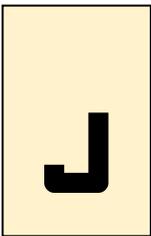
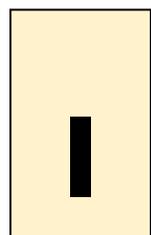


# **St. John Bible Institute**

## **Faculty and Student Handbook**



820 New Rafe Mayer Road  
Baton Rouge, LA 70808



Accredited by the:  
Association of Independent Christian Colleges and Seminaries (A.I.C.C.S.); St. Charles, MO

***“Equipping Believers to do a work for the Master”***

# From the President

**Board of Directors:**

Donald R. Ruth, President  
Bernice K. Ruth, V. President  
Andrea Barrow, Treasurer  
April Hawkins, Secretary  
Tim Marie Wilcox; Retired



## Welcome to St. John Bible Institute!

Enrolling in a Bible College is an awesome undertaking and the prospect of being able to complete the training can be daunting. Here at St. John Bible Institute (SJBI), we have developed a way to offset some of the stress associated with study, home assignments and time away from home, while still delivering a high quality Christian educational product.

It is with great joy that I, as president, offer this Christian educational program, which has benefitted so many in their respective ministries and in their personal walk with the Lord. The mission of SJBI is to educate men and women of all Christian faiths, with the Word of God, thereby enabling them to be more effective in all areas of ministry. I am committed to do all that I can to ensure that all SJBI students receive quality instruction and care while enrolled.

Hopefully, this handbook will provide you with some basic information regarding the Bible Institute and it is my hope and prayer that you will enroll with SJBI during the next session. SJBI holds as its motto, “Equipping Believers to do a work for the Master”, and this charge drives all that is done at SJBI.

Please take time to review the information and should you have any questions, please give me a call and I will be happy to assist you. I can be reached at 225-774-1468.

**I look forward to hearing from you!**

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# **Statement of Faith**

We believe in ...

1. The Holy Scriptures: Accepting fully the writings of both the Old and the New Testaments as the inerrant Word of God.
2. The One True God: Who is an intelligent, sovereign, spiritual and personal Being; perfect, infinite and eternal in His nature.
3. The Lord Jesus Christ: Who is the Second Person of the Triune God; the Eternal Word, and only begotten Son, that without any change to His Divine Person; He became man by the miracle of the virgin birth, thus to continue forever as both true God and true man, one person with two natures.
4. The Holy Spirit: Who is the Third Person of the Triune God, and the Divine agent in nature, revelation and redemption, enabling believers to live godly lives.
5. Salvation by Grace through Faith: That salvation is the free gift of God, neither merited nor secured in part or in whole by any virtue or work of man, but received by personal faith in Jesus Christ.
6. The Second Coming of Christ: That His coming in the air to rapture His Church, which is our blessed hope, is imminent.
7. Future Life and Resurrection: We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
8. Future Life, Bodily Resurrection, and Eternal Judgment; that the spirits of the saved at death go immediately to be with Christ in Heaven, that their works shall be bought before the Judgment Seat of Christ for the determination of reward, which will take place at the time when Christ comes for His own.
9. The Priesthood of All Believers; that Christ is our Great High Priest and through Him every born-again person has direct access into God's presence without the need for a human mediator.
10. The Lordship of Jesus Christ; that He alone is Head of the Body of Christ, into which all true-believers are immediately baptized by the Holy Spirit at the moment of salvation.
11. The Two ordinances given to the local Church are Baptism, the immersion of believers in water, thus portraying the death, burial and resurrection of Jesus Christ; and the Lord's Supper, the partaking of the bread and cup by the believer as a continuing memorial of the broken body and shed blood of Christ.

