



## IMPORTANT EMAIL ADDRESSES

### Information

[info@McDowellBibleCollege.org](mailto:info@McDowellBibleCollege.org)

### IT

[it@McDowellBibleCollege.org](mailto:it@McDowellBibleCollege.org)

### Admissions

[Admissions@McDowellBibleCollege.org](mailto:Admissions@McDowellBibleCollege.org)

### Registrar

[Registrar@McDowellBibleCollege.org](mailto:Registrar@McDowellBibleCollege.org)

# Catalog

# 2022-2023

**The 2022-2023 Catalog for  
McDowell Bible College**  
*Founded 2018*

McDowell Bible College

923 Vanderbilt Street

Birmingham, Alabama 25206

USA

<https://www.McDowellBibleCollege.org>

[1]205-774-3711

**IMPORTANT NOTE**

McDowell Bible College (sometimes referred to in this document as “MBC”) is a private, nonprofit institution incorporated in the State of Alabama not aligned with any other institution public or private. Current details and policies in this catalog are subject to change and the latest information is best found on the institution website below. The latest and most accurate information is best determined by contacting the school itself directly. The Board of Directors and the school administration reserve the right to change, remove or add policies at their discretion. Reading or understanding the requirements herein is the student’s responsibility and failure to do so does not exempt a student from its requirements. Exemptions to newer policies may be made in some circumstances and grandfathered with the permission of the Dean, such as more stringent graduation requirements.

McDowell Bible College is an Equal Opportunity higher education institution open to any qualified evangelical Christian without regard to race, evangelical Christian denomination, sex, age, color, national or ethnic origin, or reasonable disability as long as they are capable of completing the academic requirements with existing MBC technology.

For more information and the latest details:

**<http://www.McDowellBibleCollege.org>**

**McDowell Bible College, Inc.  
is a nonprofit Christian bible college  
dedicated to our Lord Jesus Christ.**

*Sed Deos Illuminat*

## Table of Contents

A Word from the President.....	7
About McDowell Bible College .....	9
Academic Calendar .....	16
Admissions.....	18
Financial Information .....	24
Policies and Procedures .....	25
Certificate Programs .....	34
Core Degree Requirements.....	36
2—4 Year Degree Programs .....	36
Master’s Degree Programs .....	39
Courses .....	42

**MBC Classroom**  
Classroom Assignments

COM1001-A Computer Applications for Churches and Non-Profits

Classroom Office \* Document Folder \* Assignments \* Gradebook \* Forum \* Library \* MBC Home

Classroom Assignments

LESSON 1 Sun Jan 12 to Sat Jan 18	LESSON 2 Sun Jan 19 to Sat Jan 25	LESSON 3 Sun Jan 26 to Sat Feb 1	LESSON 4 Sun Feb 2 to Sat Feb 8	LESSON 5 Sun Feb 9 to Sat Feb 15
LESSON 6 Sun Feb 16 to Sat Feb 22	LESSON 7 Sun Feb 23 to Sat Feb 29	LESSON 8 Sun Mar 1 to Sat Mar 7	LESSON 9 Sun Mar 8 to Sat Mar 14	LESSON 10 Sun Mar 15 to Sat Mar 21
LESSON 11 Sun Mar 22 to Sat Mar 28	LESSON 12 Sun Mar 29 to Sat Apr 4	LESSON 13 Sun Apr 5 to Sat Apr 11	LESSON 14 Sun Apr 12 to Sat Apr 18	LESSON 15 Sun Apr 19 to Sat Apr 25

McDowell Bible College  
An on-line international school that serves English speaking Christian students around the world.  
*and Demas Himself - God Enlightens*

**McDowell Bible College is a  
FULLY ON-LINE,  
FREE OR LOW TUITION\*,  
ON-LINE FEE FREE,  
UNIQUE COLLEGE  
EXPERIENCE!**

\* The free tuition is based on donations to our college and the volunteer of qualified instructors. We have a limited number of scholarships with free or reduced tuition.

***A Word from Larry Joe McDowell***  
**Founder, President**  
**and Dean of the College**



McDowell Bible College was founded to provide a free or low-cost education for those who wish to pursue ministerial and service positions in their local churches, missions and nonprofit religious organizations. We have worked hard to provide the technology so that this can be a distance learning experience from wherever in the world you are, without charging additional fees for that technology. As a result, we are uniquely in a position to provide this on-line experience that we developed and maintain within our own IT department. Our interactive on-line classroom offers these features without the additional on-line fee which is charged by most institutions:

- Classroom Office—The professor will post messages for the class here, so check regularly to get the latest update. This is also where you can interact with the instructor.
- Syllabus—This is the course syllabus which includes, the course outline, lesson and assignment outline, requirements, and links to any course documents, reference websites or course E-books.
- Assignments—On this page, you will find lesson folders for each week of class, in which you have the lesson description, reading assignment and links to the class lectures, instructional videos, and assignments, to include quizzes, exams or other class assignments.
- Gradebook—As your grades become available for quizzes, exams or assignments, they are privately posted here with links to their graded answers and/or instructor comments.
- Class Forum—Here students will be assigned essays for review by fellow classmates in classroom discussions.
- Library—This page contains a listing of available E-Books

and hardcopy books available for students, as well as external links to many other libraries, scholarly journals and research resources.

