

# Indian Bible College

**2021 - 2022  
CATALOG**



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# Where Do I Start?

<b><i>Frequently Asked Questions</i></b>	
How much does it cost to attend Indian Bible College (IBC)?.....	19
What programs of study are available at IBC?.....	57
How do I apply for admission to IBC?.....	14
What are the qualifications for applying to IBC?.....	16
What kind of financial assistance is available to students of IBC?.....	23
Are correspondence or self-study classes offered?.....	64
What kind of housing is available on the IBC campus?.....	33
How do I get to Flagstaff?.....	11
What is there to do in Flagstaff?.....	8
Who teaches at IBC?.....	79
Are courses offered off campus?.....	63
What is the doctrinal position of IBC?.....	7
What is the grading system at IBC?.....	47
Is IBC accredited? .....	8



# Contents

GENERAL INFORMATION	1
Mission Statement	1
Educational Distinctives	2
Programs of Study	2
IBC Staff and Faculty	2
Graduation, Retention, and Success Rates	3
Retention Rate	3
Overall Success Rate	3
Per Program Success Rate (SR)	4
Funding	4
Staff and Faculty Funding	4
Operational Funding	4
Scholarships	4
Moral Issues	5
History of Indian Bible College	6
The Future of IBC	7
Doctrinal Statement	7
Affiliations and Licensures	8
Student Management System - Populi	8
Location	8
Traveling to Flagstaff	10
Map	11
Driving Directions to IBC	11
ADMISSIONS INFORMATION	12
General Information	12
Nondiscrimination policy	12
Indian Bible College Statement on Human Sexuality	13
Application Due Dates	13
Application Procedure	13
Paper Application Procedure	13
Online Application Procedure	14
Applicant Standards	15
Spiritual Standards	15
Academic Standards	15
International Students	15

Financial Standards	16
Preparation for Studies at Indian Bible College	16
Transfer Credit	16
New Student Orientation	17
Part-time and Concurrent Enrollment	17
Part-Time Enrollment	17
Concurrent enrollment for High School/Home Schooled Students	17
Block Seminars and Courses	17
Traditional Semester and Three-Term Semester Courses	17
FINANCIAL INFORMATION	18
School Funding	18
Student Responsibility	18
Payments Made on Student Accounts	20
Student Payments	20
Delinquent Accounts	20
Withdrawals and Refunds	21
Institutional Cancellation and Refund Policy	21
Dormitory and Housing Refunds	22
Refunds when Reducing Credits	22
Financial Aid	22
Federal Financial Aid Program	22
Return to Title IV Funds Policy (R2T4 Policy)	22
For Students Who Receive Federal Title IV Financial Aid	22
Institutional Financial Assistance	25
Scholarships/Student Assistance	25
Academic Honors Scholarships	25
Student Employment	25
Work Pathways	25
Work and IBC:	25
Work Pathways at IBC- An Overview:	26
Fifth Wind and IBC:	26
Other Financial Assistance Sources	26
Ron Hutchcraft Ministries Scholarship	26
IBC Scholarship Fund Awards	26
Western Navajo Bible Fellowship Scholarship	26
Tribal Scholarships	26
Local Church Scholarships	26
Other Financial Assistance Resources	27
Business Office	27
STUDENT LIFE	28

Philosophy of Transformation	28
Spiritual Mentoring	28
Life Coaching	29
Ministry Requirement	29
Chapel Services	30
Student Activities	30
Social Life	30
Thursday Night Lights	31
Ministry Immersion Trip	31
Sports	31
Student Council	31
Alumni Association	31
Resident Life	31
Single Student Housing	32
Family Housing	32
Resident Assistants	32
Facilities	33
Administration Building	33
Student Center	33
Classroom Building	33
Computer Lab	33
Learning Resource Center (LRC)	33
Laundry	34
Basketball Court	34
Campus Map	35
ACADEMIC INFORMATION	36
General Academic Information	36
Registration	36
Class Schedules	36
Credit Defined	36
Course Loads	37
Course Numbering	37
Course Prerequisites	38
Course Changes	38
Course Repeat	38
Enrollment Status	38
Classification of Students	38
Transcripts	38
Transfer of Credits	38
General Transfer of Credit Policies:	39
Transfer of Credits from Institutions following the Quarter System	39

Transfer of Credits from IBC to other Institutions	40
Graduation Requirements	40
Commencement Attendance	40
Student Rights and Privacy	40
Academic Policies	41
Attendance	41
Plagiarism Policy	42
Student Tardiness	43
Late work	43
Final Examinations	44
Grading System	45
Grade Point Average	45
Grading Systems	45
Letter Grades	45
Audit	46
Pass/Fail	46
Incomplete & Contract	46
Grade Replacement	46
Grade Appeals	46
Academic Problems	46
Academic Honors	47
Graduation Honors	47
Satisfactory Academic Progress (SAP) Policy	47
Federal Financial Aid SAP Status	48
SAP Suspension Appeal Process	49
Course Changes and Withdrawals	49
Dropping/Adding a Course	49
Changing from Credit to Audit or Audit to Credit	49
Withdrawing from College	50
Leave of Absence:	50
Practicum Programs	51
Church Attendance	51
Christian Service Assignments (CSA)	51
Accountability Sessions	51
Academic Resources	51
Life Coaches	51
Spiritual Formation (SF)	51
Purpose	51
Definition	52
Structure	52
Ministry Immersion Trip (MIT)	52



Description	52
Purpose	52
Objectives	52
<b>PROGRAMS OF STUDY</b>	54
Bachelor of Biblical Studies (BBS)	54
Mission Statement	54
Objectives	54
Progression	54
2019 Bachelor of Biblical Studies Requirements	55
Associate of Biblical Studies (ABS)	57
Mission Statement	57
Objectives	57
2019 Associate of Biblical Studies Requirements	58
Certificate of Biblical Studies (CBS)	59
Mission Statement	59
Objectives	59
2019 Certificate of Biblical Studies Requirements	59
Extension Studies Department	60
Christian Ministry Certificate (CMC)	60
CMC Core Course descriptions	60
CMC Elective Course descriptions (choose two)	61
CMC Delivery Modes	61
Off-Site Courses	62
Extension Campuses	62
Computer-Based Study	62
<b>COURSE DESCRIPTIONS</b>	63
Bible and Theology	63
Ministry	67
General Education	71
<b>PERSONNEL</b>	75
Core Staff	75
Support Staff	77
Adjunct Faculty	78
Board of Trustees	79



Dear Prospective Student,

Thank you for your interest in Indian Bible College (IBC). The fact that you are exploring this catalog indicates your interest in seeking information on one of the most important decisions of your Christian life—where to attend college.

Training at Indian Bible College will enable you to become a stronger believer and change the legacy of many Native Americans who desperately need a message of hope. Changing that legacy first means changing your mind to be more like Christ. That transformation mentioned by the Apostle Paul in Romans 12 is central to becoming a leader of legacy change for 21<sup>st</sup> century Native America. It is also central to the hopes and prayers of the staff at IBC. Once your mind is more like Christ's, you will be better situated to make a difference for many Native people who feel despair and hopelessness about their life situations. Due to this reality, the central goal of Indian Bible College is Christlikeness through discipleship, focusing not on "filled heads" but "changed lives" for the glory of God.

IBC is unique in that it is one of a few institutions that has as its central mission the training of Native Americans for Christian Leadership. This uniqueness is shown in the sensitivity of the staff in understanding the distinctive needs of Native students. Our goal is "a high standard with a unique application of grace." We are also constantly evaluating our curriculum in hopes of making it better for our students. Adjusting to the wide range of experience and cultural uniqueness of our students makes this quite a challenge. However, the centrality of Christ as the unifier of all cultures in the church makes this an endeavor that is worth the effort.

IBC is committed to students. Our desire is to see you become all God wants you to be. Feel free to contact our staff if we can be of further help in making this important decision.

Yours in Christ,

A handwritten signature in purple ink that reads "Jason Koppen". The signature is fluid and cursive, with the first name "Jason" and last name "Koppen" clearly legible.

Dr. Jason Koppen,  
President  
Indian Bible College





## GENERAL INFORMATION

### Mission Statement

*“IBC exists to disciple and educate indigenous Native Christians for lifetimes of biblical ministry and spiritual leadership to their people and the world.”*

*In order to accomplish this purpose, the GOALS of Indian Bible College are:*

1. To provide the necessary training for accurate interpretation of God’s Word so that students develop a **BIBLICAL** worldview and lifestyle.
2. To biblically develop and maintain **RELATIONAL** lifestyles and ministries through intentionally modeling, mentoring, and training students with grace and truth.
3. To cultivate **TRANSFORMATIONAL** change in the lives of students through the internalization of biblical and relational principles.

*The IBC institutional OBJECTIVES are as follows:*

- A. Students will understand the basic content and doctrine of the Bible.
- B. Students will develop their ability to cultivate interpersonal relationships in accordance with biblical principles.
- C. Students will grow in Christ-like character consistent with biblical teaching.
- D. Students will participate in the fulfillment of the Great Commission.

### **Educational Distinctives**

A Bible college labors at one task above all others: teaching the Word of God. This central activity is our contribution to God's program. A Bible college links the Word to life, providing an intensive form of discipleship.

The Bible stands at the crossroads of our curriculum. Each program of study has three components:

1. Bible and theology—to help students know what God has said.
2. Ministry—to help students communicate that message to others.
3. General education—to help students apply the Word of God to every area of life and learning and draw insights from all areas of learning, enabling them to mature as well-rounded representatives of the gospel for their society.

Indian Bible College is distinct from other Bible colleges in that it specifically targets Native American students who are pursuing leadership in either full time Christian or secular vocations. The student/staff ratio is extremely low, allowing for individualized instruction and courses specifically designed for each particular audience, with a primary focus on discipleship. Remedial help is available for those struggling with English as a second language while the general level of education is maintained according to generally accepted standards. Our conservative doctrinal stand sets us apart from other Native American Bible colleges.

### **Programs of Study**

IBC offers certificate, associates, and bachelor programs. The certificate program is a basic Bible study program designed to meet the needs of bilingual or missionary students or those who simply want to learn more about the Bible. The Associate of Biblical Studies (ABS) program is offered for students who want to be equipped with basic ministry skills or who are unable to commit the time for a bachelor's degree or who wish to finish a degree at another college or university. The Bachelor of Biblical Studies (BBS) Degree is the centerpiece of the IBC curriculum. The BBS is a double major of Biblical Studies and Christian Ministry. This program is designed to give students a solid grasp of Bible interpretation, the contents of biblical books, theology, and practical ministry skills. All programs may be taken for certificate credit by those who do not possess a high school diploma.

IBC also offers extension courses which are primarily taught in reservation churches. These courses are designed to meet the needs of laypersons and ministers who are unable to relocate to an on-campus program for training. Often graduates of the school, pastors, or missionaries with sister missions teach in the extension program. The new 18-credit Christian Ministry Certificate (CMC) is the centerpiece of this training and is offered through evening and extension formats.

### **IBC Staff and Faculty**

Indian Bible College personnel are divided into several categories that reflect their position and duties within the school. The **Administrative Team** is composed of the President and Vice-Presidents of the school (usually the Dean of Students, Business Administrator, Academic Dean, and Director of Advancement). The members meet to discuss and oversee the operation of the school. The Administrative Team is chaired by the President or by the Dean of Students in the President's absence.

A second tier of organization within the staff of IBC is reflected in the **President's Cabinet**. This body is composed of senior and veteran leadership of the College, including Vice Presidents and veteran staff. The Cabinet meets at least once per month to provide insight into issues that affect the entire College.

**Core Staff** at IBC are those staff members who are administrators and/or faculty members who are full time or close to it. These staff function as the leadership of the school. The President and Vice-Presidents

of the school will always serve at this level; other roles are likely to include Registrar, Director of Admissions, Dean of Men/Women, and full-time faculty. Core Staff are provided with dedicated office space, but not necessarily private office space.

**Support Staff**—these are part-time workers (paid and volunteer) who are involved in the operations of the school at a lesser level than the Core Staff, but at a more consistent (i.e. weekly) or significant level than the adjunct faculty. These roles are likely to include librarian, bookkeeper, maintenance supervisor, information technology staff, employment coordinator, discipleship staff, etc.

**Adjunct Faculty**—these individuals teach one or two classes per year. IBC needs between eight and twelve adjunct faculty per year. These positions are entirely voluntary.

Please see pages 81-84 for a current listing of IBC staff and faculty.

## Graduation, Retention, and Success Rates

Indian Bible College is pleased to provide the following information regarding our institution's graduation/completion and retention rates. This information is provided in compliance with the Higher Education Act of 1965 as amended. The rates reflect the graduation and completion status of students who enrolled during the 2015 school year and for whom 150% of the normal time-to-completion has elapsed. Some students who did not graduate transferred to another institution, but IBC currently does not have a means of tracking that information.

During the fall semester of 2015, 9 first-time full-time certificate or degree-seeking undergraduate students entered Indian Bible College. After 6 years (as of September 2021) 67% of these students had graduated from our institution or completed their programs.

### *Retention Rate*

Retention Rate						
Full-time undergraduates entering in the fall and returning the following Fall.						
SY	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Rate	56%	67%	78%	58%	100%	80%

However, at Indian Bible College, due to our students needing to work and be involved in ministry while studying, graduation is not time critical. We are more concerned with eventual completion. Thus, Indian Bible College uses a different formula to measure success.

### *Overall Success Rate*

**Overall Success Rate:** The percent of entering students who eventually completed a given IBC program. This is NOT time dependent. For example, in 2015, 11 freshmen students started in the Fall or in the Spring. 7 of the 11 eventually finished their CBS. 5 of the 11 went on and eventually finished their ABS. 3 of the 11 went on to finish their BBS.

*Per Program Success Rate (SR)*

Per Program Success Rate: The percent of entering students who complete a sequential IBC program. This is NOT time dependent. For example, in 2015, 11 freshman students started in the Fall or in the Spring. 7 of the 11 eventually completed their CBS. Of those 7, 5 went on to complete their ABS. Of those 5, 3 went on to complete BBS.

School Year	2016-2017			2017-2018			2018-2019			2019-2020			2020-2021		
Starting Freshman Students	9			12			12			5			5		
	#	overall success rate	per program success rate	#	overall success rate	per program success rate	#	overall success rate	per program success rate	#	overall success rate	per program success rate	#	overall success rate	per program success rate
CBS	7	78%	78%	10	83%	83%	6	50%	50%	5	100%	100%	3	60%	60%
ABS	4	44%	57%	8	67%	80%	3	25%	50%	2	40%	40%	0	0%	0%
BBS	0	0%	0%	1	8%	13%	0	0%	0%	0	0%	0%	0	0%	0%

Questions related to this report should be directed to: Indian Bible College Registrar, at 928-774-3890.