## **History and Facts**

St. John Bible Institute (SJBI) was birthed in 2002, from the vision of Pastor Donald R. Ruth. Many in the congregation at St. John, expressed a desire to attend Bible College at some point. However, few were in a position to take on the challenges of attending a traditional Bible College, due to commitments to family, work and ministry. The Lord brought to Pastor Ruth's attention, International Bible Institute (IBI), and its vision for starting in-church Bible Institutes. IBI's mission is to charter and support local, in-church Bible Institutes. IBI is located in Sante Fe Spings, CA and has chartered numerous Bible Institutes across America and The Philippines. Pastor Ruth consulted God on the idea of starting a Bible Institute at St. John and meditated on it for nearly two years before receiving confirmation to proceed. In 2012, SJBI obtained a second charter with Networking Institutes for Kingdom Advancement and Outreach (NIKAO). In 2013, SJBI became a member school with the Association of Independent Christian Colleges and Seminaries (AICCS). In 2014, SJBI applied for accreditation with AICCS and after going through an extensive accreditation process with them, SJBI was accepted as a FULLY ACCREDITED school.

SJBI is recognized by the government of the United States of America, as a 501 (c) (3) Religious Organization with all the rights and privileges provided by law.

The majority of the books and materials used are provided by IBI. All lessons are structured for busy people who don't have the time for lengthy research papers and the like. Yet the material is so well prepared, that your time spent in study will be maximized because of the content and structure of the materials provided by IBI.

SJBI offers a 3-year curriculum with an option for a fourth year. Each year is structured into three 13-week semester sessions. Students completing the 3-year program will receive a Diploma in Biblical Studies. Students completing the 4<sup>th</sup> year will receive a Bachelor of Theology degree. To date, 161 students have completed the 3-year program and 59 of them have gone on to complete the 4<sup>th</sup> year.

## **Sharing Opportunities**

We wish to see each student who enrolls with SJBI achieve his or her full potential in ministry. We are thankful to God for being able to offer such a quality Christian educational program at such an affordable cost.

To help us to get the word out about SJBI, we ask that you share this information with family, friends, acquaintances and Church members. Students who refer others to SJBI, will be given a discount off their next semester's tuition, if the referral enrolls with us.

## **Mission & Vision Statements**

### **Our Mission**

The mission of the SJBI is to offer a low cost Christian education venue for its students. We aspire to educate persons of all Christian faiths with the Word of God, thereby equipping them to be more effective in all areas of ministry.

### **Our Vision**

The Bible teaches that "Iron sharpens iron". Our vision is to see all believers reach the point in their spiritual development where they are able to positively impact the lives of others with the Word of God, demonstrate godly character at all times, and lead new believers into a fruitful walk with the Lord. SJBI is dedicated to this end.

All persons connected with SJBI are believers in Jesus Christ and fully accept the "Statement of Faith" as written. This includes all administrative, faculty, staff, clerical personnel and board members.

SJBI, as a religious institution, adheres to the tenants and doctrines of the Baptist faith.

SJBI is chartered by International Bible Institute, located in Sante Fe, Springs, CA and Networking Institute for Kingdom Advancement and Outreach (NIKAO), located in Los Angeles, CA. In addition to these, SJBI holds membership with the Association of Christian Colleges and Seminaries (AICCS), located in St. Charles MO.

# Courses

Two types of courses are offered by SJBI:

(19) Core Courses from IBI and

(13) Pastor Requested Courses that have been approved by IBI

## 19 IBI Core Courses

OT101:	The Pentateuch	NT204:	Titus – Revelation
OT102:	Early Israelite History	GD301-1:	Great Doctrines Part 1
OT103:	The Kingdom Period	GD301-2:	Great Doctrines Part 2
OT104:	The Post Exilic Period	LC302:	The Life of Christ
OT105:	Old Testament Literature	BP302:	Biblical Prophecy
OT106:	The Major Prophets	PE304:	Personal Evangelism
OT107:	The Minor Prophets	CH305:	Church History
NT201:	The Four Gospels	HOM305:	Sermon Preparation
NT202:	Acts – 1 Corinthians	GP509:	Galatians/Philippians
NT203:	Galatians – II Timothy		

