percentages are calculated from the course start date). The student will also receive on his or her grade record either a W (withdraw without grade), a WP (withdraw passing), or WF (withdraw failing) depending on his or her academic standing in the courses.

If a student enrolls in a self-directed course and never completes and returns any work within two months of the course start date (the latest start date if enrolled in multiple courses), or if a student returns completed work but then fails to return any further work for two months, the student is automatically withdrawn, is ineligible for any refund, and receives either a W, WP, or WF on his or her grade record depending on whether any work has been completed and the academic standing of the student in the course. An automatically withdrawn student's application becomes immediately inactive, and the student would need to reapply to **BBI** along with a letter explaining the withdrawal and why the student feels he or she should be allowed re-admittance into **BBI**.



**M. SELF-DIRECTED COURSE SCHEDULE:** The following is a sample course schedule from BBI's 102 Apologetics self-directed distance course to give an idea of the coursework involved. The weekly schedule for each section is designed to enable the student to complete the work and turn in assignments by the date they are due. Week one will start one week from the time a student receives course materials.

## **102 APOLOGETICS SCHEDULE**

### **Section One**

**Week 1:** Chapters 1 and 2 (Morris), Study Questions 1-22

**Week 2:** Chapters 3 and 4 (Morris), Study Questions 23-52

**Week 3:** Chapters 5 and 6 (Morris), Study Questions 53-77

**Week 4:** Chapters 7 and 8 (Morris), Study Questions 78-99

**Assignment One.....Due Date:\_\_\_\_\_**

- Study questions 1 - 99.
- Topical Paper # 1.

### **Section Two**

**Week 5:** Chapters 9 and 10 (Morris), Study Questions 100-143

**Week 6:** Chapters 11-13 (Morris), Study Questions 144-176

**Week 7: Midterm Exam**

**Assignment Two.....Due Date:\_\_\_\_\_**

- Study Questions 100-176.
- Topical Paper # 2.
- **Midterm Exam.**
- Phone Academic Advisor.

### **Section Three**

**Week 8:** Chapters 13 and 14 (Morris), Study Questions 177-196

**Week 9:** Chapters 15 and 16 (Morris), Study Questions 197-214

**Week 10:** Chapter 17 (Morris), Study Questions 215-239

**Week 11:** Chapter 18 (Morris), Study Questions 240-269

**Week 12:** Chapter 19 (Morris), Study Questions 270-309

**Assignment Three.....Due Date:\_\_\_\_\_**

- Study questions 177 - 309.
- Topical Paper # 3.

### **Section Four**

**Week 13:** Chapter 20 (Morris), Study Questions 310-334

**Week 14:** Chapters 21 and 22 (Morris), Study Questions 335-367

**Week 15:** Appendices A and B (Morris), Study Questions 368-390

**Week 16: Final Exam**

**Assignment Four.....Due Date:\_\_\_\_\_**

- Study Questions 310-390
- Perspective paper.
- Definition of Terms.
- **Final Exam.**

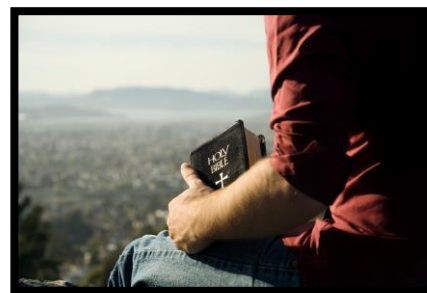
**XI. COURSES OFFERED:** Courses are offered at **BBI** according to the table below. **BBI** reserves the right to, at any time, alter the courses offered, and/or class schedules, as necessary to use available resources and personnel to the best advantage of the school and its students. Contact **BBI** for more information.

\* *Indicates courses currently available as self-directed distance studies courses, which can be taken anytime.*