## Funding

*Staff and Faculty Funding*

All staff and faculty at IBC serve on a faith-mission basis. This means that each staff member must raise his or her own support from friends and churches. The school is a non-profit 501(C)3 organization, enabling donations to be tax deductible. Donations made for the support of individual staff members are sent to the school which administers the funds and sets salary levels. The Native Staff Development Fund is also available to give small amounts of aid to Native American staff who are having difficulty raising funds.

*Operational Funding*

Primary funding for the operation of the school comes from the gifts of churches and individuals. This normally accounts for 75-85% of the operational funds in any given year. A small tuition and boarding fee is charged to the students each semester. Tuition is just \$270 per credit, \$3,240.00 per semester to be full-time at 12 credits. Other funds come from Pell grants, trusts, grants, and special projects. This allows IBC to be one of the most affordable institutions of higher education in the country! This low cost enables students to graduate from IBC **debt-free**, unhindered from following the Lord wherever He leads after graduation!

*Scholarships*

The low financial cost to attend IBC is one of the attractive features of the school. Our tuition and housing are some of the lowest available; IBC maintains several other scholarship funds to aid students with extreme hardship in paying tuition. These funds are supported by gifts from churches



and individuals. Students may receive funds from Pell grants as well as scholarships from their tribes or other organizations to aid with the costs of their education.

### **Moral Issues**

Indian Bible College's mission of training men and women for Native American Christian leadership and service involves the development of moral character based on conformity to the will of God as expressed in the Bible. Nothing less will qualify the student for leadership in the church or community. The Bible clearly teaches that certain practices which have gained acceptance in contemporary society are nonetheless contrary to the essence of Christianity. These practices include such things as premarital sex, adultery, pornography, homosexual behavior, and the use of illegal drugs.

IBC believes that character is taught by example as much as by precept. Therefore, all staff, administration, and faculty at the college must reinforce the teaching of Scripture with lifestyles of Christian morality. The practices listed above are incompatible with the mission of the college.

## History of Indian Bible College

Indian Bible College was founded in 1958, first, to establish Native Christians into biblically strong, self-sustaining groups of believers, and secondly, for the purpose of equipping people to reach Native Americans with the gospel. The school has always been denominationally unaffiliated and committed to preparing Native Americans to use their spiritual gifts in the work of ministry.



The school is largely the result of the vision cast by Dr. Harry Ironside who had a great interest in the Native Americans of the Southwest. He invited several Native men into his home to receive Bible teaching. In addition, Dr. Ironside conducted Bible conferences in Flagstaff, Arizona. This prompted his concern and prayers for a Bible college for Native Americans. The founder of IBC, Gordon Fraser and his wife, Thelma, learned of Dr. Ironside's prayers early in their married life. While active in rural Sunday school work in Washington State, Gordon and Thelma developed a growing interest in the spiritual needs of tribes in the area. While writing an assignment for the book, *The Fields at Home*, Dr. Fraser researched the Southwest reservations and their need for Bible teaching. In 1958, the Frasers moved to Flagstaff and began teaching four Native American men around their kitchen table.

A year later the Frasers purchased the first of the few buildings that today are the campus of the Indian Bible College. Mrs. Fraser commented,

*"In adventure for God, beginnings are small. One miracle follows another in provision in support growth. Remembering this let us be encouraged. I Corinthians 15:57 says, 'Let nothing move you. Always give yourselves freely to the work of the Lord, because you know that your labor is not in vain in the Lord.'"*

In 1960, the school was incorporated in the state of Arizona as the Southwestern School of Missions. In 1961, a board of directors and an advisory board were appointed representing fourteen mission agencies, the faculty of Arizona State College at Flagstaff (now Northern Arizona University) and the Navajo Tribal Council. In 1985, with the decision to grant a four-year baccalaureate degree, the name Indian Bible College was adopted as the operating name of the school.

Over the years, God has used the school in a mighty way to prepare the many Native American graduates who faithfully serve the Lord as leaders in reservation and urban churches. Indian Bible College is particularly well known on the Navajo Reservation where a large percentage of the pastors of evangelical churches are graduates of the school.

In February 2009, Jason Koppen was elected by the Board of Directors to serve as the tenth president of the school. Dr. Koppen's experience as a pastor provides passion and insight for training leaders for Native churches. His vision for the school is that IBC would see steady growth over the coming years. During this time, faculty and staff will be added, facilities improved, extension studies increased, and the spiritual discipleship of the students more actively addressed. In 2014, IBC was formally granted applicant status with the Association for Biblical Higher Education (5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; 407.207.0808) and in February 2021, the school was awarded initial accreditation status.



**Dr. Jason Koppen** (with his wife, Sarah), President of Indian Bible College

Since its beginning, IBC has been committed to the fundamentals of the Christian faith. In addition, the

school is firmly committed to the Reformation's battle cry that salvation is by grace alone through faith alone based on Scripture alone. IBC believes that God communicated the content of the Bible to be understood by the original hearers, and it is still to be understood in a normal, straightforward manner. The Bible is, and always has been, the only necessary and inerrant source of Christian doctrine, reproof, correction and instruction in righteousness (2 Timothy 3:16).

### **The Future of IBC**

Indian Bible College has talked about campus expansion for decades; and in 2011, additional student housing was purchased in the form of a private home adjacent to the existing property. A rapidly growing student body has recently made further expansion a must. In July of 2014, additional office space was purchased (the "Barn") on Cedar Avenue. In April of 2018, another complex of buildings was purchased and is currently undergoing renovations as a new library, chapel and student life area.

### **Doctrinal Statement**

1. We believe that there is one God, eternally existing in three Persons — Father, Son and Holy Spirit.
2. We believe the Bible is the only divinely inspired and infallible Word of God; and that it is, therefore, the final authority in matters of faith and practice.
3. We believe in God the Father, Creator of all that exists, who is sovereign over all, active in and yet distinct from His creation.
4. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future personal and visible return in power and glory.
5. We believe in the present ministry of the Holy Spirit by whose personal indwelling the Christian is enabled to live a godly life, and by Whom the Church is empowered to carry out Christ's great commandment and great commission.
6. We believe that man is created in the image of God, and that he was tempted by Satan and fell, and that now, because of the exceeding sinfulness of fallen human nature, regeneration by the Holy Spirit is absolutely necessary for salvation, which is by grace through faith.
7. We believe that there is a supernatural realm, composed of created beings (angels, Satan, and demons) who are engaged in spiritual conflict over mankind.
8. We believe in the bodily resurrection of both the saved and the lost: those who are saved unto eternal life with Christ and those who are lost unto eternal punishment.

### Affiliations and Licensures

Indian Bible College is a member of the Evangelical Council for Financial Accountability (EFCA), an evangelical organization established for the purpose of promoting “fiscal integrity and sound financial practices.” In addition, IBC is an accredited mission with the Association of North American Missions (ANAM), a national organization that provides accountability, advice, and networking. The stated purpose of ANAM is: *assisting member organizations to operate with excellence, thereby maximizing their God-given ministry effectiveness in reaching the lost and making disciples.*

In 2021, IBC was formally granted initial accreditation status with the Association for Biblical Higher Education (ABHE) (5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; 407.207.0808). In addition, IBC is working to secure agreements with other institutions and seminaries that would allow students to further their education beyond IBC.

### Student Management System - Populi

Technology presents tremendous opportunities to educational institutions; IBC utilizes Populi to maintain electronic records. This software allows students to apply, register, pay, check out library books, and view their grades online. New students will be trained in the use of the software and receive their user ID number and password at new student orientation before the first day of class.

### Location

Indian Bible College is located in Flagstaff, Arizona, 90 miles from the south rim of the Grand Canyon. It is strategically placed in proximity to several Indian reservations and within two miles of Interstate 40. Please see the map on page 84 of the catalog for detailed driving instructions.

Flagstaff is the hub of north central Arizona and a multicultural city known for its scenic beauty. Nestled beneath the towering San Francisco Peaks at 7,000 feet, Flagstaff is a favorite tourist destination because of its cool summers and snowy winters. The Peaks offer hundreds of miles of bike and hiking trails in addition to a ski resort.



Opportunities for ministry are plentiful. Numerous evangelical churches are located within a few miles of Indian Bible College, and several para-church ministries actively care for the community. Spanish-speaking congregations, Navajo-speaking groups, and churches with a majority of college-age members thrive in the Flagstaff area. Flagstaff provides opportunities to get involved with a variety of cultures. Northern Arizona University, temporary home to hundreds of Native Americans in addition to international students from all over the world, is located about four miles from Indian Bible College.

The College owns a sizable portion of an entire block of property in east Flagstaff. The campus has 11 buildings which house a library, administrative and faculty offices, classrooms, men's and women's dorms, an apartment for housing visiting professors, and several units for families. The newest acquisition will house a student center and expanded library. A basketball court is also located adjacent to the classroom building. An empty lot between several of the married student houses provides possibility for future expansion. Men's and women's dorms have kitchen facilities, and a laundry area is located between the dorms.



The campus is situated close to a community recreation center where weight-lifting, basketball, racquetball, ping pong, and foosball are readily available. Hiking trails within a mile of the campus lead to thousands of acres of high-altitude wilderness which serves as the habitat of elk, deer, mountain lion, bobcat, and various other wild game. The Flagstaff Urban Trail System or FUTS has 56 miles of interconnecting foot and bicycle paths. Many of our students make it a goal to climb nearby Mt. Elden, or Arizona's tallest mountain, Humphreys Peak. Also, in close proximity to the IBC campus is the Flagstaff Aquaplex which offers swimming, rock climbing, an indoor track, multipurpose gym, fitness area, and aerobics room. These facilities are available to the public during specific hours each day. Several miles further west is a year-round ice-skating arena. In the winter, one can ski at Arizona Snowbowl, cross-country ski at the Arizona Nordic Center, or enjoy tubing at nearby Flagstaff Snow Park.

Being situated close to Northern Arizona University (NAU) allows access to their impressive library facilities. In addition to Northern Arizona University, Coconino Community College provides opportunity for supplementary classes. Part of the community college's campus is located two blocks east of Indian Bible College.





### Traveling to Flagstaff

Flagstaff is situated at the crossroads of Interstates 40 and 17, and is served by an airport, Amtrak train station, and Greyhound bus station. Traveling to the college may be accomplished by any of these modes of transportation with relative ease. Transportation costs will vary but may be reasonable if planned in advance. Students are responsible for arranging their own transportation to Flagstaff. The college may be able to assist an incoming student by providing transportation upon arrival in Flagstaff. Students should contact the college for more information.



#### Bus

Flagstaff's Greyhound station is located at 800 E Butler Avenue, several miles from the IBC campus. Travel fares and schedule information may be obtained from Greyhound at 1-800-231-2222 or on the internet at [www.greyhound.com](http://www.greyhound.com). Their local number is (928) 774-4573.

#### Train

Amtrak provides daily service to and from Flagstaff. The station is located at 1 East Route 66, in downtown Flagstaff. Trains arrive from the west (Los Angeles, etc.) in the morning and continue east. Trains arrive from the east (Chicago, Kansas City, Albuquerque, etc.) in the evening and continue west. For schedules, fares and tickets you can contact Amtrak at 1-800-872-7245 or online at [www.amtrak.com](http://www.amtrak.com). The local station may be reached at (928) 774-8679.

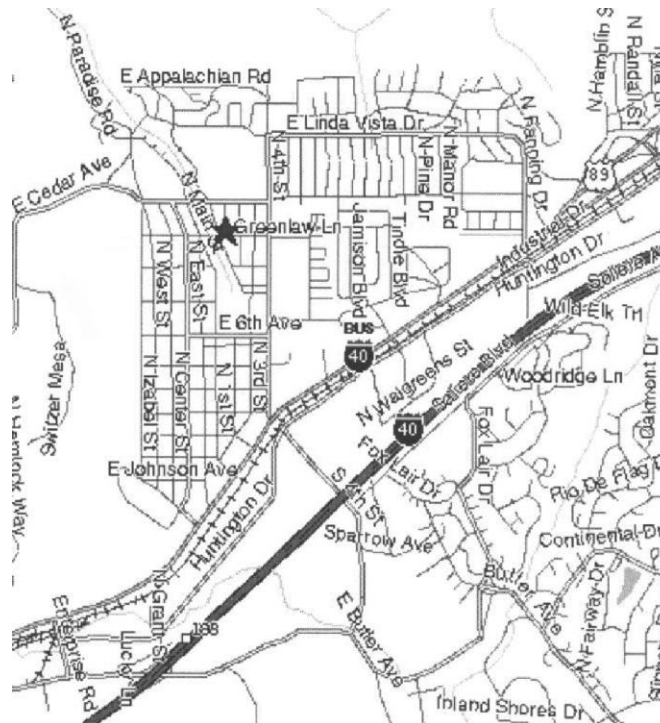
#### Airline

Air service into Flagstaff's Pulliam Airport is available via American Airlines. Beginning April 2019 it is projected that United Airlines will begin to offer daily service from Denver, Colorado. Pulliam Airport is located five miles south of downtown Flagstaff exiting off of 1-17. For fares, schedules and tickets to Flagstaff via American Airlines call 1-800-433-7300 or go online at [www.aa.com](http://www.aa.com)

Sky Harbor Airport in Phoenix, AZ is an international airport and serviced by numerous airlines. Travelers may schedule flights into Phoenix and arrive by shuttle in Flagstaff. Currently Arizona Shuttle offers service from the airport to several locations in downtown Flagstaff. The Greyhound bus operates a shuttle close to the airport in Phoenix to their station in Flagstaff. All have multiple shuttles, seven days a week. Further information about the airport can be found on their website at [www.phxskyharbor.com](http://www.phxskyharbor.com) or by calling (602) 273-3300. Gateway Airport located in Mesa, Arizona, a suburb of Phoenix, also offers flights on Allegiant Air, but with no shuttle service available from Gateway to Flagstaff.

#### Shuttles from Phoenix

- The Greyhound bus departs from the Phoenix Greyhound Station near Sky Harbor Airport. For more information on the Greyhound Shuttle contact Greyhound at 1-800-231-2222.
- Groome Transportation operates a shuttle from several locations between Flagstaff and Phoenix daily. For reservations, fares, and schedules contact Groome Transportation at [928-350-8466](tel:928-350-8466) or online at [groometransportation.com](http://groometransportation.com).



## Map Driving Directions to IBC

### From Phoenix (via I-17) or West I-40

Take I-40 East from the I-17 & I-40 interchange.

Take exit 198 off I-40 (Butler Ave.).

Turn right onto Butler Ave. at the bottom of the ramp.

Proceed to the next light and take a left onto Fourth Street.

Continue several miles on Fourth Street, crossing Route 66.

Turn left at the second light after Route 66 onto Cedar Avenue.

IBC's administrative offices are located on the corner of Ellen St and Cedar Ave.