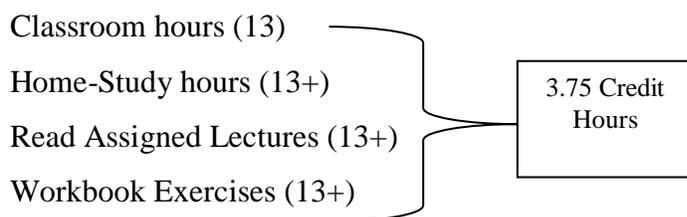
## 13 Pastor Requested Courses

PR307-1:	Discovering Your Gifts	PR307-9:	The Holy Spirit
PR307-2:	The Tabernacle	PR307-10:	The Person of Christ
PR307-3:	Spiritual Leadership	PR307-11:	The Person of God
PR307-5:	Christian Counseling	PR307-12:	Hermeneutics
PR307-6:	Creative Bible Teaching	PR307-13:	Systematic Theology
PR307-7:	Ministerial Ethics	PR307-14:	Eschatology
PR307-8:	The Bible		

Notes:

1. Each course is equivalent to 3.75 Credit Hours
2. SJBI school does not recognize life-learning credits

Typical semesters are 13 weeks. Typical class periods are 1 hour long. Each course is worth 3.75 credit hours. Below is a breakdown of how credit hours are established:



# **Courses Policies**

## **Instructor's Role**

The job of the instructor is to serve as a facilitator, engaging the students in the course material. The instructor has the final authority in the class room. All IBI Core courses contain a thorough outline in the Instructor's manual that will aid the instructor in his/her teaching and presentation.

SJBI does not endorse a particular denomination or doctrines that are out of the mainstream in Christian teaching. The instructor is expected to keep the class focused on what is fitting and important to their overall growth, knowledge and development.

## **Attendance**

All students are expected to attend each class and participate in classroom activities. Students are allowed a maximum of 2 absences per semester. Students who have 3 absences, in a semester, will receive a grade of "I" for the course. An "I" grade, in this case, can be made up by the student, based on assigned work from the Instructor. The assigned work is due by mid-term of the following semester. The replacement grade can be no higher than a "C". Students who have 4 or more absences will receive a grade of "I" and they must retake the course.

## **Student Preparation**

All students are expected to come to class with their homework assignments completed. Failure to do so, will result in the student receiving no credit for the work.

## **Learning Assignments**

SJBI's curriculum is designed to promote the student's growth in both academics and Christian character. From time to time, the instructor may assign active learning assignments that are designed to give the students hands on ministry experience and put into practice the lessons and concepts learned in the classroom in support of the ministry of the local Church.

## **Academic Honesty**

All examinations and papers must be the student's own work. Plagiarism, the representation of another's work as one's own, is not permitted and is grounds for failing the course. Additionally, in-class grading is done on an honor system. All students are expected to handle in-class grading in an honest, above-board and Christian way.

# Grading Scale

The following grading scale is used for determining student performance on tests and assignments. The instructor has the discretion of awarding grades based on the percentage of the assigned work completed and its quality.

Grade	Percentage	Comments
A+	100% - 97%	Highest Passing Grade
A	96% - 93%	Very Good
A-	92% - 90%	
B+	89% - 87%	
B	86% - 83%	Good
B-	82% - 80%	
C+	79% - 77%	
C	76% - 73%	Satisfactory
C-	72% - 70%	
D+	69% - 67%	
D	66% - 63%	Poor
D-	62% - 60%	Lowest Failing Grade
F	Below 60%	Failure
I	No Credit	Incomplete