The programs that we have established here at MBC are for Christians who wish to go into service for their church, mission field or nonprofit religious organization. I have spent decades in service to our Lord part-time and full time throughout my life. I have studied and worked in each of the areas for which we are training and contributed to the development of these programs, so I understand many of your ministerial training needs. I have lectured at six colleges and universities on three continents, so I understand international higher education. Combining those experiences with decades of experience in programming, website and database design and development, I felt the call for me to create an on-line bible-based college to train those who otherwise could not afford such a ministry education.

In other words, we who created this college offer our skills and knowledge to give you a good learning experience while keeping costs almost non-existent compared to most schools. We do not suggest that our college is any better than any other, however, we try our best to provide a quality college learning experience, where you do not accumulate a lot of college debt and are thus able to go into your field of ministry without financial worry. Almost all on our staff are pastors and church or nonprofit leaders who volunteer their time and service to teach you, with little or no compensation.

Let me assure you that we will be seeking better accreditation, but while doing so, we keep our standards high. When you receive your degree from McDowell Bible College, you will have earned it and will be proud of what you have learned and accomplished. We do our best to prepare you for real-world ministry or religious nonprofit service, with biblically-based and theologically sound instruction.

***God Bless!***  
***Larry Joe McDowell***  
***sed Deus illuminat ... God enlightens***

## About McDowell Bible College

### Who Are We?

McDowell Bible College (MBC) is a nonprofit, free or low-tuition college and seminary serving English speaking evangelical Christian students around the world. MBC was founded and began operating online at McDowellBibleCollege.org in Spring 2018, testing and evaluating the program through volunteer students seeking free religious instruction. MBC was officially formed as a nonprofit, was awarded accreditation and gained state approval to operate in the Fall of 2018. It is an institution of higher learning formed to provide a quality, education especially needed by, but not limited to, lower to moderate income servants of God seeking service in churches or nonprofit religious organizations. We exist to serve students from evangelical Christian churches who want a quality education that prepares them to serve our Lord Jesus Christ. But more importantly, we provide this service free to qualifying low income students. Now anyone can afford to get the biblical, ministerial and religious service education they need without burdening themselves with governmental bureaucracy and long-term educational loan debt. It is open to any Christian who is reasonably in agreement with our Doctrinal Statement.

### School Spirit

The school spirit for all Christian students and faculty is our knowledge that we have the assistance of the Holy Spirit as we study God's Word and prepare ourselves to better serve Him. As Christians, the interaction between students is, and should be, friendlier than you will find in a secular institution. We like to keep it that way, so as a student, remember to keep it friendly.

**The McDowell Bible College logo** is the McDowell coat of arms with the words "Bible College", our school motto, the cross and a bible added (*see cover*).

**The school motto** is the latin phrase *sed Deus illuminat* which means "God enlightens".

**The symbolic mascot of MBC is the Saints.** Being mostly an on-line college, we do not currently have any athletic or scholastic teams at this time. However, as Paul wrote to the early churches calling those members 'Saints', we likewise strive to be like those spoke of, studying His Word so that we might serve Him better as the McDowell Bible College **Saints**, with all of us on the team following the Great Commandment of Matthew 28:19-20 and Acts 1:8

**The school colors** are Blue, White and Gold. Blue signifies truth and faith. White reminds us to be pure in our thoughts and actions. Gold signifies the Glory of our Lord Jesus Christ who we lift up in all that we do.

**We encourage wearing the school logo and colors proudly**, so we occasionally offer reasonably priced student apparel and other items with the logo as awards and for sale to our students. Any profit goes back into the college.

**Interactive Online Global Classroom** - We envision a diverse international faculty and student body from around the world in scope, therefore our students can form relationships in their classes with Christians worldwide. They then have a global identity through McDowell Bible College in service to Him. This comes from interaction between students and between students and faculty, as we encourage our instructors to add discussion forums as part of the class requirement. These bonds will be carried throughout their life and the perspective of global Christianity is one that adds significantly to their educational experience.

## Doctrinal Statement

- We believe that the scriptures in the bible are the inspired Word of God. (*2 Timothy 3:16*)
- We believe that there is one God that exists in three persons - Father, Son, and Holy Spirit - each a distinct Person, but all of one essence and all having the same nature, perfections, and attributes, and worthy of the same worship, confidence, and obedience. (*John 1:1, John 10:30, John 14:9-11, Matthew 28:19, 2 Corinthians 13:14*)
- We believe that Jesus Christ is the Son of God and born of the virgin Mary; that He shed His blood on Calvary as a substitute for our sins and for the salvation of those who, in faith, receive Him as Savior and are born again in the Holy Spirit. (*Matthew 1:20-21, John 5:17, John 1:33*)
- We believe that the New Testament church is a local body of baptized believers with Christ as its head and the Holy Spirit as its guide. (*1 Corinthians 12:13, Ephesians 5:23, Psalm 118:22, 2 Corinthians 6:16*)
- We believe in the priesthood of the believers so that every Christian has direct access to God in prayer through Jesus Christ. (*1 Peter 2:5-9*)
- We believe in the Great Commission and that all Christians should help to spread the gospel of Jesus Christ and that it is our goal as a bible college to help equip Christians with the knowledge necessary to achieve this goal through quality biblical, ministerial and religious service education at a reasonable cost. (*Matthew 28:19-20, Acts 1:8*)

**Mission Statement** - The purpose of McDowell Bible College is to provide those in or seeking Christian ministry in churches, the mission field, chaplaincy or religious nonprofit organizations around the world the quality training they need to succeed, with the end result of earning a certificate or diploma, all provided free or at the lowest possible cost to the student.