To IBC's main campus, turn left on the second street (Aris St.-between Polibertos Mexican Restaurant and the former Salvation Army).

IBC's main campus is located in the middle of the block on the left.

### From East I-40

Take exit 201 (Country Club/ 89 north) off I-40.

Turn right at the top of the ramp and cross the bridge over the railroad tracks.

Turn left (west) onto Route 66.

Turn right at the light after Postal Blvd., onto Fourth Street.

Turn left at the second light onto Cedar Avenue.

IBC's administrative offices are located on the corner of Ellen St. and Cedar Ave.

To IBC's main campus, turn left on the second street (Aris St.-between Polibertos Mexican Restaurant and the former Salvation Army).

IBC's main campus is located in the middle of the block on the left.





## **ADMISSIONS INFORMATION**

### **General Information**

Indian Bible College is open to everyone, regardless of race, but the primary focus of the school is on the development of Native American leaders for full-time Christian ministry. Therefore, IBC retains the right to admit students based on the purpose statement of the school. Further information and an application may be obtained by writing, calling, or visiting Indian Bible College, P.O. Box 30880, Flagstaff, AZ 86003-0880, (928) 774-3890, fax (928) 774-2655, or by visiting the IBC website at [www.indianbible.org](http://www.indianbible.org).

On-campus housing is limited to availability and will be assigned on the basis of need with priority given to Native American students.

Visitors are welcome on campus any time but especially when school is in session. It is beneficial for prospective students to attend classes and talk with current students, staff, and administration.

In examining entrance applications and references, admissions personnel first consider the Christian experience, commitment, and character of the applicant. Academic ability, involvement in school, church or community activities, and references are also considered.

### **Nondiscrimination policy**

Indian Bible College does not discriminate on the basis of race, sex, color, disability, age, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and other school-administered programs except where required by specific religious tenets held by the institution. Additionally, since the foremost mission of Indian Bible College is the preparation of individuals for leadership in Native American Christian ministry, the school gives priority to Native Americans or to those whose focus or goal is to minister to Native Americans.



### **Indian Bible College Statement on Human Sexuality**

Indian Bible College welcomes all students into a safe and supportive environment in which to discuss and learn about a variety of issues, including those of human sexuality. The college affirms the biblical understanding of sexuality as a gift from God. The Bible has commanded purity in singleness and fidelity in marriage between a man and a woman as the divine standard. Temptations to deviate from this norm include both heterosexual sex outside of marriage and homosexual behavior. IBC also believes that humankind's sexual identity is established and defined by God alone as heterosexual (male and female) in Genesis 1:27. Therefore, any attempt of an individual to identify themselves other than how God originally created him or her is likewise considered sin against God's design. It is thus expected that IBC students will not participate in these activities nor promote understandings of sexuality that are contrary to biblical teaching. The college encourages students struggling with these issues to avail themselves of opportunities for serious, confidential discussion, and support through the Student Life Department.

### **Application Due Dates**

Applications and accompanying documents should be received by August 1<sup>st</sup> for the fall semester and December 1<sup>st</sup> for the spring semester. Prospective students will be notified by mail of their acceptance or non-acceptance within 15 days of the completion of the application. Any applications accepted after these dates will be subject to a late fee as per the fee schedule. Late applications may also be deferred to the following semester at the discretion of IBC and its leadership.

### **Application Procedure**

Application for attending Indian Bible College can be accomplished through one of two ways – either by an online process or by paper file. The student may choose either method and then follow the procedures appropriate to that system. See the following:

### **Paper Application Procedure**

To make application to IBC, the prospective student must submit the following documents to the IBC Admissions Office by the deadline above:

1. *An official application and recent photo:* The applicant must send or bring in a completed and signed application along with a recent photo.
2. *Proof of educational entrance requirements:* Students enrolled in the certificate or degree programs are required to have a high school diploma or equivalency (GED). Documents to prove that a student has met educational entrance requirements include any one of the following: official high school transcripts\*\*, a certificate of GED, or a copy of the student's high school diploma. High school equivalencies from home school students will be evaluated on a case-by-case basis. See below for additional international student requirements.
3. *Proof of course credit for previous education (if applicable):* Course credit for previous education may be granted when official transcripts\*\* are received from a student's previous institution.

*\*\*Official Transcripts: Transcripts from high school and all colleges attended must be sent directly from the institution from which they originate to Indian Bible College, Admissions Office, PO Box 30880, Flagstaff, AZ 86003-0880. The student is responsible to contact past high school and/or colleges to request that transcripts be sent directly to IBC. If a student cannot procure official transcripts, alternatives may be evaluated on a case-by-case basis.*

4. *References:* Four references are required for a completed application: one from a pastor or missionary; and the other three from an employer, school staff, or a non-family friend who have known the individual for at least the past two years. Three references (including one from a

pastor/missionary) are needed in order to process application for enrollment. Processing cannot be completed until all references are received.

5. *Doctrinal statement:* The applicant must certify agreement with the school doctrinal statement by reading and signing the doctrinal statement form.
6. *Autobiography:* An autobiography must be completed and signed. The applicant's personal background, conversion to Christ, and life experience must be included in the student's autobiography. It should also be stated how the applicant hopes to make use of the training attained at IBC.
7. *Application Fee:* The applicant must include a \$20 application fee with the application. This can be paid by check or money order made out to Indian Bible College. An additional \$25 late fee is required for applications received after the appointed semester deadlines (after August 1 for the fall semester and after December 1 for the spring semester).
8. *Financial payment policy form:* The financial payment agreement form states the applicant understands that all costs for attending and living at IBC are the responsibility of the applicant.

### Online Application Procedure

To make application online to IBC, the prospective student must complete the following steps before the semester deadlines:

1. *Complete Part 1 of online application:* The applicant can begin by applying online at <http://www.indianbible.org/admissions/apply/>.
2. *Proof of educational entrance requirements:* Students enrolled in the certificate or degree programs are required to have a high school diploma or equivalency (GED). Documents to prove that a student has met educational entrance requirements include any one of the following: official high school transcripts\*\*, a certificate of GED, or a copy of the student's high school diploma. High school equivalencies from home school students will be evaluated on a case-by-case basis. See below for additional international student requirements.
3. *Proof of course credit for previous education (if applicable):* Course credit for previous education may be granted when official transcripts\*\* are received from a student's previous institution.

*\*\*Official Transcripts: Transcripts from high school and all colleges attended must be sent directly from the institution from which they originate to Indian Bible College, Admissions Office, PO Box 30880, Flagstaff, AZ 86003-0880. The student is responsible to contact past high school and/or colleges to request that transcripts be sent directly to IBC. If a student cannot procure official transcripts, alternatives may be evaluated on a case-by-case basis.*

*Complete Part 2 of online application:* The student will be emailed a link to complete the rest of the online application. References, autobiography, personal information, church information, educational information and background can be submitted in Populi at this time.

4. *Application Fee:* A \$20 application fee is included with the application process. This should be paid by check or money order made out to Indian Bible College. An additional \$25 late fee is required for applications received after the appointed semester deadlines (after August 1 for the fall semester and after December 1 for the spring semester).

5. *References:* Four references are required for a completed application: one from a pastor or missionary; and the other three from an employer, school staff, or a non-family friend who have known the individual for at least the past two years. References may also be submitted online.
6. *Doctrinal statement:* The doctrinal statement may be downloaded and read on the online application. Once applicant has read the doctrinal statement, the applicant must certify agreement with the school doctrinal statement and submit the agreement form in the online application.
7. *Autobiography:* The autobiography must be completed and submitted in the online application. The autobiography includes the applicant's personal background, conversion, and life experience. It should also state how the applicant hopes to make use of the training attained at IBC.
8. *Financial payment policy form:* The financial agreement can be submitted in the online application. The financial payment agreement form states the applicant understands that all costs for attending and living at IBC are the responsibility of the applicant.

## **Applicant Standards**

### *Spiritual Standards*

Since the purpose of Indian Bible College is to prepare men and women to be leaders in Christian service, it is required that applicants confirm the fact that they have accepted Christ as personal Savior. It is important that the applicant give some indication of a lifestyle that is consistent with Christian principles. To assist in this evaluation, the college requires references (see above).

### *Academic Standards*

Students enrolled in the certificate or degree programs are required to have a high school diploma or equivalency (GED). High school equivalencies from home school students will be evaluated on a case-by-case basis.

Students applying for the Christian Ministry Certificate (on campus or by extension) are exempt from the GED/high school requirement above but must maintain the academic standards stated below in **Academic Policies**.

All entering students have the option of taking academic assessments in reading and writing; strong performance on these tests will exempt the student from the more basic courses in these areas. Those lacking in English skills will be enrolled in a foundational English course and/or tutored in English. English-as-a-Second-Language courses are available in Flagstaff.

## **International Students**

International student's credentials must be translated into English before submission to the school at the student's effort or expense; they will then be evaluated by admissions personnel. The applicants must meet the usual entrance requirements and follow the standard application procedure. In addition, their application must be accompanied by a TOEFL test to demonstrate ability to succeed educationally in the English language. They must enroll for a minimum of twelve hours. It is necessary for non-US students to secure visas before entering the US and/or matriculating (enrolling) at IBC. Students should contact IBC for information on gaining student visas.

### **Financial Standards**

Resident students must demonstrate an ability to meet their financial obligations by paying the initial fees and tuition upon enrollment and by presenting a plan for future payment.

International students may be asked to demonstrate the ability to meet the expenses of nine months of residence study. They must show adequate funds already in deposit in an American bank or must deposit funds with the college as part of enrollment process, or must obtain a statement from an American citizen guaranteeing payment of expenses. International students may be eligible for Indian Bible College scholarships.

As children of God, we are called by God to be responsible caretakers of His creation and participants in His designed order for work. Therefore, all new full-time students should be willing to work part-time jobs in order to grow as responsible, mature followers of Christ, faithful to His design and purpose for their lives.

### **Preparation for Studies at Indian Bible College**

Prospective students should attempt to gain as much experience as possible in various ministries within their local communities and church. They should seek to perform well in high school, striving for academic excellence particularly in those subjects dealing with communication, and be consistent and disciplined in service opportunities within their local churches. They should maintain a clear biblical (or Christian) testimony in every area of life. Proper preparation for ministry is enhanced by familiarity with more than one language, but proficiency in English is always helpful.

### **Transfer Credit**

Course credit for previous education may be granted when official transcripts are received from a student's previous institution. The Registrar and Academic Dean will examine such requests.

### **New Student Orientation**

All new students (including transfers) are required to attend new student orientation. This usually begins the Thursday before the first day of class and includes training in the student information system (Populi), introduction to the staff and faculty, registering for classes, making the first payment of their student bill, placement testing, and an overview of school policy, and the student handbook. Newly accepted students should pay close attention to orientation dates and times and prioritize moving to Flagstaff before it begins. Arrangements to move on campus should be made with the Business Office.

### **Part-time and Concurrent Enrollment**

#### *Part-Time Enrollment*

Indian Bible College welcomes students from the surrounding community who are interested in taking classes on a part-time basis (fewer than twelve hours). Housing is generally reserved for full-time students. Part-time degree-seeking students will need to meet the same admission requirements as full-time students. Acceptance in specific classes will be contingent on class size and availability. Full-time students will be given priority in terms of enrollment.

If at any time a student who has registered as full time drops below twelve credits, he/she may need to seek off-campus housing. For extenuating circumstances, appeal may be made to the President's Cabinet.

Students desiring to take only private instrumental lessons will be required to fill out a shortened application form and must pay the cost of that one class in addition to the registration fee. Only post high school students will receive a grade for private lessons.

#### *Concurrent enrollment for High School/Home Schooled Students*

High school (including home schooled) students who are within a year or two of meeting high school graduation requirements may be allowed to enroll at Indian Bible College on a part-time basis. It is expected that such students will have demonstrated high academic achievement and will be capable of working at college level. High school students will be allowed to enroll in no more than two classes per semester, these being no higher than 200 level courses with 100 level being the norm. If prerequisites are listed for such courses, the student must secure the instructor's permission before registering for the class.

### **Block Seminars and Courses**

Indian Bible College periodically offers specific courses in accelerated format for those who wish to lighten their class load during the regular semester or for those with limited time who desire to take one course. Block courses are generally offered in the week or two preceding the start of regular classes each semester.

Students who are already enrolled at Indian Bible College need only register for that class. Those who are not already accepted as part or full-time students at IBC will need to fill out a shortened application form for admission as part-time students, and register for the block course.

### **Traditional Semester and Three-Term Semester Courses**

Indian Bible College offers many courses in the traditional fifteen-week format to accommodate students and faculty. However, a limited number of courses are now offered in five-week terms that meet daily, Monday through Thursday or Tuesday through Friday. Three terms are in the fall semester and three in the spring semester.



## FINANCIAL INFORMATION

### School Funding

The cost of private higher education (college and university) in the United States is growing exponentially (average cost—not price—is over \$50,000 per year). At Indian Bible College, we keep our education costs lower than the national averages through using numerous volunteers in the classroom as faculty, on work projects, and serving in administration. The total cost of educating each on-campus Indian Bible College student is approximately \$25,000 per year. Of that total cost, the average on-campus student only pays a small part. The rest is subsidized by other sources including gifts and donations from individuals and churches that support the mission and vision of IBC.

Given that the average price for a private four-year college is over \$26,000 per year for tuition and fees *only* (not including housing), one of the best things about IBC is its affordability. We are dedicated to helping students attain the quality education IBC offers without generating a crippling debt.

### Student Responsibility

On the other hand, Indian Bible College does depend on student revenue. Due to this reality, student costs and payment policies are strictly enforced. In the application process, students sign an agreement to take responsibility for their school bill. This becomes a matter of Christian character and a part of their witness and testimony.

## 2021-2022 FEE SCHEDULE

*The following fee schedule is subject to revision without notice.*

<b>Tuition</b>	
Full-time 12 credits or more <sup>1</sup>	\$270.00 (per credit)
Part-time (fewer than 12 hrs.)	270.00 (per credit)
Audit fee	45.00 (per credit)
<b>Housing</b>	
Singles housing (dorms)	\$1,600 per semester (approx. \$400 per month)
Family housing (per month, utilities included) <sup>2</sup> :	
1 BR apartment	700.00
2 BR apartment or duplex unit	825.00
2 BR manufactured home	825.00
2 BR house	850.00
3 BR apartment	950.00
Dorm cleaning/damage deposit (refundable)	100.00
Family housing/damage cleaning deposit (refundable)	200.00
Key deposit (refundable)	25.00
Guest rent (per person per night, family limit \$50 total)	20.00
Block course rent (per night)	15.00
<b>Administrative Fees</b>	
Application fee (long-form only)	\$20.00
Late application fee (in addition) <sup>3</sup>	25.00
Registration fee (per semester)	100.00
For part-time	25.00
Late registration (in addition, full-time only) <sup>4</sup>	25.00
Activity & services fee (per semester) <sup>5</sup>	200.00
For part-time	60.00
Music lab fee (non-refundable)	50.00
Graduation fee <sup>6</sup> :	
for Bachelor's degree	60.00
for Associate's degree	40.00
for Certificate	30.00
Transcripts (each, first is free)	7.00

<sup>1</sup> A 10% discount on tuition will be given to full-time students if entire bill is paid in full on the first day of class. If the student has arranged to make monthly payments (see student monthly payment policy for details), the first payment is due on the first day of class and the remaining on the first day of each month thereafter. Student accounts (including rent) must be paid in full by the end of the semester. A student will not be allowed to take classes in a new semester until their account is paid in full. There is a 50% tuition discount for spouses of full-time students. IBC's scholarships are primarily for full-time students.