<b>BLOCK ONE—FALL SEMESTER</b> <i>(Offered every year)</i>	<b>BLOCK ONE— SPRING SEMESTER</b> <i>(Offered every year)</i>
101—Dispensational Survey* (2 hrs)	104—Bible Exposition II* (4 hrs)
102—Apologetics* (2 hrs)	108—Romans* (2 hrs)
103—Bible Exposition I* (4 hrs)	110—Acts* (2 hrs)
105—Basic Bible Doctrines I* (2 hrs)	112—Cults & World Religions* (2 hrs)
106—Basic Bible Doctrines II* (2 hrs)	116—Biblical Worldview* (2 hrs)
107—Personal Evangelism & Follow Up* (2 hrs)	204—Bible Exposition IV* (4 hrs)
109—Dispensational Hermeneutics* (2 hrs)	<b>Total 16 hrs</b>
<b>Total 16 hrs</b>	
<b>BLOCK TWO—FALL SEMESTER</b> <i>(Offered alternate years - 2023, 2025, etc.)</i>	<b>BLOCK TWO—SPRING SEMESTER</b> <i>(Offered alternate years - 2024, 2026, etc.)</i>
201—Pastoral Ministry I (2 hrs)	202—Christian Education I (2 hrs)
203—Bible Exposition III* (4 hrs)	206—Practical Disp. Theology II (2 hrs)
205—Practical Disp. Theology I (2 hrs)	208—The Minor Prophets* (2 hrs)
207—The Major Prophets* (2 hrs)	210—Homiletics II (2 hrs)
209—Homiletics I (2 hrs)	212—Church History* (2 hrs)
211—Bible Counseling I* (2 hrs)	216—Bible Counseling II (1 hr)
221—Bible Study Greek (2 hrs)	218—Ministry Leadership (2 hrs)
1005—Women in Ministry I* (2 hrs)	222—Bible Study Hebrew (2 hrs)
1007—Adv. Public Speak. for Women (2 hrs)	<b>Total 15 hrs</b>
<b>Total 20 hrs</b>	
<b>BLOCK THREE—FALL SEMESTER</b> <i>(Offered alternate years - 2024, 2026, etc.)</i>	<b>BLOCK THREE—SPRING SEMESTER</b> <i>(Offered alternate years - 2023, 2025, etc.)</i>
301—Pastoral Ministry II (2 hrs)	302—Christian Education II (2 hrs)
303—Bible Exposition V (4 hrs)	304—Bible Exposition VI (4 hrs)
305—Practical Disp. Theology III (2 hrs)	306—Practical Disp. Theology IV (2 hrs)
307—Missions & Church Planting* (2 hrs)	308—Daniel & Revelation (2 hrs)
311—Christian Writing (1 hr)	312—Ephesians/Philippians/Colossians (2 hrs)
319—Youth Ministry (2 hrs)	317—Advanced Hermeneutics (2 hrs)
321—Cross Cultural Studies (2 hrs)	324—Theology in Missions (2 hrs)
1006—Women in Ministry II* (2 hrs)	<b>Total 16 hrs</b>
<b>Total 17 hrs</b>	
<b>SPECIAL CLASSES:</b> <i>Offered fall semesters</i>	<b>SPECIAL CLASSES:</b> <i>Offered spring semesters</i>
1001—Biblical Principles of Family Life (2 hrs)	1002—Biblical Principles of Marriage (2 hrs)
<b>COURSES OFFERED AS SELF-DIRECTED ONLY:</b> <i>Offered anytime.</i>	
330—Readings in Missions (2 hrs)	
329—Readings in Christian Education (2 hrs)	
111—Study Skills & Personal Finance (1 hr)	
113—English (1 hr)	
115—Public Speaking (1 hr)	
213—Manners & Customs of the Bible (1 hr)	

**XII. COURSE DESCRIPTIONS:** Each of the following descriptions provides a brief synopsis of the subject of each course offered at Berean Bible Institute.

*\* Indicates courses currently available as self-directed distance studies courses, which can be taken anytime.*



**A. GENERAL COURSES:**

**101 - DISPENSATIONAL SURVEY\***: (*Two credit hours*) The Bible must be rightly divided (II Tim. 2:15), therefore, we are committed to studying it dispensationally. Although God's essential nature does not change, His dispensations toward man do change. This course gives an overview of the Bible from a dispensational point of view. It lays the groundwork for a lifetime of effective personal Bible study.

**102 - APOLOGETICS\***: (*Two credit hours*) Apologetics is a defense of the origin and absolute reliability of the Bible as a Book uniquely inspired by God. This course offers a comprehensive and systematic survey of the evidences of the truth and authority of the Scriptures. It will help to confirm the student's faith and equip him or her to stand against the attacks of humanistic unbelief, to be knowledgeable in order to effectively witness in our high-tech and evolutionary thinking culture, and to maintain a strong and uncompromising stand for the infallibility of God and His Word in every situation. This course is especially recommended for those attending or planning to attend a secular college or university.

**103, 104, 203, 204, 303, 304 - BIBLE EXPOSITION I, II, III, IV, V, VI:** (*Twenty-four total credit hours*) This systematic expositional survey is divided into six courses that take the student through the Bible in three years (the books of Daniel, Acts, Romans, Ephesians, Philippians, Colossians, Revelation, the Major Prophets and the Minor Prophets are also offered in separate study courses). Each book will be studied in its dispensational setting as part of all Scripture, (II Tim. 3:16). The primary textbook for these courses will be the Bible.

**103\*** - (*Four credit hours*) This course begins with an in-depth study of the foundational book of Genesis and then moves on for a book by book study of Exodus through Deuteronomy. It provides the student with an understanding of the outworking of God's plan in reference to the creation, the flood, the nations, the special purpose of His chosen people, Israel, the Exodus from Egypt, the Tabernacle, the Priesthood, and their dispensational importance.

**104\*** - (*Four credit hours*) This course begins with Joshua and moves through II Chronicles giving the student a working knowledge of the history of Israel as a nation in the Promised Land. The special purpose of God's chosen people, the establishment of the kingdom under David, the apostasy of Israel, the prophets God sent to Israel, the Babylonian Captivity, and how these things relate to the Millennial Kingdom and the present Dispensation of Grace is emphasized.