## Denominational Affiliation

McDowell Bible College was founded by a pastor licensed and ordained in churches affiliated with the Southern Baptist Convention, however, we permit our students to be affiliated with any evangelical Christian denomination or independent Christian church that is not apostate from basic biblical principles as outlined in our doctrinal statement.

## Core Values and Philosophy

- We value the spreading of the gospel from the local church to the entire world, with a church ministry education that is available to all nations. (*Matthew 28:19-20, Acts 1:8*)
- We value that the bible is the inerrant Word of God and “profitable for teaching, for reproof, for correction, and for training in righteousness”, that our students “may be complete, equipped for every good work.” (*2 Timothy 3:16-17 ESV*)
- We value the spiritual formation of our students as they pursue their studies. (*Ephesians 4:15*)
- We value moral integrity from our students, staff and faculty in all aspects of MBC operations. (*2 Corinthians 8:21*)
- We value the diverse opinions and cultural backgrounds of our students and require respect for their opinions within the boundaries of the Word of God. (*Acts 10:34-35*)
- We value quality training that combines theory with practical application and the integrity of the Word. (*Ephesians 4:11-14*)
- We value faculty who can not only teach, but disciple their students to prepare them for their various ministries. (*Hebrews 10:24-25*)
- We value a learning environment that nurtures and strengthens the faith and courage of our students. (*2 Timothy 1:7, John 14:27*)

## Accreditation, Academic Affiliations

McDowell Bible College (MBC) is a private, nonprofit institution incorporated in the State of Alabama not aligned with any other institution public or private. It is recognized by the National Bible College Association as an accredited educational institution meeting their standards for certification and accreditation. MBC has received permission from the Alabama Community College System to conduct training in preparation for the ministry and service in an established church, denomination, or religion in the State of Alabama. Our academic standards are high, meeting or exceeding the level of many, if not most, older accredited college and university on-line programs. You will be proud of the certificate or diploma you get at McDowell Bible college.

## About the Founder

MBC is founded by Pastor Larry Joe McDowell who spent fifty years off and on in music and worship ministry. After he received the call to pastoral ministry, he attended seminary to work on three advanced degrees in ministry and divinity, served as an outreach leader, associate pastor and senior pastor of three churches in Alabama, in addition to his duties with MBC. During his years in music ministry, he completed a twenty-year career in the U.S. Army and another twenty-year career in programming. It was his programming skills and advanced degree in computers that helped to build this on-line college without having to pay hundreds of thousands of dollars investment for on-line software and computer resources. He donated these resources to the institution for free and helps to maintain these resources.

Pastor Larry was also a member of Gideons International off and on for twenty years and has a great respect for the power of God's Word. In and out of the military, he is well traveled,



having lived in many countries in North America, Latin America, Asia and Europe. While traveling, he was an adjunct lecturer in five colleges and universities on three continents. In his travels, Larry has met Christians, pastors and missionaries from many nations and has been a member and served in scores of military chapels and churches all around the world. It is the combination of that world vision, the desire to build a reasonably priced biblical and religious service education, and the need to combine his college teaching experience, programming skills and ministerial training that allowed him to create this institution now known as McDowell Bible College. The naming of the institution was not a matter of ego, but by putting his name on the institution, he wanted to show that he was fully vested in its success.

Larry now serves as the Dean of the College, a director and President of MBC. He also does some lecturing in our courses and advises the IT department. In addition to a Master of Arts degrees in Computer Resources Management and Ministry, a Master of Divinity, and Doctor of Ministry, he has 27 hours of courses in Leadership, 18 of those hours at the doctoral level with a religious education concentration. Dean McDowell holds a lifetime teaching credential from the California Community Colleges system to teach "English, Writing, Technical Writing, Business Writing, Journalism, English as a Second Language, History, Geography and Social Studies" at the community college level. The advanced degrees and California credentials based on other college scholarship allow him to teach a wide array of subjects that the school offers.

Dean McDowell is married to Qunhong Tan who was a chemical engineer and teaches our math and science survey courses. She is also director of the college nonprofit corporation and serves as Director of Admissions and Registration. *Hong* comes from Jiangmen, China where Dean McDowell married her and lived for a year teaching English in private and public schools in the area. They now live in Birmingham, Alabama.