<sup>2</sup> Rent for family housing units is due on the first of the month. Students must make their first payment (including deposits) before moving into family housing. Rent payments that are one month overdue will result in the student being suspended and evicted from campus housing. A partial payment (of at least 25% of the installment amount due) will extend this deadline to 2 months.

<sup>3</sup> The application deadline is August 1<sup>st</sup> if applying for the fall semester and December 1<sup>st</sup> if applying for the spring semester.

<sup>4</sup> The registration deadline for new students is the Monday of the first week of the semester; the deadline for returning students is the end of registration the semester before.

<sup>5</sup> Includes IT services (internet, computer lab, etc.), student activities (fall campout, conferences, recreational teams, etc.), lunch program costs, and non-credit requirements (Christian Service Assignment).

<sup>6</sup> Graduation fees for each program are applied to a student's bill in their final semester of each program.

### Payments Made on Student Accounts

The school can only process payments designated for a student's bills owed to the school or donations designated for the IBC Scholarship Fund (donations cannot be designated for a specific student). IBC will not process funds for the personal use of students. Payments from outside sources will be applied to the student's account, and any overage of funds may be dispersed to the student only at the direction of the payor. The school will administer IBC Scholarship Fund awards at the discretion of the IBC Scholarship Committee.

Donors may give to students directly and personally. However, tax-deductible receipts will only be issued for donations made directly to the IBC Scholarship Fund (not to a specific student).

### Student Payments

While some students are able to pay for their entire school bill at the beginning of the semester (and thus receive the 10% tuition discount), most need to make regular payments. The payment schedule is as follows:

<b><u>Payment</u></b>	<b><u>Fall Semester</u></b>	<b><u>Spring Semester</u></b>
#1	First day of class	First day of class in January
#2	October 1 <sup>st</sup>	March 1 <sup>st</sup>
#3	November 1 <sup>st</sup>	April 1 <sup>st</sup>
#4	December 1 <sup>st</sup>	May 1 <sup>st</sup>

Students living in family campus housing need to make their first rent payment upon moving in (rather than on the first day of class). Family housing rent is charged monthly (partial months will be charged on a pro-rata basis).

New students will receive a payment plan worksheet with their orientation packet; returning students can see the Business Office for more information.

### Delinquent Accounts

Student bills (tuition, books, and housing) will be due in four monthly installments over the course of a semester. School bills from the previous semester must be paid off in order to return for the following semester. Special circumstances may cause the Business Office to approve a student to return while owing from the previous semester, but only if the outstanding debt is \$500 or less.

Students are encouraged to make their first payment before moving into campus housing.

If a student has left IBC because of unpaid bills, no requests for transcripts will be granted until the overdue balance is paid.

Students will not be allowed to run up bills and cannot live in campus housing or attend classes until bills are paid off according to the above policy. In addition, students cannot receive diplomas or certificates or transcripts until all bills are paid in full. Due to IBC's biblically mandated commitment to discipleship, IBC reserves the right to allow a student to stay in school as they work to pay down a delinquent bill as long as they submit to corrective discipleship.

At the discretion of the school, a student with a poor financial record may be required to pay the full amount at the beginning of a semester.



## Withdrawals and Refunds

Any student contemplating withdrawal from college for any reason must first consult with the Registrar to begin the withdrawal process. Refunds will be made according to the following criteria:

### *Institutional Cancellation and Refund Policy*

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.



**Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less the \$75 registration fee.

### **Refund after the commencement of classes:**

Procedure for withdrawal/withdrawal date:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Registrar of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- B. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days.
- C. All refunds will be issued within 30 days of the determination of the withdrawal date.

Tuition charges/refunds:

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition. Registration fees will be deducted after the tuition refund.
- B. After the commencement of classes, the paid tuition refund amount shall be determined as follows:

### ***Refund Schedule for 15-week Courses:***

- 100% tuition refund by the end of the 2<sup>nd</sup> week
- 80% tuition refund by the end of the 3<sup>rd</sup> week
- 60% tuition refund by the end of the 4<sup>th</sup> week
- No refund during or after 5<sup>th</sup> week

### ***Refund Schedule for 5-week Courses:***

- 100% tuition refund by the end of the 1<sup>st</sup> week
- 80% tuition refund by the end of the 2<sup>nd</sup> week
- 60% tuition refund by the end of the 3<sup>rd</sup> week
- No refunds after the 3<sup>rd</sup> week of class

### ***Refund Schedule for Block Courses:***

- 100% tuition refund by the end of the first day of class
- 80% tuition refund by the end of the 2<sup>nd</sup> day
- 60% tuition refund by the end of the 3<sup>rd</sup> day
- No refunds after the 3<sup>rd</sup> day of class

Before dropping a course, students are strongly advised to speak with the Registrar and the Business Office to understand the academic and financial ramifications associated with dropping a course.

#### *Textbooks*

The school takes great care in selecting textbooks that are affordable and useful as current and future resources. As such, the school does not offer a textbook buyback program, and, except in limited circumstances, books are not refundable.

#### *Dormitory and Housing Refunds*

Refunds for dormitory students will be calculated on a prorated weekly basis. Any refunds calculated will be repaid to each source that paid the original cost. No refunds are given after the fifth week of classes. Refunds for family housing residents will follow the guidelines in the lease for any overpayments on rent.

#### *Refunds when Reducing Credits*

Tuition refunds for students charged by credits taken will be handled according to the same schedule as withdrawal from college.

### **Financial Aid**

There are several ways for students to obtain financial assistance including federal financial aid (Pell grants only- at this time IBC does not process student loans) as well as tribal and institutional scholarships. You'll receive personalized assistance with everything from filling out your FAFSA to finding scholarships you qualify for to filling out applications. Please contact the Financial Aid Administrator or the Accountant for more information.

### **Federal Financial Aid Program**

To receive federal Title IV financial assistance, all students must be admitted to IBC, be enrolled in an eligible program of study, be in good academic standing, and be making satisfactory academic progress. The first step is to fill out the FAFSA application found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You will then be contacted by the Financial Aid Administrator as to your financial aid package.

### **Return to Title IV Funds Policy (R2T4 Policy) For Students Who Receive Federal Title IV Financial Aid**

#### *General Information:*

The U.S. Department of Education requires institutions to apply the Return to Title IV Funds policy for students withdrawing from the College who receive Title IV financial aid. Title IV funds include the following financial aid programs: Direct Stafford Loans, Unsubsidized Direct Stafford Loans, Direct PLUS Loans, Federal Perkins Loans, Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Federal Supplemental Educational Opportunity Grants, and other Title IV assistance. At this time, IBC participates only in the Federal Pell Grants program.

Title IV funding is awarded under the assumption that a student will complete course(s) for the entire semester and/or payment period for which the funds were awarded. When a student ceases attendance, officially and/or unofficially, in a course, regardless of the reason, the student may no longer be eligible for the full amount of Title IV funds originally awarded.

The requirements for Title IV program funds when withdrawing are separate from the IBC refund policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. IBC may also charge the student for any balance that might occur due to Title IV funds that were initially used to cover institutional charges having to be returned.

A student who withdraws after completion of more than 60% of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws after completion of 60% or less of the semester, unearned Title IV funds as determined by the federal policy must be returned to the Title IV programs. These funds must be returned even if IBC provides no refund to the student. This means the student could owe IBC and/or the U.S. Department of Education a significant amount of money.

#### *Determination of Withdrawal Date*

The return of TIV funds process begins when the student officially and/or unofficially withdraws from or stops attending courses. The withdrawal date used in the return calculation of a student's federal financial aid is the date the student began the official withdrawal process and/or the date of the student's notification that they wish to withdraw. If a student stops attending classes without notifying IBC, the withdrawal date will be the last date of academic activity as documented by the student's instructor.

#### *Post Withdrawal Disbursement:*

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. IBC may automatically use all or a portion of the post-withdrawal disbursement of grant funds for allowable institutional charges such as tuition, fees, books purchased from IBC Bookstore, and IBC campus housing charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination.

#### *Documenting Attendance:*

Before processing a Return to Title IV Funds, IBC must verify the student began attendance in all classes used to determine financial aid eligibility. IBC will contact all instructors to verify class attendance. If a faculty member indicates the student never attended, IBC will first adjust the disbursed aid if there is a resulting change in eligibility and then calculate the Return of Title IV Funds. As a result, the student may end up owing the institution for the amount of unearned aid. If the student never attended any classes, all aid will be cancelled and the student billed for all outstanding charges.

#### *Determining Earned Aid:*

Title IV financial aid is earned by the calendar day, not class day. This includes weekends, holidays, and breaks of less than five consecutive days. IBC is required to determine the amount of Title IV aid the withdrawing student has earned and then either disburse any additional funds the student may be entitled to up to the amount earned, or return funds in excess of the amount earned which the student has already received.

If an amount to be returned to a federal program is determined, then a further calculation is made to determine how much of the amount needs to be returned by IBC and how much, if any, needs to be returned by the student.

For example: If \$1000 in federal aid is disbursed, and the student withdraws at the 30% point of the term, \$700 of the aid is unearned and needs to be returned to the identified aid program.

*Order of Aid to be Returned:*

The amount to be returned is distributed in a specified order - Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, SEOG, TEACH, other Title IV assistance, Tribal scholarships, other federal, state, institutional, and private aid, and last to the student. Pell Grants are the only Title IV program that IBC participates in at this time.

*Grant Overpayment:*

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half of the grant funds that were received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Arrangements must be made with IBC or the Department of Education to return the unearned grant funds. The student will be notified of any grant overpayment within 30 days of the date the school determined the student withdrew.

*Timeframe for Returning Title IV Aid:*

The calculation and return of Title IV Funds will occur as soon as possible but no later than 45 days after the date that IBC determined the student withdrew.

*Notification to Student:*

Once the Return to Title IV Funds calculation has occurred, the Financial Aid Officer will notify the student in writing delivered to the student's campus mail box (or mailed to the student's address on file if the student is no longer on campus) of the results of the calculation, the aid that was returned, and any outstanding balance now due to the institution as a result.

IBC strongly encourages students and parents to consult with the Financial Aid Officer to determine the financial impact of withdrawing before making a final decision.

*Unofficial withdrawals (all failing unearned grades):*

Title IV aid recipients who fail to withdraw but stop attending class are considered unofficial withdrawals. The last day of academically related activity as recorded by faculty who assign an "F" grade will be used to determine the amount of Title IV assistance that must be returned. If the student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. The last date of attendance for unofficial withdrawals is calculated within 30 days of determining the student was an unofficial withdrawal and the Return of Title IV funds is processed within 45 days.

## Institutional Financial Assistance

### *Scholarships/Student Assistance*

IBC's tuition and housing fees are some of the lowest available. Additionally, a limited number of scholarships are available through IBC. To receive financial assistance from the IBC Scholarship Fund, a student must be degree-seeking and enrolled in at least twelve credits in a traditional semester program, including certificate programs, and be willing to perform four hours of volunteer service to the school per semester. Some scholarship funds are available for part-time students as well. The student must be able to demonstrate financial need and maintain satisfactory academic progress.

Students need to be aware that scholarships usually do NOT cover all of a student's bill, and scholarships are not awarded until after the semester begins. Therefore, a student should always start the semester with enough money for at least the first payment.

The Scholarship Committee awards all institutional scholarships administered by IBC. Scholarship applications are evaluated according to a student's financial need, commitment to an IBC education, and commitment to Native American ministry. The Committee may modify scholarship requirements to meet available funds and other special situations; its deliberations and decisions are confidential.

### *Academic Honors Scholarships*

Indian Bible College desires to recognize and reward solid academic performance. Students who receive a 3.0 or higher Grade Point Average (GPA) for a semester will be eligible for the Dean's List Scholarship of \$300. Students who receive a 3.5 or higher GPA for a semester will be eligible for the President's List Scholarship of \$400. The President's List scholarship will be increased by \$50 for consecutive semesters (2<sup>nd</sup> and beyond). A GPA of 4.0 will increase these amounts by an additional \$50. All Academic Honors scholarships will be applied to the following semester.



## Student Employment

A limited number of on-campus jobs are available each semester. Students must fill out an application with the Business Office. Students employed by IBC will be required to work scheduled hours, and schedules and duties will be set by the Business Office. Preference in hiring will be given to students with greater financial need.

Wages will be paid on the 15<sup>th</sup> and last day of the month. If payday falls on a weekend or holiday, wages will be paid on the preceding week day. Paychecks may be released only to the worker unless other arrangements have been made.

## Work Pathways

### *Work and IBC:*

We believe and teach that meaningful work has a divine purpose unique to each individual. While at IBC it is hoped that students experience the following:

- ✓ A level of health that comes from good hard work
- ✓ A productive way to fit into the community

- ✓ A positive step in battling dependency and healing broken economies
- ✓ A model for peer and community leadership
- ✓ A preparation for future ministry with needed work skills and the likelihood of bi-vocational work.

*Work Pathways at IBC- An Overview:*

A student's Work Pathway at IBC begins with a class designed to provide opportunity for the student to explore individual abilities and strengths, to develop a résumé, and to practice filling out work applications and doing job interviews.

The Work Pathway continues with opportunity to obtain campus employment designed to provide some oversight, guidance and motivation in mostly simple work skills.

For students pursuing a bachelor's degree, Ministry Funding Strategies expands on the foundational class and work experiences. This class introduces bi-vocational concepts and exercises which are useful for both strategic ministry and personal livelihood.

*Fifth Wind and IBC:*

The next Work Pathway steps are picked up through the evolving project known as Fifth Wind Enterprises. Fifth Wind is the trade name attached to several products created by IBC students and marketed in various places around Flagstaff and elsewhere. Students have opportunities to use their gifts and backgrounds to produce quality items or in providing valuable services, such as tool sharpening.

## **Other Financial Assistance Sources**

*Ron Hutchcraft Ministries Scholarship*

Applicants for this scholarship must be team members of On Eagles Wings Native Youth Ministry. Applications may be obtained directly from Ron Hutchcraft Ministries.