**203\*** - (*Four credit hours*) This course looks at the history of Israel during the captivity and return from Babylon to rebuild the Temple and Jerusalem, the intertestamental years, and the time of Jesus Christ's earthly ministry. Emphasis is given to the centrality of the Person and ministry of Jesus Christ to Israel's Messianic hope of a restored kingdom on earth. Covers Ezra through Esther and Matthew through John.

**204\*** - (*Four credit hours*) This course is a survey of all of the Pauline epistles with special attention given to the purpose and doctrine of each in the context of Paul's ministry as the Apostle of the Gentiles who was especially commissioned to make known the Dispensation of the Grace of God (also offered is a more in-depth study of Romans and a systematic comprehensive review of Ephesians, Philippians, and Colossians as separate courses).

**303** – *(Four credit hours)* A general introduction and survey of the Kingdom epistles of Hebrews through Jude. Emphasis is given to their message, dispensational distinctives, and doctrines in comparison with the Apostle Paul's epistles. Their relationship to God's prophetic kingdom program and their proper use and application during the present Dispensation of Grace is thoroughly examined. (Revelation, and Daniel are taught together in a separate course.)

**304** – *(Four credit hours)* This course deals with the Poeticals, or Wisdom Literature of the Bible found in the books of Job through Song of Solomon. Each book will be studied in its dispensational setting as part of all Scripture, (II Tim. 3:16). The primary textbook for this course is the Bible.

**105, 106 - BASIC BIBLE DOCTRINES I, II\*:** *(Four total credit hours)* A concise study of the important major doctrines of Scripture from a dispensational point of view.

**105\*** – *(Two credit hours)* This course covers the introduction to Bible doctrines; the Bible, the Godhead, the Person of Christ, the Depravity of Man, Salvation, the Security of the Believer, the Holy Spirit, the Church, the Gifts, and the Believers Walk.

**106\*** – *(Two credit hours)* This course covers Baptism, the Lord's Supper, the Resurrection, the Second Coming of Christ, the State of the Dead, and the Mission and Commission of the Church, Human Sexuality, Sanctity of Life, Christian Civil Responsibility, and Christian Stewardship.

**107 - PERSONAL EVANGELISM & FOLLOW UP\*:** *(Two credit hours)* The student will learn firsthand how to lead both adults and children to faith in Jesus Christ as Savior. Procedures for one on one witnessing, door-to-door evangelism, and evangelistic meetings will be taught. This is one of the most important classes an individual can take. In addition, how to follow up on a new believer in order to help them become established in the faith and begin walking in the spirit is taught.

**108 – ROMANS\*:** *(Two credit hours)* This course systematically works through the important epistle of the Apostle Paul to the Romans. The study of this book is vital to the understanding of man's universal need of salvation, God's provision of salvation through Jesus Christ, God's offer of salvation by faith alone, the dispensational nature of the Bible, God's dealings with Israel, and living the Christian life by faith.

**109 – DISPENSATIONAL HERMENEUTICS\*:** *(Two credit hours)* The study of how to correctly interpret the Bible from a literal and dispensational view. The sound and practical methods of personal Bible study which are essential to a proper understanding of the Scriptures will be examined and applied. This is an important course for those who want to be serious students of God's Word.

**110 – ACTS\*:** *(Two credit hours)* This course is an expositional study of the book of Acts with special emphasis given to the importance of its historical aspects concerning the beginning of the Church (the Body of Christ), the dispensational transition into Grace, and their harmonization with the epistles of the Apostle Paul.

**111 - STUDY SKILLS/PERSONAL FINANCE\*:** *(One credit hour)* The first eight weeks of the semester are devoted to helping the student develop good study skills and habits, enabling them to obtain the most from their studies. This is especially important for those who have not experienced formal education beyond the high school level. The second eight weeks deal with personal finance to help individuals wisely manage their personal finances following Biblical principles. A practical course that teaches people how to get out of debt and stay out of debt.

**112 – CULTS & WORLD RELIGIONS\*:** *(Two credit hours)* This course gives special attention to the distinctive errors that characterize the religious systems of the cults. The main emphasis is given to the true message of God's Word enabling the student to recognize erroneous teachings whenever and wherever they are encountered. An overview of the beliefs of the major cults in America and how to reach individuals caught in the spiritual darkness of a cult or false religious system with the message of God's Grace in Jesus Christ is also given.

**113 – ENGLISH\*:** *(One credit hour)* To be successful students or teachers, individuals must have the ability to communicate effectively. This course is provided to help students to improve their speech and writing skills. This is a specially programmed course designed to make learning of English grammar a positive experience.

**115 – PUBLIC SPEAKING\*:** *(One credit hour)* The ability to communicate effectively is important in all areas of life. The goal of this course is the development of basic oral communication skills to give the student confidence in extemporaneous speaking giving their testimony, presenting a devotional message, etc. Training in public speaking is an immediate step in preparing for the work of the ministry.

**116 – BIBLICAL WORLDVIEW\*:** *(Two credit hours)* The major worldviews are compared and contrasted with Biblical Christianity. This study shows how non-Christian values and belief systems have negatively influenced the thinking of our times. The incredible clarity, coherence, and truthfulness of the true Christian worldview is highlighted and affirmed.