## We Need Your Support

As with any institution of higher learning, in order to keep tuition free or low and to support as many students who want a Christian education as possible, we depend on donations to our institution. We ask that you help us to help keep this dream a reality. We hope you will take the time to donate to keep this mission alive of training more church ministers, leaders, administrators, teachers and workers from around the world as they prepare to teach the Gospel of Jesus Christ locally and to the "ends of the earth". Please donate through our secure DONATE link on our website.

If you have a graduate degree, we ask that you volunteer to join our staff. Because we are a free or low-tuition school, we depend on volunteer qualified instructors to bring this ministry training to others around the world. Contact LarryMcDowell@McDowellBibleSchool.org by email if interested and to learn more about this program and essential need for our college. We currently have qualified instructors from the U. S. and Africa.

## Academic Calendar

*Dates subject to change. Dates on the calendar page of the MBC website supersede dates on other pages and are the most accurate and used by MBC to conduct operations. If in doubt, contact the Registrar.*

### **Summer 2022**

*May 13 - Registration for term ends.*

*May 16 - Term begins.*

*Jul 1 - Last day to withdraw from class with partial refund and W grade (WP/WF after this date).*

*Aug 8 - Registration for Fall term begins.*

*Aug 27 - Term ends.*

*Aug 30 - Admissions for Fall term ends.*

*Aug 31 - Admissions for Spring 2023 term begins.*

### **Fall 2022**

*Sep 2 - Registration for term ends.*

*Sep 5 - Term begins.*

*Oct 21 - Last day to withdraw from class with partial*



*refund and W grade (WP/WF after this date).*

*Nov 28 - Registration for Spring 2023 term begins.*

*Dec 17 - Term ends.*

*Jan 10 - Admissions for Spring 2023 term ends.*

*Jan 11 - Admissions for Summer 2023 term begins.*

### **Spring 2023**

*Jan 13 - Registration for term ends.*

*Jan 16 - Term begins.*

*Mar 3 - Last day to withdraw from class with partial refund and W grade (WP/WF after this date).*

*Apr 10 - Registration for Summer term begins.*

*Apr 29 - Term ends.*

*May 9 - Admissions for Summer term ends.*

*May 10 - Admissions for Fall term begins.*

## **Admissions**

### **Admissions Process**

The McDowell Bible College admissions acceptance process includes acceptance of our doctrinal statement. The most important part of the application process is to ensure our students have accepted and want to serve our Lord Jesus Christ. Once Admissions has received your application, all applicable transcripts from the appropriate schools and any necessary test results, the verification process will be completed as quickly as possible. We will evaluate your academic record, any required test results, then make a determination. You will be notified of the decision as soon as possible to the email address you provide. If you are accepted at McDowell Baptist College, you should then download the school catalog and consult with the academic advisor to help you get started towards academic success. We have the following special admissions programs available:

- **Probationary Admissions** - If close to deadline and you are unable to get your transcripts into our office, you may be admitted probationally, however, you must have official transcripts sent by the end of the first term.
- **Veterans Admissions** - U. S. active duty military, reserves or national guard with a valid ID card or veterans with a valid DD Form 214 for an honorable discharge may present that document in lieu of a high school degree for special military veteran's admissions.
- **Advanced Placement for Disadvantaged Students Program (APDSP)** - For those who did not complete high school, you may take the MBC entrance examination and if you pass that exam indicating a minimal secondary education, you may enter an Ad-

vanced Placement for Disadvantaged Students Program where you will study basic freshman courses to indicate your ability to study at the college level. After you have completed 12 semester hours, you will not longer be on probationary status.

Contact Admissions if you have questions about these alternative admissions programs. Otherwise, follow the guidelines below for the normal admissions process.

## Application Process

- Apply online using the APPLY button on the home page.
- Application forms not completed fully within a reasonable time will be automatically discarded. That means that any log in details will be also lost. So do not start an application unless you intend to finish all sections at one sitting. If you have problems, contact Admissions for help (contact us page).
- Once an application is completed, you have until the admissions deadline for the next available term or the term you wish to start to complete all requirements or information requested by Admissions. This includes having unofficial transcripts emailed to the MBC office, completing any needed tests, and emailing a copy of your photo ID and personal photo. You should also order official transcripts to be sent by your school(s) directly to MBC as soon as possible.
- There is an admissions application fee, unless it is waived due to financial circumstances by the admissions office. (*See the Cost page on our website.*)
- Send a copy of you photo ID page of a passport or other state or government issued ID (.jpg or .pdf). It must be emailed to Admissions once your application is accepted, but prior to final approval for the integrity of the administrative and academic process.
- A good quality .jpg photo (color with at least 2 x 2 in./51 x 51 mm, head and shoulders with a light background, but we can

work with what you have).

- Meet any additional requirements and provide any further information required by McDowell Bible College Admissions in the follow-up email.

## Audit/Non-Credit Admissions

There is no admission for the purpose of auditing classes. All students are required to take exams or quizzes and submit class assignments.

## Undergraduate Admissions Requirements

### U. S. Freshmen

- You must score 22 on the ACT OR 1190 on the SAT OR make 70 on the McDowell Bible College Entrance Examination.
- Must have a 'C' or 2.0 average on the 4.0 grade point scale for all courses taken in high school. Students lower than C average or from high schools with pass/fail or with questionable standards will be required to score 70 on the McDowell Bible College Entrance Examination.