# Course Schedule

<p style="text-align: center;"><b>Year 1</b></p> <p style="text-align: center;"><u>Semester 1</u></p> <p>OT101: The Pentateuch PR307-1: Discovering Your Gifts</p> <p style="text-align: center;"><u>Semester 2</u></p> <p>LC302: The Life of Christ OT102: Early Israelite History OT103: The Kingdom Period</p> <p style="text-align: center;"><u>Semester 3</u></p> <p>PE304: Personal Evangelism BP302: Biblical Prophecy OT104: The Post Exilic Period</p>	<p style="text-align: center;"><b>Year 2</b></p> <p style="text-align: center;"><u>Semester 1</u></p> <p>OT105: Old Testament Literature GD301-1: Great Doctrines Part 1</p> <p style="text-align: center;"><u>Semester 2</u></p> <p>OT106: The Major Prophets PR307-2: The Tabernacle GD301-2: Great Doctrines Part 2</p> <p style="text-align: center;"><u>Semester 3</u></p> <p>NT201: The Four Gospels OT107: The Minor Prophets PR307-3: Spiritual Leadership</p>
<p style="text-align: center;"><b>Year 3</b></p> <p style="text-align: center;"><u>Semester 1</u></p> <p>PR307-5: Christian Counseling NT202: Acts – 1 Corinthians</p> <p style="text-align: center;"><u>Semester 2</u></p> <p>PR307-6: Creative Bible Teaching NT203: Galatians – II Timothy NT204: Titus – Revelation</p> <p style="text-align: center;"><u>Semester 3</u></p> <p>GP509: Galatians/Philippians CH305: Church History HOM305: Sermon Preparation</p>	<p style="text-align: center;"><b>Year 4</b></p> <p style="text-align: center;"><u>Semester 1</u></p> <p>PR307-7: Ministerial Ethics PR307-8: The Bible</p> <p style="text-align: center;"><u>Semester 2</u></p> <p>PR307-9: The Holy Spirit PR307-10 The Person of Christ PR307-11 The Person of God</p> <p style="text-align: center;"><u>Semester 3</u></p> <p>PR307-12 Hermeneutics PR307-13 Systematic Theology PR307-14 Eschatology</p>

*Each course is equivalent to 3.75 Credit hours*

# **Student Registration**

Each student is required to complete a registration form. No additional registration fee is imposed. Registration forms are sent to International Bible Institute and a copy is placed in the student's file in the SJBI office. Incoming students must have a high school diploma or its equivalent.

## **Tuition, Payment and Returned Checks**

SJBI works extremely hard to keep tuition costs as low as possible. Tuition costs are due each semester. This cost covers all textbooks.

At the start of the school year, at registration, students are required to pay a minimum down payment of one-half (1/2) the semester tuition cost. The balance is due on the 6<sup>th</sup> week of the semester. Incremental payments may be made.

During subsequent semesters (semesters 2 and 3), students are required to pay the down payment for the upcoming semester on or before the final week of the current semester.

Students always have the option of paying for the semester in full, at any time before the start of the semester.

Forms of payment: SJBI accepts payments by Check, Money Order and Cash. Note: Returned checks will be assessed any fees charged by the bank as well as a reprocessing fee of \$10.

## **Refund Policy**

Students are eligible to receive refunds up until the third (3<sup>rd</sup>) week of the semester. Students may receive a full refund, if they have not written in the books they received at the start of the semester. If the books have been written in, then the student is disqualified from receiving a refund. However, SJBI will work with students in hardship cases or in cases where students paid more than the down payment.

# **Registrar's Duties**

Registrar and Dean of Students

Bernice K. Ruth

Biblical Studies Diploma; St. John Bible Institute, 2005

B.Ed/M.Ed; Southern University, 1975/1979

The registrar serves as the liaison between the student(s), instructor(s) and IBI; and is responsible for the following:

1. Coordinate annual registration in July
2. Obtain and file student registration forms
3. Collect tuition from students
4. Maintain student's academic records
5. Maintain student's financial records
6. Keep track or correspondences between IBI and SJBI
7. Order all textbooks
8. Order course completion certificates
9. Order diplomas & degrees certificates
10. Order graduation supplies
11. Coordinate graduation and student recognition program

# **Certificates, Diplomas and Degree Requirements**

All certificates, diplomas and degrees awarded by the school are identified as religious. The school does not award any secular certificates, diplomas or degrees. A minimum 2.0 GPA out of a possible 4.00 is required for issuance of all certificates, diplomas and degrees.

- **Course Completion Certificates (Minimum 2.00 GPA Required)**

Students will receive certificates of completion for each of the 32 courses that they complete. Certificates are issued by International Bible Institute.

- **Diplomas (90 Credit Hours / Minimum 2.00 GPA Required)**

Students completing the 3-year program will have earned 90 credit hours, satisfying the requirements for receiving a Diploma in Biblical Studies. Diplomas are issued through International Bible Institute. A diploma fee of \$30 will be assessed to each student's diploma.