**201, 301 - PASTORAL MINISTRY I, II:** *(Four total credit hours)* This course focuses on the local church as God's primary ministry in this Dispensation of Grace. Paul's letters, particularly to Timothy and Titus, provide the principles for Pastoral Ministry.

**201 –** *(Two credit hours)* This course covers the training of elders, church growth, and the pastoral job description, along with an examination of contemporary issues from a Biblical perspective.

**301 –** *(Two credit hours)* This course covers the practical structure of church polity, leaders and leadership, church services, congregational needs, and marriage and funeral services.

**202, 302 – CHRISTIAN EDUCATION I, II:** *(Four total credit hours)* This course provides a general overview of the purposes, principles, and practices of Christian education within the local church.

**202 –** *(Two credit hours)* This course covers the importance of developing effective educational ministries in the local church. The approach, content, and methods of Christian education will be dealt with.

**302 –** *(Two credit hours)* This course covers the organization, development, and maintenance of educational ministries for children, youth and adults within the context of the local church and its outreaches. The establishment and operation of Christian day schools and camps will also be dealt with.

**205, 206, 305, 306 – PRACTICAL DISPENSATIONAL THEOLOGY I, II, III, IV:** *(Eight total credit hours)* Theology is the study of God. Systematic Theology is the ordered study of the great doctrines of God's Word, the Bible. Dispensational Theology is the systematic in-depth study of the great doctrines of Scripture according to the Biblical principle of right division (II Tim. 2:15). Practical Dispensational Theology is the study of dispensational theology with an emphasis on the application of Biblical truths to both the individual believer's life and in the context of the corporate Body of Christ. **BBi's** program covers these doctrines in four courses as follows:

**205** – *(Two credit hours)* The introduction to Dispensational Theology, and the doctrines of Bibliology (revelation, inspiration, authority, and the dispensational character of the Bible); Theology Proper (the existence of God, the nature of God, the eternal purpose of God, and the works of God).

**206** – *(Two credit hours)* The doctrines of Angelology (the nature and activities of angels); Anthropology (doctrine of man, his creation, nature and fall).

**305** – *(Two credit hours)* The doctrine of Soteriology (doctrine of salvation; the Person of the Savior, the provision of salvation, and the application of salvation); the doctrine of Zoeology (doctrine of Christian life and ministry).

**306** – *(Two credit hours)* The doctrines of Ecclesiology (doctrine of the Church, baptism, and the Lord's Supper), and Eschatology (the doctrine of future things - death, the intermediate state, the resurrection, the judgments, and the final state).

**207 - THE MAJOR PROPHETS\***: *(Two credit hours)* This course focuses on the ministry, message, and person of each of the major writing prophets: Isaiah, Jeremiah, Ezekiel, and Daniel (Daniel is covered briefly since it is covered in depth in 308 Daniel & Revelation). The study looks at the significance of each prophet's time and place in Israel's history, their relationship to the false prophets of their day, the dispensational importance of their messianic prophecies, and the character of each prophet.

**208 - THE MINOR PROPHETS\***: *(Two credit hours)* This course is a survey of the twelve Minor Prophets (Hosea-Malachi). Attention is given to the background, life, and major focus of the message of each of these prophets of God. Special interest is applied to the dispensational importance of their pre-millennial messianic themes.

**209, 210 - HOMILETICS I, II**: *(Four total credit hours)* How to study for, prepare, and deliver sound and relevant messages from God's Word.

**209** – *(Two credit hours)* Covers the introduction of the basic purpose, principles, and the importance of preaching from the Bible. The student is presented with the need for personal Bible study and spiritual growth with an emphasis on relying on the power of God and His Word in preaching. This class focuses on the necessity of the preacher preparing himself before preparing his message, while teaching him how to put together and deliver Biblically sound sermons.

**210** - *(Two credit hours)* This course is a follow-up to Homiletics 209. It helps the student to further develop the Biblical approach to studying, preparing and the delivering of topical, textual, and expository sermons. The student will examine the different types of sermons and will be expected to form and present messages of each kind before a live audience.

**211, 216 - BIBLE COUNSELING I\* & II**: *(Three total credit hours)* Bible Counseling is the use of the truths found in the Scriptures to help people work through their problems. In these classes, the foundation of God's Word is used to show the sufficiency of God's grace as revealed in His Word through the Lord Jesus Christ for facing the issues and challenges of life.

**211** – *(Two credit hours)* This course presents the Bible as sufficient for providing answers for all of man's personal problems in every area of life, and as such shows how it is to be used for dealing with one's own personal problems or in counseling others who are in need. Bible Counseling is shown to be the Christ-centered and Holy Spirit empowered practical application of Biblical truth to an individual's life with the goal of spiritual victory, maturity, and fruitfulness toward God.

**216** – *(One credit hour)* This course focuses on the practical application of God's grace as the answer to the problems encountered in life by individuals, with the centrality of the Lord Jesus Christ being emphasized. Students will gain a greater understanding and appreciation for the Dispensation of the Grace of God as they learn how it applies to personal problems. They will also learn why a "law-centered" legalistic approach to life is actually the root cause of many of the personal problems that people have.