*IBC Scholarship Fund Awards*

Applicants may be new or returning students at IBC. Awards are primarily based on financial need. Applicants should demonstrate academic progress and a desire for Native ministry. Applications may be obtained from the Business Office. Amounts vary depending upon the level of designated support from churches or individuals.

*Western Navajo Bible Fellowship Scholarship*

This scholarship is open to new and current students with a GPA of 2.0 or higher. Applications may be obtained by contacting Western Navajo Bible Fellowship.

*Tribal Scholarships*

Many tribal governments will give scholarships to IBC students. Contact your tribal government to check on availability and eligibility requirements.

*Local Church Scholarships*

Many local churches will provide scholarships or aid to IBC students. Check with your local church to see if they have any assistance available.

### *Other Financial Assistance Resources*

The following list of websites related to scholarships and financial assistance is not associated with Indian Bible College. IBC disclaims responsibility for its accuracy. This information is designed to help the student in the process of searching for financial assistance. Keep in mind that IBC is not yet fully accredited; a student should contact the Business Office for assistance in determining his/her eligibility for financial assistance.

[www.finaid.org](http://www.finaid.org) – The Smart Student Guide to Financial Aid

[www.petersons.com](http://www.petersons.com) – This website is geared toward helping students answer questions about financial aid and has a free scholarship search engine.

[www.fastweb.com](http://www.fastweb.com) – Read instructions carefully for the scholarship search engine. You may or may not have to pay for this service.

### **Business Office**

Business Office hours will be posted on the door of the office. The office is normally open Monday through Friday 8:00 a.m. to 5:00 p.m. except on major holidays. Summer hours are 9:00 a.m. to 4:00 p.m. The copier is to be used by trained staff only. Students must pay in cash for copies.





## STUDENT LIFE

### Philosophy of Transformation

One of the great weaknesses of the Bible college movement is that schools have tended toward being heavy on information and light on assisting in true transformation. Our motto at Indian Bible College is that we are not just about filled heads but changed lives. Students that only want an education often struggle at IBC; students that want to become more like Jesus will find they are in the right place!

IBC has three non-credit requirements in its curriculum that are essential pieces to the student's personal and spiritual growth:

### Spiritual Mentoring

The spiritual mentoring process at IBC has been individually designed and written by IBC staff and students, integrating with the IBC curriculum and campus life to help its Native American students grow into powerful men and women of God. This process incorporates weekly meetings, regular chapels, and weekly devotionals, giving the student every opportunity to become more like the Savior they worship and follow.

Students meet weekly, either individually or in small groups, with an assigned mentor--a staff member or upperclassman--who is available to provide personal shepherding and guidance. The purpose of this meeting is to provide a safe environment for in-depth interaction on personal issues affecting spiritual



growth and character development. Mentors pray with and for their student(s) and plan periodic outings such as lunch together.

The Student Life department is also available for guidance and counsel upon the student's request.

### Life Coaching

Over the years, IBC has desired to see students grow spiritually, academically, and socially. At one point it became apparent that training is still needed to cover several other important aspects of life that students needed for success. Many students lacked experience in applying for or keeping a job. Many were unfamiliar with the concept of personal responsibility in regard to school debt or other bills accrued in the past. Some students were in need of help and/or accountability in passing their classes. Keeping track of necessary tasks during their time at IBC presented a challenge in the area of time management. Students were often in need of developing life skills not only for their time at IBC but in the future. Enter: Life Coaching!

An IBC Life Coach (LC) will walk alongside each freshman student during their time at IBC and help in various areas of their lives as students and individuals. Life Coaches will normally meet with their students once per week for at least one hour. The LC might help students adopt new work habits. The LC will help the student identify an appropriate ministry assignment and hold them accountable to attend both church and their ministry on a regular basis. They will encourage the student to meet financial obligations, including their school bill.

MINISTRY experience, training, and church involvement--“How do I serve Jesus by serving people in my community, town, or city?”

ACADEMICS-- “Which classes should I take, and how do I succeed in them?”

WORK decisions and development -- “How do I honor God with my work?”

FINANCIAL management and planning -- “How will I eat and pay my school bill?”

TIME MANAGEMENT --“How do I manage my time to accomplish everything the Lord has called me to?”

### Ministry Requirement

It is not enough to simply grow spiritually at IBC. In addition, IBC is a ministry training center. The scriptures define the mature follower of Christ as someone who has a vital impact upon the lives of other people. The IBC ministry requirement comes in two forms: Christian Service Assignment (CSA) and Internships.

Semesters one through four at IBC will include an adequate fulfillment of weekly ministry involvement. This will be done within the context of local church or para-church ministry, or involvement in a secular organization that provides ministry opportunities in the community. These ministries will be under the oversight of a ministry coach (from within that ministry) or supervisor, and with weekly accountability to a CSA overseer (usually a staff person). The ministry requirement for semesters five through eight will



involve a one-credit internship that gives the student an opportunity for increased leadership and ministry coaching in the ministry field of their chosen minor (see the curriculum on page 47 for more information).

## Chapel Services

Twice weekly, students are required to attend a chapel service designed to expose them to various ministry opportunities, providing occasion for leadership



development, and encouraging-spiritual growth. Chapel services also provide opportunity for local pastors or other ministry leaders to connect with the school. Chapel is a place where students and staff meet as a community and where information may be disseminated throughout the entire school. All Tuesday chapels are open to the community but Thursday chapels are sometimes restricted to the IBC community since sensitive information appropriate only for IBC students and some staff may be shared. At the beginning of each term a chapel service also provides introductory material for the next section of Spiritual Formation.

Students who are skilled in music are encouraged to assist in the music portion of chapels through instrumental and/or vocal accompaniment. Others are recruited to run the video and/or audio equipment and lighting. Occasionally, upperclassmen will also serve as main speakers or will lead the music portion.

Several times each semester there may be special chapels during which a specific focus will be highlighted such as on Good Friday or Reformation Day. Twice per year there will also be extra chapels as part of a mini-conference. Some of these chapel sessions may involve extended meeting times and additional opportunities for participation through drama. During the fall semester the conference will focus on spiritual growth, alumni stories, or on Native church development. The spring emphasis week focuses on world missions.

## Student Activities

### *Social Life*

Each semester the entire school is invited to participate in an informal time of fellowship, games, or movies. In the past, the student body has participated in events like paintball, hiking, talent shows and trips to Arizona Diamondback baseball games. In addition, periodic informal lunches are shared with faculty and staff throughout the semester usually in celebration of birthdays, anniversaries, or some other special event. Every Thursday lunch is provided for the students by the generosity of local believers. Formal dinners may be planned for conferences and around some holidays. Most of these events are paid for out of the activities fee and so are either low- or no-cost for the student. Each fall, all full-time students, Spiritual Formation leaders, and the student life staff attend a



Kick-off Kampout which provides opportunity for Spiritual Formation groups to bond. There is plenty of fun available in the form of swimming, boating, tubing, water skiing, or hiking in addition to times of serious reflection and instruction.

### *Thursday Night Lights*



Special events are planned on various Thursday evenings throughout the semester. Some of these evening events are strictly social while others are opportunities for additional training in life skills or ministry.

### *Ministry Immersion Trip*

Every spring semester students participate in an outreach ministry planned, implemented, and financed by the student body in consultation with the Dean of Students. This trip is typically to

Native American reservations.

The great value of this week is the opportunities for applying ministry skills learned in the classroom.



### *Sports*

When student interest dictates, various forms of student sports are available. In recent years, a co-ed volleyball team has been assembled for competition in city league play. In addition, some years the IBC men have organized a basketball team. Students are encouraged to make use of the basketball court and local community facilities near the

school to maintain consistent exercise programs. Within walking distance of the school, numerous opportunities for physical recreation exist.

## **Student Council**

The student body elects officers to serve on the student council. The President and Vice-President are elected in the spring; other officers are elected early in the fall semester. The entire student body will conduct meetings to plan activities and discuss matters related to student life. A representative from the Dean of Students' office will attend all student council meetings and act as student body advisor.

## **Alumni Association**

Indian Bible College maintains a list of names and addresses of graduates and attendees from past years. Alumni are encouraged to continue to be involved in the life of the school through serving on the Board of Advisors, attending special meetings of the school, and graduations as well as in recruiting students. Alumni are also encouraged to assist with raising school funds through their local churches, ministries and through personal contributions of money and time. These will allow future generations to enjoy similar experiences from which the alumni have benefited. Alumni who are involved in full-time ministry are sometimes asked to speak in chapel, to serve on staff, or volunteer as class instructors.

## **Resident Life**

The goal of our resident life program is to provide an atmosphere that is conducive to academic, spiritual, and relational growth. Living in community provides opportunity to develop deep relationships that spur



one another on as we seek to exalt His name together. Students enrolled in at least twelve hours may live in campus housing. Students enrolled for eleven hours or fewer are not eligible for campus housing unless granted an exemption by the Business Office. A \$100 deposit is required to hold student housing. This deposit is in addition to the damage deposit (listed below) and will be applied to the first month's rent.

### Single Student Housing

Housing for single students is provided in separate dormitories for men and women. After admission approval, all single students must submit a \$100 housing deposit for dormitory housing along with the housing request application. This will reserve space in the dorm. Space is limited and requests are filled on a first-come first-served basis. Returning students' deposits will be held until they withdraw from college. Rooms will be assigned by the Business Office.



Dormitory rooms are furnished with bunk beds, dressers and desks. Students must supply their own pillows, mattress covers, sheets, pillowcases, bedspreads, blankets, towels, dresser covers, and clothes iron. Students are not allowed to have refrigerators, hot plates, or personal heaters in their rooms.

Each dorm is equipped with a full kitchen for students to prepare their own meals. Dishes, pots, pans, utensils and dish cloths are provided. Students must furnish their own food and cleaning supplies and do their own cooking.

### Family Housing

Families may apply for family housing by sending a housing request application. After their request has been processed they will be informed of the availability of housing. If housing is available, a \$200 deposit will be required to reserve housing. IBC has one- and two-bedroom units. Housing is limited, and long-term student families are encouraged to attempt to locate off campus within the first two years.

### Resident Assistants

Student resident assistants (RAs) are selected from the student body to serve as guides and coaches for the individuals in dorms as well as family housing. RAs help new students adjust and settle in, as well as promote a positive living environment. Other RA responsibilities involve calling regular dorm meetings for communication and prayer, establishing and overseeing a dorm cleaning schedule, assisting in the enforcement of IBC housing policies, and serving as liaisons to the IBC Dean of Students and staff.



## Facilities

### *Administration Building*

The administration building (the “Barn”) houses the offices of the President, Admissions Counselor, and business personnel as well as a reception area. Administrative offices are located at the corner of Ellen Street and Cedar Avenue at 2237 E Cedar; look for the sign!

### *Student Center*

A student center is located at 2229 East Cedar Avenue where the Student Lounge, student mailboxes, and recreational equipment are located. It is also where the campus kitchen is located; this area is available for snacks, meals, or just to visit. Directly off the Student Lounge area the Dean of Students, Dean of Men, and Dean of Women offices are located. These offices are open Monday through Friday year-round except on posted holidays. During the school year office hours are 8:00 AM until 5:00 PM. Summer hours are 9:00 AM until 4:00, Monday through Friday.



### *Classroom Building*

The classroom building contains classrooms, faculty offices, and piano practice rooms on the first floor. The upper floor contains the women’s dormitory and two apartments. This building is open during class hours and after hours as well to accommodate student needs.

### *Computer Lab*

IBC provides students with access to computers and the Internet for research, completing papers, and

keeping in touch with friends via email and social media. The computer lab is located in the LRC.

### *Learning Resource Center (LRC)*

The LRC is available for IBC student use in completing research and assignments. Its 10,000+ volumes are a valuable resource for study. The LRC contains research and reference material for classes and is open for student use daily Monday through Friday with evening and weekend hours also. Study areas are available.

### *Staff Lounge*

The Staff Lounge is located at 2920 North Aris Street. This houses the mailboxes, kitchen, and meeting space for the staff. The Academic Dean, Registrar, and shared offices are in this building.

### *Lounge and Common Areas*

Each dorm has a common lounge for use by residents of that specific dorm. The lounge is a good place for students to meet and relax together. The common areas have couches, tables, and televisions. There is also a student lounge and commons area in the one-story dormitory building. Students are welcome to use this area for socializing, eating dinner together, watching movies, and playing games; however, each individual should be respectful of others making use of the common areas for study purposes.

There is also an outdoor common area between the buildings on North Aris and Ellen streets where students are encouraged to enjoy some relaxation time on the grass. This is a great area for personal reflection or Bible study as well as a place to eat a leisurely lunch.

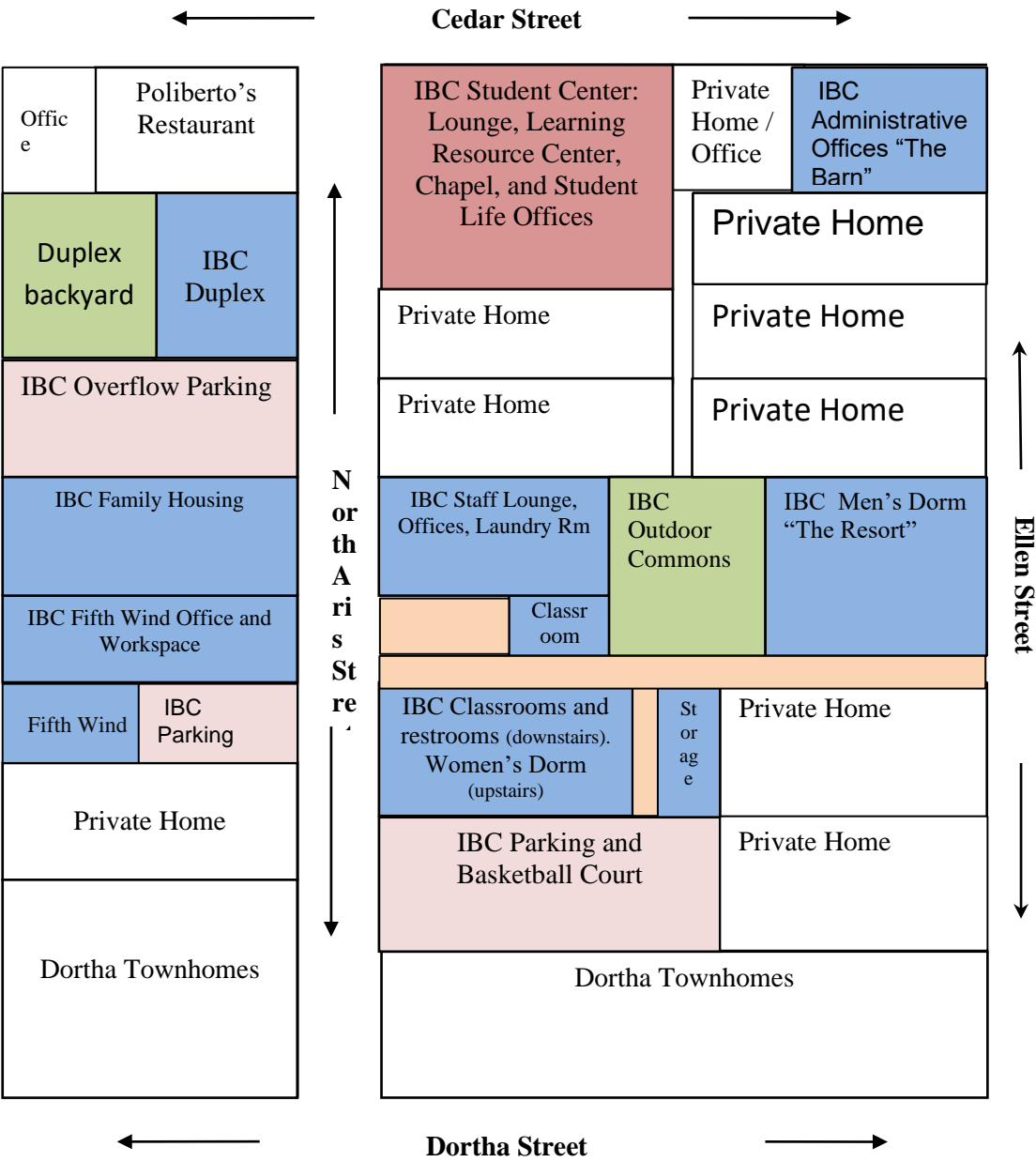
*Laundry*

A common laundry room with coin operated washers and dryers are available at a central location on campus. The laundry is open daily until 10PM and is available to all students.