### U. S. Transfers/Readmissions

(Applies to students who have completed 12 hours of college or more with a 2.0 grade point average, otherwise use freshman requirements and send high school transcript as well.)

- Must have a grade point average of 2.0 out of 4.0 for all courses taken by all previous colleges according to the college transcript (s) sent by the school(s).
- Students from non-accredited colleges will be evaluated on a case by case basis according to the quality of the school as represented by their own admissions standards, academic standards and reputation. Students from non-accredited schools will be re-

quired to make 70 on the McDowell Bible College Entrance Examination.

- Courses graded below 2.0 out of 4.0 will not transfer or count towards the 12 semester hour minimum.

### **International Freshmen:**

- For students from non-English speaking countries, send a certified high school transcript with seal in both the original language and a certified copy translated to English. English translations may be verified as an additional admissions procedure. Certified documents in both languages are required. Otherwise, just send a certified copy of the English transcript indicating high school degree from English speaking countries.

- Must have a 'C' average or 2.0 on a 4.0 grade scale for all courses taken in high school at the time of admission according to the high school transcript sent by the school. Students with lower than C average or from high schools with pass/fail or with questionable standards will be required to score 70 on the McDowell Bible College (MBC) Entrance Examination.

- Make a TOEFL score of 70 iBT OR IELTS score of 6 OR score 70 on the MBC Entrance Examination.

### **International Transfers/Readmissions:**

(Applies to students who have completed 12 hours of college or more with a 2.0 grade point average, otherwise use freshman requirements and send high school transcript as well.)

- Send a certified college transcript from each school attended with seal in both the original language and a certified copy translated to English. English translations may be verified as an additional admissions procedure. Documents in both languages are required.
- Must have a grade point average of 2.0 out of 4.0 for all courses

taken by all previous colleges according to the college transcript (s) sent by the school(s).<sup>1</sup>

- Students from non-accredited colleges will be evaluated on a case by case basis according to the quality of the school as represented by their own admissions standards, academic standards and reputation. Students from non-accredited schools will be required to make 70 on the McDowell Bible College Entrance Examination.
- If you did not attend an English speaking college, you need to make a TOEFL score of 70 iBT OR IELTS score of 6 OR make 70 on the MBC entrance examination.

No courses will transfer below 2.0 out of 4.0 grade points ('C'). Only courses directly related to program credits will transfer up to a maximum of 30 semester hours for 2- and 4- year diplomas, up to 12 semester hours accepted for certificate programs. Some secular credits will not transfer for diplomas or certificates, because courses are tailored with a religious theme that should be taken with MBC for the sake of quality and intent.

### **Graduate Admissions Requirements**

- Send a certified college transcript from each college or university attended including at least one indicating the completion of a four-year degree program of any major from an acceptable college or university (please, no degree mills). International students should ensure that it has a seal in both the original language and a certified copy translated to English. English translations may be verified as an additional admissions procedure. Documents in both languages are required for international students.
- You must have a grade point average of 3.0 out of 4.0 for all courses taken by all previous colleges according to the college transcript(s) sent by the school(s). Students may enter the graduate school with a 2.5 out of 4.0 probationally as long as they maintain a 3.0 average in all courses. After two terms of maintaining 3.0 grade point average, the student may be removed from

probationary Status. Any student who fails to maintain a 3.0 average after any term will be put on probation. After two terms with an average lower than 2.5, a student may be suspended or academically removed from the program.

- Students from non-accredited colleges will be evaluated on a case by case basis according to the quality of the school as represented by their own admissions standards, academic standards and reputation.
- All students with less than a 3.0 grade point average or International students and students from non-accredited schools will be required to make 70 on the McDowell Bible College Entrance Examination. Failure of the examination will result in a requirement to take ENG5001 Academic Writing and Research in your first term.
- We allow up to 4 courses (12 semester hours) to transfer to any graduate program if those courses have a score of B (or 3.0 grade points). We allow up to 36 semester hours to transfer to the Master of Divinity program. Those courses should be directly related to the courses in the degree requirements and must have grades of a B or 3.0 grade points or higher.

### Admissions Appeals

Because the requirements laid out above are the minimal for success in our programs, an appeal of an admissions denial may be sent by email directly to:

Admissions@McDowellBibleCollege.com

However, overturning a decision requires really special circumstances or evidence of an administrative error.

## Financial Information

We do not have a financial aid office, as we cannot provide external government financial support, but it is unneeded as our tuition is free for most students and very low for most others. MBC also provides internal support with scholarships and payment plans, so costly loans with interest are unneeded.

**Scholarships**—Full tuition MBC Scholarships are available depending on your grades and financial circumstances. For the latest, go to our Cost page on our website.

**Payment Plans**—Payment plans are also available. Contact registration for details about payment plans.

**Cost**—Because tuition and fees are always in flux, they will not be listed here. Please go to the cost page on our website for the latest information.