**212 - CHURCH HISTORY\*:** *(Two credit hours)* An overview study of the major events affecting the church from the time of the Apostle Paul to the present. A knowledge of Church History is essential to understanding the doctrinal and practical issues that led to the formation of the various denominations and other groups that exist today.

**213 - MANNERS & CUSTOMS OF THE BIBLE\*:** *(One credit hour)* This course studies the manners and customs of the people of the Bible. This background information helps to bridge the culture gap that exists between then and now in order to help the student accurately interpret the Bible.

**218 - MINISTRY LEADERSHIP:** *(Two credit hours)* This course is designed to instruct the student in various aspects of Biblical Leadership. The student will also be exposed to the importance of assessing and determining the core values, mission and vision of a ministry. Because of their training at **BBI** some students will be seen as leaders. It is essential for our students to understand God's view of leadership and how to lead others to make an impact for the Lord Jesus Christ.

**221 - BIBLE STUDY GREEK:** *(Two credit hours)* This course trains students in the use of New Testament Greek study tools. This course covers the Greek alphabet, explains parts of speech, and supplies the student with an understanding of how to use Greek study helps and software.

**222 - BIBLE STUDY HEBREW:** *(Two credit hours)* This course trains students in the use of Old Testament Hebrew study tools. This course covers the Hebrew alphabet, explains parts of speech, and supplies the student with an understanding of how to use Hebrew study helps and software.

**307 - MISSIONS & CHURCH PLANTING\*:** *(Two credit hours)* These two subjects deserve to be handled together as they enhance each other and compose a vital part of the local church ministry.

MISSIONS - Using Paul's missionary methods, a workable mission philosophy will be taught. Present world fields will be looked at with an introduction to Grace missionaries currently laboring in them.

CHURCH PLANTING - Extending the local church at home and in foreign lands was the Apostle Paul's desire and God-given mission. The Pauline pattern of church planting will be studied as the example the church of today is to follow.

**308 - DANIEL & REVELATION\*:** *(Two credit hours)* Because of their intricate relationship to each other these two important prophetic books will be studied together and compared. Emphasis will be given to their dispensational perspectives and how they relate to other Bible books as well as the prophecies found in them concerning the fulfillment of God's purpose for the nation of Israel, and the Lord Jesus Christ's Second Coming in power and in glory.

**311 - CHRISTIAN WRITING:** *(One credit hour)* This course presents the need to effectively communicate by encouraging letter writing. Beyond this it promotes formats for writing articles, newsletters, tracts, printed Bible studies etc.

**312 - EPHESIANS, PHILIPPIANS, AND COLOSSIANS\*:** *(Two credit hours)* A systematic review of the Apostle Paul's prison epistles to local churches. Special attention is given to Paul's distinctive message of God's Grace in Jesus Christ and the Body of Christ's heavenly position and hope as revealed in these important letters.

**317 - ADVANCED HERMENEUTICS:** *(Two credit hours)* In this class the student will put into practice the principles of dispensational hermeneutics and inductive Bible study. Various passages of Scripture will be looked at. The practical exercise of sound Bible interpretation is the focus of this class. Special attention is given to each text and its context, the use of figures of speech, symbols,

idioms, parables and allegories. (**109**-Dispensational Hermeneutics is prerequisite for taking this course).

**319 – YOUTH MINISTRY:** *(Two credit hours)* This class focuses on the basic principles of conducting youth work in the local church setting. Effective methods of youth ministry, Biblical counseling, activities, soul-winning, and camp will be covered.

**321 – CROSS-CULTURAL STUDIES:** *(Two credit hours)* This course is designed to instruct the student on the importance of understanding a given culture. The student will also be made aware of the potential problems that can arise should one not seek to understand the host culture and tries to simply impose their own cultural understanding on those with whom they seek to minister. By understanding the cultural nuances one can minister more effectively and with less difficulty. This is critical to successfully carry out one's mission to proclaim the gospel of the grace of God.

**324 – THEOLOGY IN MISSIONS:** *(Two credit hours)* This course is designed to view missions through the ministry of the Apostle Paul. The theological basis for mission is born out of God's commission to and through the Apostle Paul and God's strategy for leadership, evangelism, training and establishing churches on the mission field.

**B. SPECIAL CLASSES COURSE DESCRIPTIONS:** In addition to the classes listed in the preceding schedule, **BBI** offers special courses each semester.

These following two classes are offered to promote the understanding and application of the Biblical principles that pertain to the relationships that exist between a husband and wife, and parents and their children. **1001**-Biblical Principles of Family Life: and **1002**-Biblical Principles of Married Life: or their equivalents are required for graduation from **BBI**.

**1001 – BIBLICAL PRINCIPLES OF FAMILY LIFE:** *(Two credit hours)* Offered during the fall semester, this is a special class on understanding and applying the Biblical principles of personal relationships within the family. With the moral fabric of our nation already badly eroded by the persistent flow of humanistic thought into the mainstream of our culture, the traditional views of the family and moral ethics are quickly fading away. This course is designed for those who are sincerely interested in learning how to protect their own families from the destructiveness of worldly philosophies and to help others do the same through the application of the Biblical principles of parenting and other family issues. Class size is restricted for this course, so those desiring to attend should sign up as soon as possible. Single people are allowed to attend. A husband or wife may take the class without their spouse, but married couples are strongly urged to attend together if at all possible.