*Basketball Court*

An outdoor basketball court is available on campus for student use. The facility is also available for recreation and neighborhood outreach.

Campus Map



North

## ACADEMIC INFORMATION



### General Academic Information

#### *Registration*

Students should register for upcoming courses according to the dates posted in the school calendar.

#### *Class Schedules*

The class schedule for fall semester will be posted by the first week in August and for the spring semester by the first week in December. Class schedules may change to meet the needs of students and faculty members teaching courses. When a student is not able to schedule a needed class, he/she may have the option of taking it on an independent study basis.

#### *Credit Defined*

For each credit, classes that meet in a face-to-face format must include one 50-minute period with the instructor and two hours outside of class work per class contact hour for 15 weeks.

**1-credit** = 50 minutes per week in class + 120 minutes outside work for a period of 15 weeks equals a total of 2,550 minutes (or 43 hours) of student effort.

**2-credits** = 100 minutes in class + 240 minutes outside work per week (5.6 hours a week) over the course of 15 weeks = 85 hours of student effort.

**3-credits** = 150 minutes in class + 360 minutes outside work per week (8.5 hours a week) over 15 weeks = 128 hours of student effort

Classes that do not have the required face-to-face contact time (for example, internships or independent study courses) meet the credit standard if they meet one of the following criteria:

- The course covers the same material to the same depth as a face-to-face version of the same course.
- The course has been evaluated by the college for content and rigor, and the college has approved the credit to be awarded.

In either case, **the same number of student effort hours are required for all courses no matter their format.**



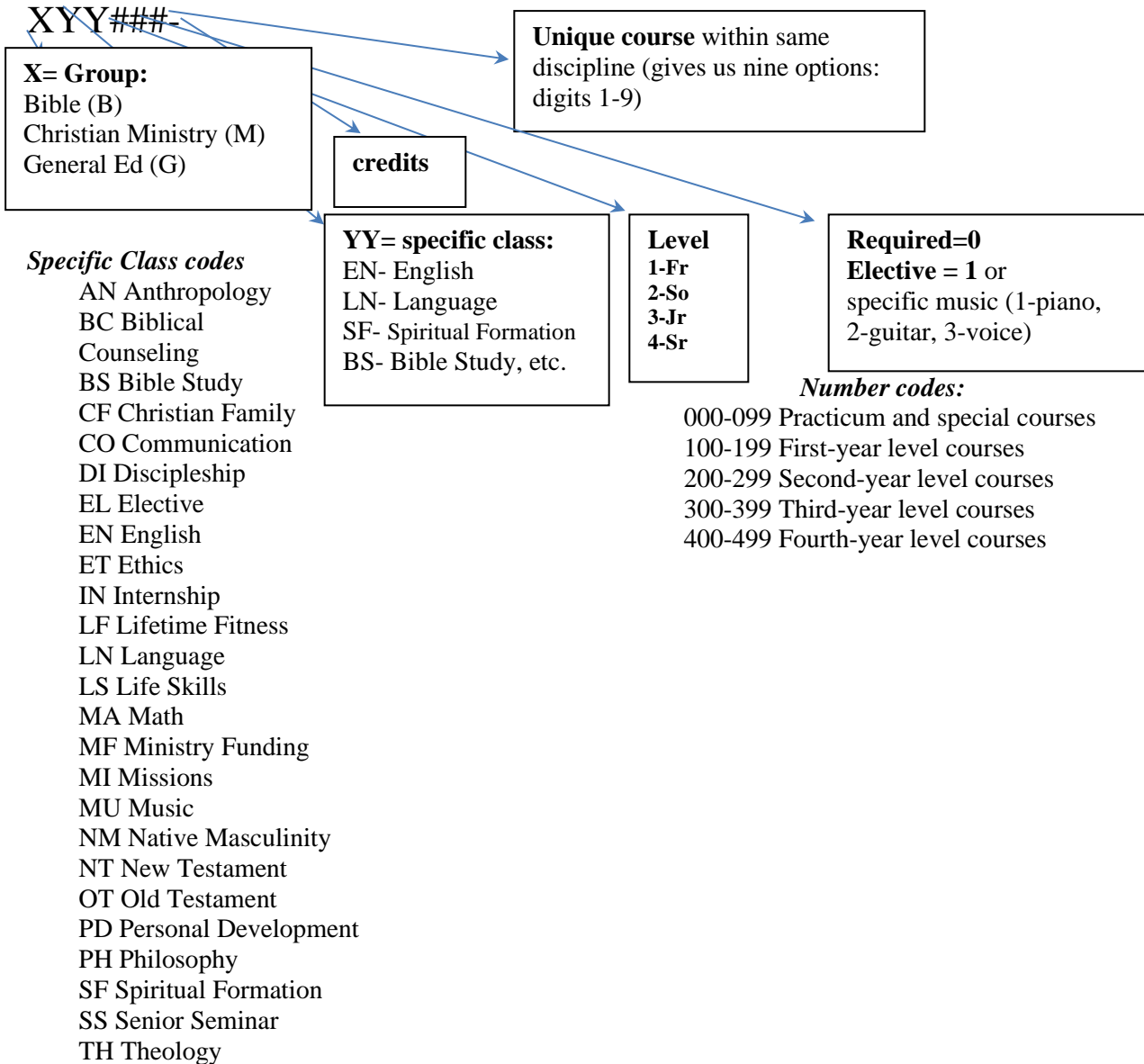
*Course Loads*

Twelve to fourteen credits per semester are considered a full academic load. The student registering for more than fourteen credits must have earned a grade point average (GPA) of 3.0 or better the previous semester and have special permission from the Academic Dean. Students taking fewer than twelve credits are classified as part-time for that semester.

*Course Numbering*

The college code for course identification uses a six-digit code with a hyphen to identify course codes.

**XY#-###-**



*Course Prerequisites*

Some classes require completion of prerequisite courses. These courses are identified with the course descriptions. If students have not met the stated prerequisites for a specific class, they may not enroll in that class unless given prior approval from the instructor.

*Course Changes*

The college reserves the right to withdraw courses for which there is insufficient enrollment, to add courses for which there is a demand, to revise teaching and time assignments, and to regulate class size.

*Course Repeat*

If a student wants to repeat a course for an improved grade, the following policies will apply. A failure will result if the original grade of “F” was received and recorded on the student’s transcript and no credit was issued for that course. However, a student may secure permission from the Registrar to take a course again. The original failing grade will not affect the GPA once the course has been repeated with a minimum passing grade of “C.” A student may also take a course again when they have earned a previous grade of “D.” In either case credit will be given for the better grade but both grades will remain on the transcript. No student may repeat a course more than twice and no more than a total of five courses may be repeated.

*Enrollment Status*

**Matriculating Student**—Any student who makes application and is admitted to Indian Bible College is considered a matriculating student. These students are expected to be pursuing a degree or diploma program and to declare a degree and track by the end of their first year. Matriculating students may be full or part time.

- **Full-time Student**—A student who is enrolled for at least twelve semester credits is considered full time.
- **Part-time Student**—A student who is enrolled in eleven semester credits or fewer is considered part time and may not be eligible for campus housing or scholarships.
- **Non-degree-seeking Student**—Any student who has not made a full application or been admitted to Indian Bible College and who wishes to enroll for certain courses without pursuing a degree or certificate is considered to be a non-degree-seeking student. He or she is limited to 6 class hours per semester as a non-degree-seeking special student. A student desiring an official transcript of work done as a non-degree-seeking student will be required to provide the college with an official high school transcript, G.E.D., or other college transcript and will pay the transcript fee. A student meeting the regular admission requirements may later petition to enter a degree program by completing a full application and having it accepted by the admissions committee.

*Classification of Students*

Students are classified at the beginning of each academic year by the number of credits they have earned: Freshmen: fewer than 32 credits; Sophomores: 32-62; Juniors, 63-95 credits; Seniors: 96 credits and over.

*Transcripts*

Official transcripts will be mailed upon the student's request. The first transcript is free. A \$7.00 fee is charged for each additional transcript. Transcripts will not be released until all accounts are paid in full.

*Transfer of Credits*

Students transferring from another institution of higher education will ordinarily receive credit for any courses that meet the curriculum requirements of Indian Bible College. Moreover, only those credits that

carry a grade of at least “C” or its equivalent may be transferred. The transfer student must request that official transcripts be sent to Indian Bible College from all colleges previously attended. Students desiring to obtain an associate’s or bachelor’s degree from IBC must complete a minimum of 32 of their final 40 credits at IBC regardless of how many credits have been transferred from another institution.

***General Transfer of Credit Policies:***

1. Only those credits that carry a grade of at least “C” or its equivalent may be transferred, provided those credits meet the program requirements. Pass/Fail courses do not transfer (except in the area of Christian Service Assignments).
2. The Academic Dean and Registrar determine the applicability and credits awarded by reviewing coursework transferred from other institutions. Students may be asked to validate equivalent courses taken at non-accredited schools.
3. A Transfer of Credit Worksheet will be compiled that demonstrates the courses that IBC accepts as transfer credits and the comparable course they replace at IBC. This worksheet will become a part of the student’s record and kept in their file.
4. Transfer students do not transfer in GPA. Their cumulative GPA consists of classes taken only at IBC.
5. Up to half of the credits for any degree program may be transferred to IBC for graduation completion: CBS = 16 credits allowed to transfer, ABS = 32 credits allowed for transfer, BBS = 60 credits are allowed to transfer. At least 32 credits must be earned at IBC for the ABS degree, and at least 60 credits must be earned at IBC for the BBS degree.
6. In certain cases, credits may be granted for life experience. Indian Bible College recognizes that college-level learning occurs in settings other than the traditional classroom; and therefore, IBC may grant credit to students who can demonstrate the academic merit of such experiences. A student may be eligible for experiential learning credit when the student’s educational, ministerial or occupational background or life experience closely parallels those experiences and objectives required by the following college courses: Basic Life Skills, Work Pathways, and Christian Service Assignment II.

***Transfer of Credits from Institutions following the Quarter System***

Students wishing to transfer credits from a college employing the quarter system may do so. The credits will be evaluated according to the following criteria which was established by the Arizona Transfer Articulation Support System for the community college system.

1. 1.00 quarter credit = 0.67 semester hours
2. Quarter-credit courses must be equivalent to a course in IBC's course list.
3. Quarter-credit courses may be applied using the following formulae:
  - a. Three quarter-hours of coursework are required to fulfill a 2 semester-hour course.
  - b. No fewer than 4 quarter-hours of coursework are required to fulfill a 3 semester-hour course (4 quarter credits = 3 semester credits).
  - c. No fewer than 5 quarter-hours of course work are required to fulfill a 4 semester-hour course (5 quarter credits = 4 semester credits).

***Transfer of Credits from IBC to other Institutions***

Several colleges and seminaries in the U.S. have accepted transfer credit from IBC. Please check with the Academic Dean for a list of these institutions.

***Graduation Requirements***

A degree or diploma candidate should carefully study the requirements for that degree/diploma as well as any special requirements in the curriculum as displayed in this catalog (or its successors). Careful attention to these requirements will enable the student to avoid doing work that will not apply to the chosen degree or diploma.

It is the student's responsibility to follow the curriculum and fulfill all requirements for graduation as follows:

1. **Evidence a life of commendable Christian character and conduct in accordance with the college's guidelines as noted in the Student Handbook.**
2. Sign a statement of general agreement with the college's doctrinal statement.
3. Complete all specific requirements of the chosen degree as described in the college catalog.
4. Maintain a cumulative grade point average of not less than 2.0 (C).
5. Pay all student accounts in full including the graduation fee.

***Commencement Attendance***

Commencement exercises are held only in May on a Saturday after the semester ends. Attendance at the commencement is mandatory for all graduating students. All underclassmen are expected to attend and show their support for the graduating students.

***Student Rights and Privacy***

The college recognizes student rights of access and privacy. Students may request copies of information kept in their files. Upon proof of their eligibility, parents who claim students as dependents for federal income tax purposes may request copies of grades and other academic information. Student or applicant information is available only to designated college personnel for official business and is otherwise held in strict confidence.



## Academic Policies

### Attendance

Students are expected to attend every class session in which they are enrolled. Attendance is important for the learning experience of the student and for their participation in the “growth journey” shared by the class as a whole.

Students are permitted to miss up to 20% of class time. This means that a student must be present for at least 80% of the course.

Absences are classified as:

- **EA = Excused Absence.** It is up to the discretion of the instructor to grant an excused absence. However, the student must inform the faculty of the reason for their absence. Typical excused absences include family or health emergencies (i.e., sickness).
- **UA = Unexcused Absence.** If a student does not inform the instructor before or soon after the absence of the reason for the absence, it is automatically considered unexcused. Excuses such as oversleeping, working on an assignment for another class, or another related activity do not constitute an acceptable excuse.
- **SA = School Absence.** In certain unique situations, students may be permitted absences due to college related activities (representing the college at a conference, etc.). All SAs will be approved by the administration. It is the student’s responsibility to inform the instructors. SA may not be counted against the total number of absences a student is permitted in a specific course.