**IMPORTANT NOTE:** *All fees subject to change. Books, computer, software, fees and internet requirements are student's responsibility, except that some online textbooks are provided for those on tuition free scholarship. Household income includes total of student, spouse and/or parents living with student.*

## Policies and Procedures

### Registration

- Registration is now automated. Contact your assigned advisor if you do not see available courses on your registration page by the time registration begins. Registration is not final until payment of any tuition due or acceptance of payment plan with down payment by the registration office.
- All required course books, computer, internet, software and any other requirements, are the student's responsibility to obtain before class begins. Low income students are usually provided E-books.
- Books listed may be updated or changed by the time registration begins, so wait to purchase until registration begins. MBC does not reimburse books due to such changes.
- The academic advisor will provide course choices for registration based on your program requirements, grades, prerequisites, academic level and performance. Some special classes have an instructor's minimum requirement of up to 10 students, so a class may be cancelled prior to the end of the normal registration period. Students may then register late for another class without penalty until Friday of the first week of class.

### Tuition Refund Policy

If you voluntarily withdraw from a class and are not administratively removed, you may receive a refund based on the scale below:\*

After class begins:

Week 1—90%

Week 2—80%

Week 3—70%

Week 4—60%

Week 5—50%

Week 6—40%

Week 7—30%

After Week 7 – No refund.

### Classes and Weekly Obligations

Classes begin on Monday of the first week of class and end on Saturday of the 15th week of class for regular term classes. All weekly examinations and other assignments must be completed no later than 11:59 midnight MBC time (U. S. CST/CDT) on Saturday of that week. For discussion board forum assignments requiring the answering of another student post, the initial post of a forum discussion assignment must be posted no later than 12 midnight on Friday of the week of the assignment if a mandatory response to another student is required. A late penalty of two (2) percent of the assignment or exam grade will be assessed per day, unless the circumstances are determined by the instructor to be a valid emergency or serious illness. If the instructor disagrees with the reason, the student may appeal to the academic advisor. If the academic advisor was the instructor, the appeal goes to the Dean. Instructors usually have full authority when it comes to penalty grace and can permit a day or more without penalty depending on the previous student's performance.

### Withdrawal Policy

Students may withdraw at any time during the term before the end of the 12th week, after which you are bound by your grade for all assignments completed by the end of the course. If an assignment is missing by the last day of the term and you do not request an incomplete (I), the missing assignment will be assigned a grade of zero (0) and averaged with available assignments for the final grade. If you withdraw by Saturday of the seventh week of class, you will receive a **W** for withdrawal.

Withdrawing after the seventh week will result in **WP** for withdrawal passing or **WF** for withdrawal failing. In any case, a zero will be assigned for credit hours of the course and credit hours earned, thus your grade-point average will not be affected. Administrative withdrawal of a student during a term will result in a **WA**. A WA may be enforced if students are over three weeks behind for any one assignment, or missed three assignments in a row.

## Textbooks

Textbooks, software, computer and internet requirements, etc. are the responsibility of the student. McDowell Bible College usually assigns books that are easily available through Amazon.com. We have found their service faster, more reliable, and usually better priced. You can usually purchase used, new and sometimes Amazon reader E-books. It is highly recommended that you purchase hard copy books, because they are easier to look back upon, reference and study for papers and examinations.

Textbooks required for courses may be found by clicking on the syllabus linked in the Classroom. Prior to the syllabus being posted, many courses have their textbooks listed in a popup by clicking on the course in the main website's Course listing page. It is important to wait until the first day of registration to purchase the books for that term, as books are subject to change before that time. MBC is not responsible to refund books that have been changed by the instructor, but if it is done after beginning of official registration for a term, the instructor can be notified to use the old book. Some books may be provided free of charge by downloadable .pdf for some courses, especially for low-income scholarship students.

## Academic Advisor

All students may contact the academic advisor to discuss courses you should be registering, academic problems with which you may need assistance and advice on any other problems. Just send an email to the academic advisor's email. It is important that you contact the academic advisor if you are having problems trying to decide which courses to register. The academic advisor will not only list a recommendation based on your degree requirements on the registration page, but knows which courses will be available to facilitate a quicker graduation. If you have forgotten who your academic advisor is, email: registrar@mcdowellbiblecolleg.org.

## Minimum Grade Requirements and Academic Probation

MBC is on a 4.0 grade point system with A = 90-100 and 4 grade points, B = 80-89 and 3 grade points, C = 70-79 and 2 grade points, D = 60-69 and 1 grade point and F = below 60 and 0 grade points.

Undergraduate students must maintain a grade point average of 2.0 and graduate students 3.0. If the average falls below that requirement, the student will be put on academic probation for the next term. If a student maintains a grade point average below the requirement for two consecutive terms, academic suspension from the program may result. An appeal may be made to the academic advisor for a third term based on special circumstances. Students may opt to raise a low score by repeating a course or two and may remove probation if successful.

## Repeating a Course

You may repeat a course at any time for which you received a "D" or an "F", with an improved grade applied for the

course, at the student's additional cost at full tuition. The first course grade is replaced with "R" which does not affect your grade point average.