**1002 – BIBLICAL PRINCIPLES OF MARRIED LIFE:** *(Two credit hours)* Offered during the spring semester, this is a special class on the Biblical principles of marriage. With the institution of marriage under assault because of the increasingly secularist/humanistic worldview that has permeated our society, it is vitally important that those who want a secure marriage understand the Biblical principles of marriage, and how to apply them in their own relationship. The roles and responsibilities of husbands, wives, and couples as well as how to solve the most difficult problems of married life will be covered. Those who are interested are encouraged to sign up for the class as soon as possible. Single people are allowed to attend. Married couples are strongly urged to attend together if at all possible.



The following special courses are offered as needed according to the Courses Offered (Section XI) schedule.

**1005 & 1006 – WOMEN IN MINISTRY I, II\*:** *(Two credit hours each)* These classes are offered “as needed” opposite of Pastoral Ministry courses. These classes are for any woman who has a desire to grow spiritually and to learn more about what the Bible teaches about being a Godly woman. They are especially recommended to those who are planning to be pastor’s wives, missionaries, Sunday School teachers, etc. *No pre-requisites are required for these classes.*

**1007 – ADVANCED PUBLIC SPEAKING FOR WOMEN:** *(Two credit hours)* This course is offered during the fall semester in conjunction with 209 Homiletics I. **Berean Bible Institute** recognizes that God uses women in ministry in unique and powerful ways. Women use their gifts on the mission field, in the home, or speaking at women’s retreats or Bible Studies. It is essential that they receive training to effectively present God’s Word wherever He provides the opportunity. Advanced Public Speaking for Women is designed to give them training in preparing and presenting the Word of God in an effective way in a group setting. *115 Public Speaking is a prerequisite for taking this course if the student has no prior public speaking credits.*

**C. SELF-DIRECTED ONLY STUDIES:** These courses are only offered in a self-directed course format.

**330 – READINGS IN MISSIONS:** *(Two credit hours)* This course is designed to further introduce the student to various works in the field of World Missions. The student will be assigned specific reading and writing assignments as well as be required to meet with a faculty member concerning the progress of the student’s work.

**329 – READINGS IN CHRISTIAN EDUCATION:** *(Two credit hours)* This course is designed to further introduce the student to various works in the field of Christian Education. The student will be assigned specific reading and writing assignments as well as be required to meet with a faculty member concerning the progress of the student’s work.

**D. SPECIAL MINISTRY COURSES:** **BBI** occasionally arranges special ministry seminars in which students may participate to earn credit as an elective or in meeting requirements of a particular program. These courses are designated as **1200** level courses and are announced as scheduled.

**E. GRADUATION COMPLETION REQUIREMENTS:** A student graduating from **BBI** with a Diploma of Advanced Biblical Studies or Bachelor of Ministry is required to complete both a ministry practicum (hands-on experience) and a student ministry project (written thesis).

**1301 – MINISTRY PRACTICUM:** The **Berean Bible Institute** Ministry Practicum is a practical training course that combines real hands-on ministry experience under the mentorship of a ministry professional. This course is done through a non-traditional format in that it is measured based on the supervised time spent under a ministry mentor’s direction. Students who participate in the Ministry Practicum must complete at least 100 hours of supervised experiential training. It allows the student to participate in various ministry experiences in their chosen field of study. Students are required to meet with a faculty advisor at the beginning of their graduating year to map out how this requirement will be accomplished. No student will be allowed to graduate unless this requirement is fulfilled.

- Pastoral Studies – The Ministry Practicum for Pastoral Studies students may include the following: preaching, teaching Sunday School, visitation, attending church board meetings, and observing or participating in both weddings and funerals.
- Missions – The Ministry Practicum for Missions students may include the following: deputation, on site mission field ministry such as evangelism, visitation, care ministry, church planting, teaching, and supporter follow up.
- Christian Education – The Ministry Practicum for Christian Education students may involve the following: Christian camp ministry, child evangelism ministry, Christian education within the local church, and teacher training.
- Interdisciplinary Studies – The Ministry Practicum for Interdisciplinary students may include the following: working for a Christian para-church organization such as a Bible society or publisher, a rescue mission, a Bible college or institute, or a Christian relief ministry.

Upon completion students are required to submit a Practicum Resume detailing the ministries performed in meeting the requirements of the Practicum. The student must have their Practicum Resume read and signed by their practicum ministry supervisor, before it is turned in to their advisor. Practicums must be completed at least two weeks prior to graduation.

**1302 – STUDENT MINISTRY PROJECT:** A student ministry project is the process in which a student plans and completes a thesis paper in the subject of the track the student will graduate in, either Pastoral Studies, Missions, Christian Education, or a broader topic in Interdisciplinary Studies. The process is structured with regular meetings with a **BBI** advisor or faculty member in which the student will present and discuss his or her topic, research, outline, contents, etc. The thesis is required to contain at least 20 pages of written content. Any student ministry project must be approved by an academic advisor.