It is the student’s responsibility to consult with the instructor regarding what (if any) work must be made up for any absences.

The following chart gives the required number of class sessions and absences permitted. Any additional absences above those permitted will result in an automatic failure of the course.

# Credits	# Weeks Meet	# Times meet each Week	# of Class Sessions	80% of classes	Total # of Absences Permitted
3/2	15	2	30	24	6
3/2/1	15	1	15	12	3
3/2	5	4	20	16	4
3/2	1	8	8	6	2
3/2	2	8	16	13	3

The attendance policy will vary depending upon the level of the course (100-400). Participation will also be counted as a part of the attendance grade.

100 Level Classes -- Attendance and participation will be worth 30% of the grade. For a 100-level course the percentage applied to attendance and participation will be split between a minimum of 5% to a maximum of 15% for participation, with the remainder counting toward attendance. Attendance means being present for class. Participation is calculated by the attention of the student (not looking at a cell phone or other devices), active answering of or asking of questions, and remaining in the class for the majority of time (not leaving for bathroom breaks or any other purpose).

200 Level Classes -- Attendance and participation will be worth 30% of the grade. For a 200-level course the percentage applied to attendance and participation will be split 10% minimum to 20% maximum for participation, and the remainder for attendance.

300 – 400 Level Classes -- Attendance and participation will be worth 30% of the grade. For a 300-400 level course the percentage applied to attendance and participation will be split 20% minimum and 25% maximum for participation, and the remainder for attendance.

Full-time students are expected to attend chapel, life-coaching (or CSA check-in, or internship check-in), and church. Part-time students are encouraged to attend chapel. See Student Handbook for specific attendance requirements.

### *Plagiarism Policy*

Plagiarism is using someone else's ideas, thoughts or words without properly documenting the use of the material in the paper being written, or powerpoint presentation, or any other type of presentation. All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. If a student has any question as to what constitutes plagiarism, they should speak to their instructor or the Academic Dean. A good rule of thumb to follow is this; when in doubt – cite it.

IBC believes that honesty and integrity are the foundation for all we do in life, including our coursework (Col. 3:17). All students are responsible for their own work. Students who plagiarize will face the following consequences:

1. First offense: the instructor may fail the student for the assignment or require a rewrite of the same assignment or require another assignment. The Academic Dean and the Dean of Students will be notified of the offense, and the student will be required to meet with each dean.
2. Second offense while at IBC: the student will be immediately dismissed from class and receive a failing grade for the course in which he/she used plagiarized material. The Academic Dean and the Dean of Students will be notified of the offense, and the student will be required to meet with each dean.
3. Third offense while at IBC: the student will be immediately dismissed from IBC by the Academic Dean and possibly receive failing grades for all of the courses he/she has taken that semester.

Based on the severity of the offense of plagiarism, especially as accompanied by an attitude of apathy, disrespect, and/or lack of repentance, the above procedure may be by-passed and immediate referral made to the Academic Dean and the Dean of Students for dismissal.

Students have the right to appeal to the Academic Dean and Administrative Team regarding an accusation of plagiarism by a faculty member. The decision of the Administrative Team will be final.

*Student Tardiness*

The course instructor will utilize the following rules to determine absences. Only tardiness of fewer than twenty minutes may be counted as a tardy; 3 tardies count as 1 absence, and tardiness of more than twenty minutes counts as an absence.

The course instructor will report to the Dean of Students any student who habitually comes in tardy or leaves early, misses the whole class session for 4 meetings in succession, or misses 20% or more of the classes of a particular course.

*Late work*

Turning in work on time helps the student prepare to engage with wisdom in the “growth journey” that the class is pursuing together. Thus, IBC has the following expectations and policies regarding late work.

- All assignments are expected to be turned in to the instructor (physically or digitally) at the beginning of class on the date specified in the syllabus or by the instructor.
- All courses will impose a penalty of a specified number of points per day that it is late (see below).
- An assignment turned in after the beginning of class will be penalized points for each day it is tardy (**including that class period, but not including Saturdays, Sundays, or school holidays**).
- Please note that an absence on the date that an assignment is due according to the course syllabus will still require a late penalty.
- Points will continue to be removed until the student reaches zero for the assignment.
- The assignment is to be graded as usual, and then the appropriate penalty will be applied to determine the final grade for the assignment.
- Any deviation from this policy on the part of the instructor must first be approved by the Academic Dean.

The following points will be deducted:

- 100 Level Courses = 1 point per day
- 200 Level Courses = 2 points per day
- 300-400 Level Courses = 5 points per day

**Assignments due at the end of the class term/semester**

For any assignment that is due at the end of the semester (within the last week) the student must request an extension from the instructor. This extension may not be for over 2 weeks (10 week days) in length, and a different penalty of points may be deducted (20% for 100-level courses; 30% for 200; 40% for 300-400). This means that an assignment turned in at any point during the extension (10 or fewer week days) will be penalized the specific percentage (after the assignment has been graded normally).

**Major Projects for 300-400 Courses**

Certain major projects for particular courses must be completed in order for a student to pass the class. Since these projects are typically due at the end of the semester, up to a month extension (twenty week days) may be requested by the student and extended by the instructor. A total of two and a half points per day will be deducted. An original grade (before the deduction of penalty points) of 70 (C-) must be earned for the successful completion of the assignment and course. This means that a perfect paper (100 points) turned in at the end of the extension would lose 50 penalty points and result in a grade of 50% for the project but would still permit a student to pass the course as long as the remainder of their course grade

was passing. Major projects in this category will include the projects for GAN400-3 Anthropology & Sociology, BTH400-3 Apologetics, GEN300-2 Research & Writing, and MSS405-2 Senior Seminar.

Major assignments for 100-200 level courses will follow the policy for assignments due at the end of the semester (above). Please note that the instructor should place a higher percentage value on this assignment in order to emphasize the fact that it is a major assignment.

**Block & Term Courses**

Courses that utilize the block format (1-2 weeks) or the term format (5 weeks) are permitted to assign coursework for the first day of class by means of a syllabus that is distributed beforehand. If no syllabus is distributed to the students before the first day of class, the Academic Dean has the option of creating an assignment prior to the beginning of class (normally in the form of reading). It is also expected that some assignments may be due after the class sessions are completed according to the following recommended pattern:

- 1-credit block class = one week after the completion of the class.
- 2-credit block class = two weeks
- 3-credit block class = three weeks
- 5-week term class = two weeks after the completion of the term

The same penalty for late assignments will be in effect for block and term courses.

*Final Examinations*

Indian Bible College schedules the last day of class for final exams during the winter semester and additional days during the finals week of spring semester. Rescheduling of exams will require prior approval by the Academic Dean of the college and the course instructor.



## Grading System

### Grade Point Average

The student's semester GPA is figured by dividing the total number of grade points per course by the number of credits per semester.

$$\frac{\text{Total grade points per course}}{\text{Total number of credits}} = \text{GPA}$$

### Grading Systems

Indian Bible College follows the 4.0 grade point system and requires a 2.0 (C) average for graduation.

Percentage	Letter	Per unit hours (Grade Points)
98-100	A+	4.0
92-97	A	4.0
90-91	A-	3.7
88-89	B+	3.3
82-87	B	3.0
80-81	B-	2.7
78-79	C+	2.3
72-77	C	2.0
70-71	C-	1.7
68-69	D+	1.3
62-67	D	1.0
60-61	D-	0.7
59-below	F	0.0



### Letter Grades

A	Excellent	NCR	Taken for credit (Fail)
B	Above average	AU	Audit (pass)
C	Adequate	AUF	Audit (fail)
D	Unsatisfactory	RC	Repeat Course
F	Failure	VWD	Voluntary Withdrawal
I	Incomplete	VWP	Voluntary Withdrawal (was passing)
CR	Taken for credit (Pass)	VWF	Voluntary Withdrawal (was failing)

*Audit*

A student desiring to audit courses for his/her own benefit is permitted to do so each year if classroom space is available. No credit is granted in such cases, and the student must conform to the standards of the college in all respects. He/she must also pay all applicable tuition and fees. Moreover, the student is encouraged to attend class regularly and participate in a satisfactory manner but is not required to complete written assignments or exams. It is at the teacher's discretion whether or not to allow the audit student to participate in class; the instructor also chooses whether or not to interact with any written work the audit student chooses to do.

*Pass/Fail*

For some courses (at the instructor's discretion, with the Academic Dean's approval), an "A", "B", "C", "D" will appear on the records as a "CR" (Pass), and hours toward graduation requirements granted. The grade of "NCR" (Fail) for the course will be so marked on the record and zero figured in the grade point average. A grade of Pass/Fail also applies to chapel attendance, participation in the ministry immersion trip, church attendance, Spiritual Formation, and Christian Service Assignments (or Life Coaching or internships).

*Incomplete & Contract*

An "Incomplete" course may be completed after making a contract with the instructor of that course. The contract form is available from the Registrar's office. The contract must be made and filed with the Registrar by the end of the week prior to semester final exams. The required work must be completed by the extended due date (not to exceed a calendar year after the completion of the class), or the grade for that course will be reduced accordingly. This may reduce a student's grade to "F." Initiation of the contract is the student's responsibility. If there is no contract, the instructor of the course will send the Registrar a final grade even if it is "F."

*Grade Replacement*

Failing grades may be voided by repeating a course and earning a passing grade (see course repeat).

*Grade Appeals*

A student may request that a course grade be reviewed by appealing first to the course instructor. If the course instructor and student are unable to work out an arrangement satisfactory to both of them, an appeal may be made to the academic committee.

*Academic Problems*

*GPA Notification* – Students are encouraged to track their GPA on a regular basis in Populi (the Student Management System). The Registrar will inform students of their current GPA at the time of registration so they might be aware of their opportunity to graduate.

*Academic Warning* – Students who drop beneath a GPA of 2.0 for a semester will be placed on Academic Warning. This student is required to develop and complete a Student Learning Plan (SLP).

*Academic Probation* – Students who do not raise their GPA above a 2.0 after being on Academic Warning for a semester will be placed on Academic Probation. Once again the student will be required to develop and complete a SLP.

*Academic Dismissal* – If after a semester on Academic Warning AND Academic Probation without raising their GPA above a 2.0, the student may be asked to leave IBC for at least one semester. A student

will be considered for readmission when he/she gives evidence of his/her ability and eagerness to do college level work.

Please also refer to the Satisfactory Academic Progress (SAP) Policy below.

#### *Academic Honors*

*Dean's List*—Full-time students with a GPA of 3.0 or higher in the previous semester are placed on the dean's list and are eligible for an honors scholarship.

*President's List*—Full-time students with a GPA of 3.5 in the previous semester are placed on the President's List and are eligible for a President's scholarship.

#### *Graduation Honors*

Meritorious work toward the baccalaureate degree receives recognition at graduation as follows:

- 3.500-3.649 cumulative grade point average, graduation with honors
- 3.650-3.799 cumulative grade point average, graduation with high honors
- 3.800-4.000 cumulative grade point average, graduation with highest honors

All work applied toward meeting degree requirements including transfer work is considered in figuring the grade point average for graduation honors. However, this combined grade point average may not exceed the cumulative GPA earned at IBC. Transfer students must have earned at least 32 credits at IBC with a minimum grade point average of 3.5 to qualify for honor recognition.

### **Satisfactory Academic Progress (SAP) Policy**

The U.S. Department of Education requires that in order to receive student financial aid under the programs authorized by Title IV of the Higher Education Act, a student must maintain satisfactory progress in the course of study being pursued according to the standards and practices of the institution in which the student is enrolled.

The Title IV program administered by IBC is the Federal Pell Grant program.

The academic department, in cooperation with the financial aid office, monitors students for compliance according to qualitative, quantitative, and maximum timeframe standards outlined by the D.O.E. Student progress is monitored at the end of every semester. Failure to meet the required standards may result in the loss of federal financial aid eligibility.

- Students must successfully meet the minimum cumulative GPA of a 2.0 to fulfill the *qualitative* standard. The following grades do not count towards the GPA:
  - Incomplete
  - Withdrawal
  - Transfer credits
- Students must successfully complete 67% of the cumulative units attempted to fulfill the *quantitative* standard. This percentage is calculated using the following formula:

Cumulative number of credits successfully completed  
Cumulative number of credits attempted

Audits do not count as attempted or completed units in the SAP calculation. However, the following courses do count as attempted (but not completed) units in the SAP calculation:

- Incomplete
  - Failed
  - Withdrawn
  - More than one repeat of any previously passed course
- Students attending IBC must be making progress toward a degree. To quantify academic progress, Indian Bible College sets a *maximum time frame* of 150% of the program's expected finish length. For IBC programs, this percentage in credit hours is as follows:

Program	Min. Credit Hours	Max. Credit Hours (SAP Timeframe Standard)
Certificate of Biblical Studies (CBS)	33	49
Associate of Biblical Studies (ABS)	63	94
Bachelor of Biblical Studies (BBS)	120	180

*Federal Financial Aid SAP Status*

**Meets SAP Status:** Student has met all the SAP standards.

**Warning Status:** The first time a student does not meet SAP standards, the student will be placed on financial aid “warning” status. This means the individual is one semester away from losing federal financial aid eligibility. The student is still eligible for federal financial aid.

**Suspension Status:** If a student is on financial aid warning status and does not meet SAP standards, the student is immediately moved into federal financial aid “suspension” status. The student will not receive federal financial aid. This status may be appealed.

**Probation Status:** If a student has successfully appealed a financial aid suspension, the individual will be placed on federal financial aid “probation” status for one semester. The financial appeal does not supersede any academic appeal for academic suspension. If the student meets the SAP standards at the end of the probation term, the SAP status will reset back to “Meets SAP.” If the student does not meet the SAP standards at the end of the probation term, the student will be placed back into suspension and will not receive federal financial aid.

**Over Hours Suspension Status:** If a student has exceeded the 150% of the maximum time frame allotted for their program of study, the individual will be placed on federal financial aid “over hours suspension” status. This student will not receive federal financial aid, and this status cannot be appealed.

*SAP Suspension Appeal Process*

If a student loses federal financial aid eligibility because of not meeting SAP standards, the student may appeal to regain federal financial aid eligibility in the following way:

- Obtain a Federal Financial Aid Satisfactory Academic Progress (SAP) appeal form from the Registrar's Office or from the IBC website..
- On the appeal form, the student must explain the reason for the appeal and provide supporting documentation. Medical reasons require documentation from a doctor. Non-medical reasons may include foreseen and unforeseen circumstances verified by signed and dated documentation.
- Submit the form with supporting documentation to the Academic Dean. the President's Cabinet will make the decision on the appeal and inform the student in writing delivered to the student's campus mail box (or mailed to the student's address on file if the student is no longer on campus).
- If a student is also on academic suspension, the student must also provide the letter from the Academic Dean approving their appeal for academic suspension and readmission.