## Gender in Ministry Programs/Employment

We accept that even in the early church that women played an important role in ministry. Thus, we do not discriminate based on sex for any of our programs. However, it is the student's denomination, church or organization that determines whether or not they will be able to be employed in that ministry service. For all students, MBC makes no promises that they will be able to obtain employment after obtaining a certificate or diploma, but we do our best to prepare you for real-world ministry in your chosen field of study.

## Standards of Conduct

The MBC standard of academic and moral integrity was agreed upon with every admissions application by each student. A student's academic and moral integrity is very important and failure to meet this standard may result in administrative probation or removal from the program by the Dean of the College.

- **Plagiarism**—No student shall use the work of anyone else in their assignments without proper reference. MBC uses The Publication Manual of the American Psychological Association (APA) as our guide for all publication and plagiarism standards. All students are required to follow APA.
- **Harassment**—All students as Christians are held to a higher standard of behavior than secular schools. Our students are expected to treat everyone with respect. No student may practice sexual harassment, racial harassment, hazing, sexual discrimination, or any kind of verbal or physical assault of any degree. Students will be respectful in any communications or forums in which they participate.

- **Drugs and Alcohol**—Abuse of drugs or alcohol goes against the principles set for by the bible and the proper conduct of a Christian. Such abuse may result in administrative removal from the program.
- **Marriage and Sexual Behavior**—MBC believes the biblical principle that marriage is between a man and a woman. Sex outside of marriage between a man and a woman is a sin. Practicing sex between two people of the same sex is also a sin. Both are equally forbidden by biblical text.
- **Morality**—As students of MBC, you represent the school and must maintain the highest moral standards. The goal is **WWJD** (*What would Jesus do?*)

## Student Complaints and Appeals

MBC does not currently have a Dean of Students, therefore, any complaints or appeals of academic or administrative actions may be made to their academic advisor. If the academic advisor is the problem, then you may appeal to the Dean of the College. We try to hire the best faculty and administrators we can find who have high academic and moral standards and are fair in their dealings with others. However, mistakes can be made and we want to resolve any differences of opinion fairly. If you have a complaint with an instructor or against another student, please try to resolve the issue first with your instructor of that course. If it cannot be resolved, then contact your academic advisor. It is asked that you try to resolve the issue internally before elevating it outside the school.

## Computer Requirements

The following requirements are the minimum recommended for each student. You will not succeed or even be able to complete a class unless you have obtained or have access to those requirements with an asterisk (\*) Failure to obtain necessary and



reliable computer requirements prior to registration for a course is not an acceptable excuse for failure to submit work.

- A laptop or desktop computer loaded with Windows 10 or later with sufficient memory and storage to run the operating system and standard business software.\* Small screen note-pads, tablets and cell phone screens will not work. Should have a screen size of 12 inches or greater for best success in the program. Classroom access by mobile devices is blocked.
- High-speed internet connection (10 MBS or greater highly suggested.)\*
- Microsoft Edge or later browser software (free with Windows 10 or downloaded from Microsoft.com).\*
- A copy of Microsoft Office to include Microsoft Word, Excel, PowerPoint, Outlook, and Publisher (all are included in the monthly subscription to Microsoft Office 365 for about \$10+ per month, subject to change).\*
- Some speech, ministry, bible teaching and worship leader courses require the ability to record audio files (MP3) and video files (MP4/WMV) (usually provided with most laptops or you can find free programs online).
- If you are taking any presentation or graphics classes, a copy of a recent edition of Paintshop Pro or equivalent software/freeware with the same features or abilities.
- If you are taking the website design, database or programming, you need the latest versions of the following free applications: Microsoft SQL Server Developer version, Microsoft SQL Server Management Studio, Microsoft Visual Studio Community. The latest versions are available free for download from Microsoft (do not use virus ridden third party download sites).

## Academics

McDowell Bible College provides three full 15-week terms per year: Summer, Fall and Spring. Graduation is held once a year mid-May, although the recent pandemic has caused it to be suspended for two years. If you complete graduation requirements at the end of the Summer or Fall terms, you may receive a copy of your transcript with degree awarded at any time after graduating, then attend the graduation in the following May. It is highly recommended that you attend the graduation ceremony the following May, but for those who cannot, the diploma will be mailed to you.

## The Process

The first step in becoming a student at McDowell Bible College is to apply to the college through the on-line form linked through the APPLY button on our website. The latest admissions process and requirements are outlined on our Admissions page of the website available when not logged in. Ensure you meet the requirements and have your information ready prior to beginning the application form.

Once you have been admitted to MBC, you will be provided with login information and the status of “Student”. You can then log into the website when the next registration period begins and register for classes. If you are new to the college or have any questions, be sure to contact your assigned academic advisor through email for advice prior to registration, who will then list the classes available to you on the Registration page. You need only register those classes that you want on that page.

Once you have registered for a class, you will be able to access the class through the classroom link of the website that appears after you log in beginning the first Monday of the first week of the class. There you can read advice and instructions from the instructor in the Classroom Office. You should then

click on the Syllabus which list books and course requirements. Those with free E-books will be able to link to them within the syllabus. You can access your weekly reading, exams, forums and other assignments from the Assignments folder for each week. You can access your grades in the Gradebook folder and you will also find a link to your current Transcript in the classroom as well.