- **Degrees (120 Credit Hours / Minimum 2.00 GPA Required)**

Students who complete the 3-year program have met the prerequisites for enrolling into the 4<sup>th</sup> year. Students completing the 4<sup>th</sup> year will have earned an additional 30 credit hours, satisfying the requirements for receiving a Bachelor of Theology Degree. A degree fee of \$30 will be assessed to each student's degree.

- **Deacon Training Course**

A 12 week comprehensive study on the roles, qualifications, responsibilities and duties of Deacons in the Church. Students completing the course will receive certificates of completion.

- **Usher Training Course**

A 12-week comprehensive study on the roles, responsibilities and duties of Ushers in the Church. Students completing the course will receive certificates of completion.

## **Instructors** (\* indicates on-leave)

Donald R. Ruth

- a. Bachelor of Theology; Christian Bible College, 1998
- b. Master of Theology; Andersonville Theological Seminary, 2013
- c. Doctor of Theology; Andersonville Theological Seminary, 2014

Shelia Brock

- a. Bachelor of Music Education; Southern University, 1982
- b. Master of Education; Southern University, 1990
- c. Diploma in Biblical Studies; St. John Bible Institute, 2008
- d. Bachelor of Theology; St. John Bible Institute, 2013

Kenneth L. Chandler

- a. Bachelor of Theology; Christian Bible College, 2002

Edna J. Cosey\*

- a. Master of Education; Southern University, 1984
- b. Diploma in Biblical Studies; St. John Bible Institute, 2005

Linda Fontenot\*

- a. Bachelor of Education; Southern University, 1971
- b. Master of Education; Southern University, 1973
- c. Doctor of Philosophy; Union Institute & University, 2002
- d. Doctor of Theology; Christian Bible College
- e. Additional Studies; Louisiana State University, 2006

Carolyn Foster\*

- a. Doctor of Theology; Christian Bible College, 2010

Dinat Haney\*

- a. Diploma in Biblical Studies; IBI/SJBI, 2005
- b. Bachelor of Theology; St. John Bible Institute, 2011

April Hawkins

- a. Diploma in Biblical Studies; IBI/SJBI, 2005
- b. Bachelor of Theology; St. John Bible Institute - 2011

Alvin Joseph

- a. Diploma in Biblical Studies; IBI/SJBI, 2006
- b. Bachelor of Theology; St. John Bible Institute, 2013

Betty VanDiver\*

- a. Doctor of Theology; Christian Bible College, 2005

Leroy Williams, Jr

- a. Bachelor of Theology; Christian Bible College, 1998
- b. Graduate Specialist in Theology; Christian Bible College, 2001
- c. Doctor of Theology; Christian Bible College, 2002

Sam Williams, Jr.

- a. Bachelor of Science in Electrical Engineering, Southern University
- b. Diploma in Biblical Studies; St. John Bible Institute, 2006
- c. Bachelor of Theology; St. John Bible Institute 2011

## **Business Practices**

### **CODE OF CONDUCT STATEMENT**

#### **Organizational Code of Conduct:**

St. John Bible Institute (SJBI), employees and students must, at all times, comply with all applicable laws and regulations. SJBI will not condone the activities of employees or students who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. SJBI does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing SJBI's operations.

Employees and students uncertain about the application or interpretation of any legal requirements should refer the matter to the President, who, if necessary, should seek appropriate legal advice.

#### **General Employee Conduct:**

SJBI is a Christian organization and expects its employees and students to conduct themselves in a Christian-like manner. Drinking, smoking, gambling, fighting, swearing, and other similar unchristian-like activities are strictly prohibited while on the campus of St. John Baptist Church.

Employees and students must not engage in any form of harassment and must not conduct themselves in a way that could be construed as such, for example, by using inappropriate language, inappropriate touching, by keeping, posting or accessing inappropriate materials while on campus. For more information, refer to SJBI's Non-Discrimination Policy.

**Conflicts of Interest:**

SJBI expects that all employees and students will perform their duties conscientiously, honestly, and in accordance with the best interests of the SJBI and in the fear of God. For more information, refer to SJBI's Conflict of Interest Policy.

**Instructors Conduct:**

SJBI expects all instructors to be fair with each student. Instructors must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, the grade of a student. Instructors are expected not to show favoritism within the class. Additionally, instructors are expected to report any issues that may be deemed inappropriate with regards to SJBI policies.