**XIII. FREQUENTLY ASKED QUESTIONS ABOUT BEREAN BIBLE INSTITUTE:** Quite naturally, those who are considering **BBI** have questions that they would like to ask about the school. Following are answers to the most frequently asked questions about **Berean Bible Institute**.

**Q. Why does Berean Bible Institute Exist?**

**A. Berean Bible Institute** was founded as a ministry training institute for the Grace Movement. It is the purpose of the institute to train leaders who are fully equipped to serve the Lord Jesus Christ wherever He leads.

**Q. Who should consider attending BBI?**

**A. BBI** can help anyone who has a heartfelt desire and feels God's calling to devote their life to the ministry to prepare themselves to effectively serve the Lord. **BBI** accepts both men and women as students.



**Q. If I am not planning to be a pastor or missionary, can I still attend BBI?**

**A. Yes**, although **BBI's** main focus is to train individuals for fulltime ministry, sound Bible training is important to all areas of the Christian life and ministry. So, **BBI** is open to those wanting to become better grounded in the Word. Our programs would benefit any believer, and are particularly helpful to those who want to be better prepared to serve in their local church.

**Q. Is Berean Bible Institute Accredited?**

**A. No**, **BBI** is an independent school of college level adult education that seeks no accreditation from any organization or association. **BBI** is governed by a board of directors that oversee the goals, integrity, and educational direction of the **Institute**. Our choice not to pursue accreditation affords us more freedom in the selection of our faculty and instructors, helps to keep our tuition rates low, and allows us to pursue the types of programs that are most beneficial for training individuals for ministry.

**Q. Do credits earned at Berean Bible Institute transfer to other colleges or institutions?**

**A. Like Berean Bible Institute**, other academic institutions exercise the right to either accept or decline degrees or credits, thus **BBI** makes no guarantee that credits or degrees earned through the Institute will be accepted by other institutions of higher learning. However, because of maintaining a thorough and rigorous program of study, credits from **BBI** have been accepted by other institutions and colleges in the past on a case by case basis. We recommend students who wish to transfer credits in the future contact other academic institutions they are considering to ensure transferability of **BBI** credits.

**Q. Will Berean Bible Institute offer Liberal Arts courses?**

**A. Berean Bible Institute** does not offer Liberal Arts. We are a ministry training institute. For those students who have no previous college or are away from home for the first time we offer several courses to bring them up to college level.

**Q. What are BBI's standards for enrollment?**

**A. BBI** will consider all applicants for admission. Students must have a clear testimony of having trusted Jesus Christ as their personal Savior, a sincere desire to know God's Word, a lifestyle that is separated from the world and honoring to the Lord, and be capable of doing college level work. Those without a high school diploma or its equivalent will be considered on an individual basis.

**Q. What can I earn at BBI?**

A. A student can earn the following:

- Certificate of Dispensational Studies (10 credit hours)
- Certificate of Biblical Worldview (10 credit hours)
- Certificate of Basic Bible Studies (30 credit hours)
- Associate of Biblical Foundations (60 credit hours)
- Associate of Biblical Studies (60 credit hour)
- Diploma of Advanced Biblical Studies (96 credit hours)
- Bachelor of Ministry (126 credit hours).

**Q. What are the age requirements for attending BBI?**

A. Applicants for student admission should be seventeen (17) years of age or older and have a high school diploma or its equivalent, and be capable of doing college level work. Students who are currently junior or seniors in high school (public, private, or home education) and 17 or older may be granted special permission to be admitted to **BBI** on a case by case basis.

**Q. How many classes per semester may students take?**

A. Students may normally take as many as 17 or as few as 1 credit hours per semester depending on their circumstances and purpose for attending. (Those taking 12 hours or more are considered full-time students. Students wanting to complete the entire 3-year program usually take as many hours as possible each semester.

**Q. How long does it take to earn a degree from Berean Bible Institute?**

A. The usual time it takes to earn a degree at **BBI** is as follows:

- The Associates in Biblical Foundations may be earned in as little as one year, with the student transferring in 30 accepted General Education Credits and taking 30 credit hours from BBI.
- The Associate in Biblical Studies is a two-year degree, equaling 60 credit hours taken from BBI.
- The Bachelor of Ministry degree is a four-year degree in which one year consists of 30 General Education credits taken from another institution, and three years, or 96 credit hours, are taken from BBI, totaling 126 credit hours.

\*Note: students with previous Bible College or ministry training may be able to transfer some credit to **BBI** and apply it to a degree.

**Q. Does Berean Bible Institute offer degrees in subjects other than ministry?**

A. No, **Berean Bible Institute** was founded as a ministry training institute. Our desire is to equip believers with the necessary tools and knowledge to aid them in serving the Lord wherever He leads.

**Q. Will a Berean Bible Institute degree allow me to teach in a public school?**

A. No, Degrees and Certificates earned at BBI are ministry focused. We are a ministry training institute and are able to only grant degrees and certificates that are religious in nature.