## Course Load and Sequence

Full-time for undergraduate students is 12 semester hours and half-time is six semester hours. The recommended term course load is 12 hours, with 15 hours possible for students who maintain a good GPA and scholastic record (few or no withdrawals).

Full-time for master's students is 6 semester hours and half-time is 3 semester hours. Recommended maximum for master's is 9 hours with 12 hours possible for students who maintain a good GPA and scholastic record (few or no withdrawals).

The academic advisor lists courses for registration based on the best sequence you should take courses for the quickest graduation date. MBC is not responsible for delays in graduation due to poor decisions in the registration process made by either party, so know your program well and ask questions of your advisor if you believe you are having problems. Ultimately, it is your responsibility.

First, when looking at the course description by clicking on the course in the online listing, you will see listed the prerequisites for that course. Do not register for the course if you do not have the prerequisites for that course. You will probably be denied registration by the academic advisor, but if it slips their attention, you will be taking a course for which you are not prepared to take. It is your responsibility to take courses in the correct sequence.

Second, freshmen and lower level courses are taught more

frequently than upper level courses. So, if a required upper level course for your degree is being taught for a particular term and you meet its prerequisites, go ahead and take it if it does not require an overload or you may delay graduation.

## Attendance

If you fail to complete all assignments for a given week, you will be counted as absent for that week. Any unapproved late work is subject to a penalty of 2 percentage points per day. Three absences unapproved by your instructor during a term may result in administrative withdrawal (WA) from the course. So, contact the instructor immediately by email if there is a problem during any particular week so that a solution can be found to avoid penalties and administrative withdrawal. Since the recent pandemic in the last school year we understand that sometimes there are circumstances beyond a student's control and we want to work with you for a solution. However, please do not take advantage of that grace by offering excuses rather than valid reasons for your delay.

## Graduation Time Limits

Certificates must be completed within five years, two-year programs within seven years, four-year programs within twelve years, most graduate programs within seven years, and graduate programs requiring over 45 semester hours within ten years.

## **Certificate Programs—About a year or so\***

See Courses on the MBC website for course descriptions and pre-requisites as they are constantly changing. All courses provide full college credit towards completion of an applicable degree later, so you can complete a certificate, then continue on with a degree program. All certificates require 36 semester hours which can possibly be finished in three 12-semester hour terms.

### **Core Requirements for All Undergraduate Diplomas**

#### **Computer Literacy 3 hrs. to include:**

COM1001-Computer Applications for Churches\*

#### **Humanities 9 hrs. to include:**

ENG1001-Written Communications for Christian Scholars I\*

ENG1002-Written Communications for Christian Scholars II\*

SPC1001-Speech for Christian Service\*

#### **Religion 6 hrs. to include:**

REL1001-Survey of the Old Testament\*

REL1002-Survey of the New Testament\*

**Science:** 3 hrs.

**Mathematics:** 3 hrs.

**Social and Behavioral Sciences:** 6 hrs.

\* Required courses.

### **2 to 4 Year Diploma Programs\***

All 2-year diplomas require a total of 60 semester hours of credit for the diploma. All 4-year diplomas require a total of 120 semester hours of credit: 60 semester hours of credit listed below for the major, a 36 hour minor in a second area (see certificates for minor requirements of different field). For example, you can

complete a 60-hour major in Ministry and a 36-hour minor in Biblical Studies, Leadership and Administration or Information Systems Management.

As credits between major and minor overlap, you will be required to take a number of electives to complete the 120 semester hours for the diploma. These hours include the major courses and the core requirements as listed previously. We do not list the undergraduate programs in the catalog because requirements are in flux constantly. Therefore, click on the **Programs** page on our website for the latest.

## **Graduate Programs**

### **Masters**

Master's degrees generally require 36 - 45 semester hours of graduate work as specified in the Program listing on our website. The Master of Divinity requires 90 semester hours and requires a masters degree of at least 30 semester hours related to religion to enroll, although some secular degrees will be accepted, however they will not provide a full transfer of credit towards the 90 semester hours as well as a degree related to religion. All of our master's degrees require a four-year degree of at least 120 semester hours on any major, with a 3.0 (B) grade point average for all previous college work, or a 2.5 (C+) grade point average with probation and to earn a 3.0 in all future work. All required the completion of a project thesis.

### **Doctor of Ministry**

Hopefully by Fall 2022 or Spring 2023, we will begin a Doctor of Ministry program which will require 45 semester hours of graduate credit at the doctorate level. Of that credit, 6 hours will include a ministry project proposal and dissertation.

## Courses

As our courses are constantly in flux, go to the Courses listings page on our website for the latest listing. Undergraduate degrees have core requirements as listed below that must be completed prior to the issuance of a degree.

*Core Course required credit hours listed by school:*

**James Cash Penny School of Business 3 hrs.**

**Richard Koster School of Humanities 9 hrs.**

**Curtis Rush School of Religion and Seminary 6 hrs.**

**Tie Jiang Tan School of Science and Mathematics 6 hrs.**

**Eusibius School of Social and Behavioral Sciences 6 hrs.**