**Students Conduct:**

SJBI expects all students to do their own work. They must not copy from others in the class nor plagiarize the writing of others. SJBI utilizes an honor system for grading take-home tests. Each student is expected to be honest in their grading. This too should be done in the fear of God. Students are expected to respect the instructor, who is the final authority in the classroom. As such, students should not argue with the instructor, but should be obedient to the instructor's requests. Cell phone are not to be used during class

**Records and Communications:**

Accurate and reliable records are necessary to meet legal and financial obligations and to manage the affairs of SJBI. SJBI's books and records must reflect in an accurate and timely manner all business transactions. The employee(s) responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

**Privacy and Confidentiality:**

When handling financial and personal information about students or others with whom the SJBI has dealings, observe the following principles:

- Collect, use, and retain only the personal information necessary for the SJBI's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was

originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

## **CONFLICT OF INTEREST POLICY**

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the organization. This obligation requires that any officer or member, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, officers and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.

- A. The officers and members of *St. John Bible Institute, Inc.* should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.
- B. No officer, or member of *St. John Bible Institute, Inc.* shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
  - 1. The officer or member;
  - 2. Any member of their immediate family;
  - 3. Their partner;
  - 4. An organization in which any of the above is an officer, director or employee;
  - 5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
- C. **Disclosure** – Any possible conflict of interest shall be disclosed by the person or persons concerned.
- D. **Board Action** – When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Trustees, excluding the person(s) concerning whose situation the doubt has arisen.
- E. **Record of Conflict**--The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

## **NON-DISCRIMINATION POLICY**

It is the policy and commitment of *St. John Bible Institute* that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion.

### **Equal Employment Opportunity**

*St. John Bible Institute* is committed to a policy of equal employment and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

Any employee, board member, volunteer or client who believes that he or she or any affiliate of *St. John Bible Institute* has been discriminated against is strongly encouraged to report this concern promptly to the Academic Dean or the President.

### **Discriminatory Harassment**

Harassment or intimidation of a client, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation includes abusive, foul or threatening language or behavior. SJBI is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or students.

Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Academic Dean or the President, and if substantiated, prompt action will be taken.

The effective date of this policy is September 1, 2005.

# **General Procedures**

## **Academic Records**

To maintain academic standards it is critical that registrations, grades, and contact information records be current. Students are encouraged to provide regular updates the registrar to avoid errors in the academic records.

## **Tuition Costs**

Interested persons may contact SJBI at 225-774-1468 or 225-774-0297 to inquire about current tuition costs.

## **Transcripts**

Student Transcripts are available upon request. The first Official Transcript and copy are free and there is a \$10.00 fee for additional transcripts. Official Transcripts may be sent to specific institutions per request or they can be sent directly to you for distribution as needed. Requests for student transcripts may be made via:

Phone: 225-774-1468 or 225-774-0297

Fax: 225-774-0287

Email: [pastorruth53@gmail.com](mailto:pastorruth53@gmail.com)

## **AICCS Disclaimer**

Accreditation is quality control, designed for consumer protection. It is a collegial process based on self and peer assessment for improvement of academic quality and public accountability. It provides an external, third-party evaluation of the level of a school's ethical standards, financial integrity, and academic credibility. The accrediting process requires institutions to examine their goals, operations, and achievements, followed by the expert criticism and recommendations of a visiting team of professional examiners, and later by the official vote of the accrediting board.

Association of Independent Christian Colleges and Seminaries (AICCS) is an independent not-for-profit corporation chartered as an accrediting agency for small Bible colleges and specialized Christian schools, institutes and seminaries. It is dedicated to assisting those institutions of Christian higher education in achieving a quality, non-regional accreditation, characterized by academic excellence and ethical practices.

Because of the AICCS Board of Directors' convictions in support of religious freedom, Christian liberty, and the separation of church and state, AICCS has never applied for affiliation with any

federal government agency. AICCS, therefore, is not recognized by the United States Department of Education. Credits earned at any AICCS-accredited institution are accepted by all other AICCS schools, but these credits are not automatically transferable to other colleges or seminaries.

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