**Q. Will Berean Bible Institute accept credits earned at another Bible Institute or Bible College?**

A. **Berean Bible Institute** retains the right to either accept or decline degrees or credits based on criteria set by **BBI**. Earned credit hours from other schools will be evaluated from official transcripts. Students will receive full credit for general education credits or equivalent courses in ministry only if the course content meets the standards of **BBI's** program and a grade of "C" or better has been achieved.

**Q. Why should I consider attending BBI rather than another Bible school?**

**A.** As far as we know, **BBI** is a unique Grace ministry in that it offers a full three-year formal Bible and ministry training program. The Bible is taught dispensationally in light of the distinct message revealed by the Lord to the Apostle Paul for the current Dispensation of Grace (Gal. 1:11-12; Eph. 3:1-11; Col. 1:25-27). **BBI** has a workable and practical curriculum designed to give our students a solid understanding of *“the revelation of the mystery”* and its importance in proper Bible interpretation with a balanced approach to ministry and the ability to effectively preach and teach the Word of God. We not only teach the Bible, but we also teach our students how to study the Bible for themselves. All **BBI** instructors are committed to the Word of God “rightly divided” and have valuable ministry experience. Having a variety of instructors provides balance for **BBI’s** program. If you would like to use your life to make a difference for Christ, then **BBI** is the place for you. If you are not sure of God’s calling on your life, you should consider attending **BBI** for at least one year with the goal of being spiritually enriched and to learn how to effectively serve God in whatever direction He leads you in life.

**Q. When can I enroll in self-directed distance studies courses?**

**A.** Individuals can apply and register for self-directed distance studies courses at any time. These courses do not follow the on-campus semester schedule. When an individual registers for a self-directed distance studies course their start date begins when they receive course materials. The student then has an allotted amount of time to complete the course. Therefore, these courses can be started at any time throughout the year.

**Q. How do virtual, instructor-led courses work?**

**A.** Virtual, instructor-led courses utilize the student’s computer and internet connection. These classes occur during the semester schedule and allow a student to login to the course from home. These courses meet once a week, generally in the evening. There is real time instruction and live interaction.

**Q. How do accelerated courses work?**

**A.** Accelerated courses are scheduled to occur immediately before the regular semester begins. These courses require the student be on campus only for four consecutive nights for a little over three hours each night. These courses include pre-class assignments as well as post-class projects. Generally, students should enroll a month in advance to begin the work and have a month after class to complete all assignments.

**Q. Is it possible to earn a degree at Berean Bible Institute completely through distance studies?**

**A.** Yes, all programs can be earned through distance education either through self-directed courses, virtual, instructor-led courses, or a combination of both.

**Q. How is the ministry of Berean Bible Institute supported?**

**A.** **Berean Bible Institute** is an independent faith ministry that has no denominational or outside organizational backing. Our tuition is kept as low as possible to make **BBI** affordable to its students so only a fraction of our financial needs are met in this way. For our primary means of monetary support, we are dependent on the gifts of God’s people who stand with us for the truth of His Word rightly divided and desire to help make Jesus Christ known *“according to the revelation of the mystery.”*

## THE NEED OF THE HOUR

In every generation, the greatest need has been for young men and women who will stand up to take the place of those who have diligently labored to make Jesus Christ known to a dark world desperately in need of the light of the Gospel of God's Grace, but who are now passing off the scene. And, within the Grace Movement, the need is crucial. But there seems to be few willing to make the sacrifices necessary to become able ministers of the Gospel. Let us pray that the Lord will use those few to ignite a passion for souls and a zeal for ministry within the Grace Movement, a passion and zeal demonstrated by actions.

### A PARTING THOUGHT FROM THE DEAN OF STUDENTS

Dear One in Christ,

I consider it a privilege to be among the faculty and staff that is part of a school that teaches and emphasizes Paul's *"gospel, and the preaching of Jesus Christ, according to the revelation of the mystery, which was kept secret since the world began, but now is made manifest, and by the scriptures of the prophets, according to the commandment of the everlasting God, made known to all nations for the obedience of faith"* (Rom. 16:25-26). **Berean Bible Institute** takes to heart and follows through on the Apostle Paul's admonition to Timothy; *"And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also"* (II Tim. 2:2). What a blessing it is to be a part of helping men and women prepare themselves for the work of the ministry and for living their life in Christ Jesus.

At **BBI** we believe that sound doctrine, properly applied, leads individual believers to right living or godliness (Titus 2:11-14). We believe this is allowing the Lord to work out His will in our lives as we respond in faith to the truths of His Word. We could call this practical truth. What greater joy than to learn that Grace doctrines are the most practical teaching there is. We look forward at **BBI** to helping you to understand that His Grace is the most practical message ever written. The "faithful student" will not leave **BBI** with just a head filled with good knowledge, but also a heart filled with what the Grace of God means to them and how to share it with others. *"For whom he did foreknow, he also did predestinate to be conformed to the image of His Son"* (Rom. 8:26).

If you are considering enrolling at a Bible school, either for preparation for ministry or for personal edification, I ask that you prayerfully give serious thought to attending **BBI**.

In Christ,

Pastor Daniel J. Wolgast  
Dean of Students