If the Satisfactory Academic Progress (SAP) appeal is approved, the student will be awarded federal financial aid for the following semester subject to the federal financial aid eligibility and the availability of funds.

## Course Changes and Withdrawals

For course changes and withdrawals, please also refer to the Return to Title IV Funds Policy in the Financial Information Section.

*Dropping/Adding a Course*

**Dropping courses:** A course will be deleted from a student's record if it is dropped before the end of the fourth week of the semester for 15-week courses, through the fifth day for 5-week courses, and only on the first day in 1-week block courses. Withdrawal or drop after these periods will result in a grade of WP being recorded if passing; if failing, a grade of WF will be recorded for that course.

**Adding courses:** Courses may not be added after the second week for 15-week courses, after the third day for 5-week courses, or the first day for 1-week block courses. The student will be responsible for all material missed due to late registration or absences.

*Changing from Credit to Audit or Audit to Credit*

With the instructor's consent, a student may change his/her registration in a course from audit to credit-bearing or from credit-bearing to audit – as long as the changes in registration occur before the published deadline for adding courses. See *School Calendar* for a deadline date.

*Withdrawing from College*

The following requirements are prescribed for withdrawing from Indian Bible College. Failure to make official withdrawal may disqualify the student from reactivation at a later time or from financial reimbursement.

- 1) The student must notify the Registrar's office in writing.
- 2) The student must make satisfactory financial arrangements with the Business Office.
- 3) The student must complete formal withdrawal checkout process.

*Leave of Absence:*

A student who requires a temporary break of enrollment in their program of study due to medical or other reasons may qualify for a leave of absence (LOA), pending approval from the Dean of Students and President's Cabinet. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education rather than being counted as a withdrawal from the school. There must be a reasonable expectation that the student will return from the LOA in order for the leave to be approved. A request for an LOA must be submitted in writing, be signed and dated, and must specify the reason for the student's leave request. An LOA must be requested in advance; however, IBC may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date. LOA is required for an absence from campus of greater than one week. An LOA, together with any other additional leaves of absence, may not exceed 180 days within a 12-month period. This 12-month period is a rolling time frame starting from the date of the first day of the first LOA. Students may obtain an LOA form from the Registrar's office or from the IBC website.

An approved LOA will cause all unfinished active classes to be classified as "incomplete". Students are considered withdrawn if they don't return on or before the pre-approved return date. (Example: If the student is approved for 90 days but doesn't return until after the 91st day, he/she is considered withdrawn.) The withdrawal date is the last day of attendance.

A medical LOA requires documentation from a licensed medical professional. Non-medical reasons for a LOA may include foreseen and unforeseen circumstances such as jury duty, military duty, or serious extenuating circumstances verified by signed and dated documentation.

The student is responsible for completing the request form for leave of absence and turning it in to the Registrar's office. The Dean of Students, in conjunction with the President's Cabinet, will then determine if a LOA can be approved and how long the LOA will remain intact. A student may not request a leave of absence after the maximum allowed number of absences; in this case he/she will receive a withdrawal instead of an incomplete. The Dean of Students will cooperate with the President's Cabinet to make a decision in the best interest of the student subject to the capacity of the school to meet those needs. Requests will either be confirmed or denied and decisions delivered in writing to the student's campus mail box (or mailed to the student's address on file if the student is no longer on campus) within 3-4 business days. If denied, the student has the option to amend and resubmit their request.

No additional charges can be assessed to a student while on an approved LOA.

Title IV loans cannot be disbursed to a student while on an LOA; Title IV grants and Perkins loan funds can be disbursed to a student while on an LOA. Pell Grants are the only Title IV program that IBC participates in at this time.

## Practicum Programs

The educational experience at Indian Bible College includes 1 semester of ministry orientation, 3 semesters of ministry practicums and 4 semesters of ministry internships. These practicums take students out of the classrooms into a ministry setting with the goal of developing their practical ministry skills. This goal is carried out through the following programs: Christian Service Assignments, weekly sessions in ministry mentoring and accountability, student ministry immersion trip, and attendance at church-related activities.



### *Church Attendance*

Students may use the first semester of enrollment to find a local church body with which to be associated during their time at IBC. Faithful attendance at one local church during their time as a student is encouraged.

### *Christian Service Assignments (CSA)*

Students are required to complete a minimum of 10 weeks (9 weeks for first-semester freshmen) of CSA in the course of a semester. The student should choose a CSA assignment and submit the paper work by the end of the third week of classes. Failure to complete a CSA and/or turn in paper work by the end of the semester will result in the student being placed on probation and no credit being given for CSA that semester, unless arrangements have been made with the CSA/Life Coaching director for an extension.

### *Accountability Sessions*

All full-time freshmen students will be assigned a life coach who will oversee their Christian Service Assignments. The student will meet weekly with that coach for accountability and guidance in performing his/her CSA. Coaches will also act as guides in training for the student's future ministry after college.

### *Academic Resources*

IBC has various resources available to the students to assist in their studies, including a computer lab and after-hour study areas. Regularly scheduled study circles where a staff or student is available to assist with academic issues are also available for student academic needs. The IBC library is open for students to use as they have need.

### *Life Coaches*

Incoming freshmen will be paired with a “life coach” who will assist them in finding employment, handling finances, succeeding academically, and organizing their time. The life coach will also serve as the student’s CSA overseer, helping them become involved in ministry.

## Spiritual Formation (SF)

### *Purpose*

The purpose of the spiritual formation process is to develop the character of students through discovery and evaluation of flaws in their spiritual foundation, to implement a plan to repair or compensate for those flaws, and to build an identity that is centered on Christ and not on their career, heritage, or past experience.

All full-time students are required to participate in the spiritual formation process each semester they are registered at IBC. Continuity and consistency is of great importance for the program to succeed. The spiritual formation process is one of the most important pieces of the educational process at Indian Bible College since personal spiritual maturity is an essential prerequisite to having an influential ministry.

The ultimate goal of the SF process for the 4-year student is to be discipled for two years and then to help in discipling others for two years. One of the greatest needs of the church today is for mature individuals who can disciple others; the SF process seeks to graduate students that have both received and given spiritual mentoring.

#### *Definition*

Spiritual Formation is a process that is planned and integrated into the curriculum by which students develop spiritual discipline and character leading to a Christ-centered identity through small group and one-on-one interaction.

#### *Structure*

Students will be discipled weekly by their spiritual formation mentors through a combination of small group meetings and one-on-one sessions for two years. They will then have the opportunity to become a peer SF mentor themselves. In addition to weekly devotionals and occasional chapels, the SF process includes the Kickoff Kampout, a camping trip held during the fall semester.

### **Ministry Immersion Trip (MIT)**

#### *Description*

The Ministry Immersion Trip is a required practicum for full-time students emphasizing the sharing of the gospel of Jesus Christ in a cross-cultural context. Every spring semester of the school year the student body takes one week to travel to an area where cross-cultural ministry is possible. The students work with local churches that have requested assistance with projects, and do a community evangelistic outreach if the church desires. Student leadership is essential and is under the authority of the Dean of Students.

#### *Purpose*

The primary purpose of the Ministry Immersion Trip is to provide field experience by obtaining an opportunity for students to share the gospel of Jesus Christ in a cross-cultural setting and to acquaint them with other tribal or cultural groups. The planning and execution of the trip will also provide experience in working together and in preparing for a major event. A secondary purpose is the assistance of local churches in reaching out to their immediate community.

#### *Objectives*

1. To gain experience in cross-cultural ministry.
2. To assist local churches in reaching their community with the gospel of Jesus Christ.
3. To train students in the steps involved in carrying out an outreach event, in preparation for future ministry.
4. To learn to work as a team through planning the exercise, implementing the plan, and evaluating the exercise.
5. To promote the reputation of the school and the value of biblical higher- education among local churches.



# Programs of Study



## **PROGRAMS OF STUDY**

### **Bachelor of Biblical Studies (BBS)**

**120 credits total: Four- or Five-year program**

#### *Mission Statement*

The IBC Bachelor of Biblical Studies graduate will be equipped for church leadership through a comprehensive knowledge of God and His Word and dedicated participation in ministry.

#### *Objectives*

The BBS graduate will:

- Have developed a comprehensive understanding of the content and doctrines of Scripture, an ability to equip others to study the Bible and serve, and an aptitude for mentoring and reproducing Christ followers.
- Be able to communicate effectively in both oral and written forms in a variety of settings.
- Embrace the IBC Core Values and will demonstrate them in ministry.
- Be able to articulate a biblical philosophy of ministry and spiritual transformation.
- Have the ability to analyze their own and other cultures in order to minister in a culturally appropriate manner.

#### *Progression*

One great strength of the IBC curriculum is that it is progressive: the one-year certificate is the first year of the associate's degree, and the two-year associate's degree is the first two years of the bachelor's degree. This allows students to progress in their education with some level of uncertainty as to the ultimate length of their education at IBC. It also allows for commencement to be a yearly celebration of those who have been faithful up to that point.

2019 Bachelor of Biblical Studies Requirements

BACHELOR OF BIBLICAL STUDIES (BBS) 4-YEAR			
Fall Semester		Spring Semester	
First Year (Certificate)			
BOT100-3	Old Testament History & Lit	BNT100-3	(January) New Testament History & Lit
BBS105-3	Elements of Bible Study	MDI100-3	Evangelism & Discipleship
GEN100-3	English Composition I	MCF105-3	Christian Family
GHR100-2	Human Relationships	BTH105-3	Basic Theology
GPD100-2	Personal Development	GEN105-3	English Composition II
GWP110-1	Work Pathways	GMA105-2	Personal Finance
MSF100-1	Spiritual Formation I	MSF105-1	Spiritual Formation II
15	Total Credits	18	Total Credits
Second Year (Associates)			
BNT205-3	Life of Christ	MBC200-2	(January) Intro to Biblical Counseling
BBS200-2	Intermediate Bible Study Methods	MMF200-2	Ministry Funding Strategies
GET200-3	Introduction to Christian Ethics	MBC205-3	Biblical Communication
GCO200-3	Principles Of Verbal Communication	BBS205-2	Advanced Bible Study Methods
BTH200-3	Man, Sin, and Salvation	MMI205-3	Introduction to Missions
MSF200-1	Spiritual Formation III	BEL215-2	Bible/Theology Elective
		MSF205-1	Spiritual Formation IV
15	Total Credits	15	Total Credits
Third Year			
MDI300-2	Advanced Discipleship	MEL315-2	(January) Ministry Elective
BTH305-3	Angels, Church, & Last Things	MCM305-2	Creative Ministry Methods
GHI300-2	Church History	BEL315-2	Bible Theology Elective
GHI305-3	North American History	GEL310-2	General Education Elective
GEN300-2	Research and Writing	BEL310-2	Bible/Theology Elective
MSF300-1	Spiritual Formation V	BOT301-3	Genesis and Creation
MIN300-1	Internship I	MSF305-1	Spiritual Formation VI
		MIN305-1	Internship II
14	Total Credits	15	Total Credits
Fourth Year			
BTH416-2	Contemporary Theology	MEL410-2	(January) Ministry Elective
GAN400-3	Anthropology & Sociology	BTH400-3	Apologetics
BTH415-3	Christ and Culture	MSS405-2	Senior Seminar
MCL400-2	Christian Leadership	GMA405-2	Applied Math and Finance
GLN410-3	Language Elective	MEL415-2	Ministry Elective
MIN400-1	Internship III (1)	MIN405-1	Internship IV
MSF400-1	Spiritual Formation VII	MSF405-1	Spiritual Formation VIII
15	Total Credits	13	Total Credits
Cumulative Total			120

## Four-Year Program (BBS)

Bible and Theology	42 Credits
Christian Ministry	42 Credits
General Education	36 Credits
<b>Total</b>	<b>120 Credits</b>

### Biblical & Theological Studies 42 Credits

BBS105-3	Elements of Bible Study
BBS200-2	Intermediate Bible Study Methods
BBS205-2	Advanced Bible Study Methods
BEL215-2	Bible/Theology Elective -2 <sup>nd</sup> year
BEL310-2	Bible/Theology Elective- 3 <sup>rd</sup> year
BEL315-2	Bible/Theology Elective- 3 <sup>rd</sup> year
BNT100-3	New Testament History & Lit.
BNT205-3	Life of Christ
BOT100-3	Old Testament History & Literature
BTH105-3	Basic Theology
BTH200-3	Man, Sin and Salvation
BOT301-3	Genesis and Creation
BTH305-3	Angels, Church and Last Things
BTH400-3	Apologetics
BTH416-2	Contemporary Theology
BTH415-3	Christ and Culture

### General Education Studies 36 Credits

GEN100-3	English Composition I
GEN105-3	English Composition III
GHR100-2	Human Relationships
GPD100-2	Personal Development
GWP110-1	Work Pathways
GCO200-3	Principles of Verbal Communication
GET200-3	Introduction to Christian Ethics
GEN300-2	Research and Writing
GHI300-2	Church History
GHI305-3	North American History
GEL310-2	General Education Elective
GLN410-3	Language Elective
GMA105-2	Personal Finance
GMA405-2	Applied Math and Finance
GAN400-3	Anthropology & Sociology

### Christian Ministry 42 Credits

MDI100-3	Evangelism and Discipleship
MCF105-3	Christian Family
MSF100-1	Spiritual Formation I
MSF105-1	Spiritual Formation II
MBC200-2	Introduction to Biblical Counseling
MMF200-2	Ministry Funding Strategies
MMI205-3	Introduction to Missions
MCO205-3	Biblical Communication
MSF200-1	Spiritual Formation III
MSF205-1	Spiritual Formation IV
MDI300-2	Advanced Discipleship
MCL400-2	Christian Leadership
MCM305-2	Creative Ministry Methods
MEL315-2	3 <sup>rd</sup> Year Ministry Elective
MEL410-2	4 <sup>th</sup> Year Ministry Elective
MEL415-2	4 <sup>th</sup> Year Ministry Elective
MSF300-1	Spiritual Formation V
MSF305-1	Spiritual Formation VI
MSF400-1	Spiritual Formation VII
MSF405-1	Spiritual Formation VIII
MSS405-2	Senior Seminar
MIN300-1	Internship I
MIN305-1	Internship II
MIN400-1	Internship III
MIN405-1	Internship IV

**Associate of Biblical Studies (ABS)**  
**63 Credits total: Two-or Three- year program**

*Mission Statement*

The IBC **Associate of Biblical Studies** graduate will demonstrate a growing knowledge of God and His Word, active involvement in ministry, and basic leadership skills.

*Objectives*

The ABS graduate:

- Will have developed a more complete understanding of the content and doctrines of Scripture, a basic ability to lead others in a study of the Bible, and an expanded capacity to apply its message in practical ways to themselves and others.
- Will have a basic competency in oral and written communication.
- Will have a growing comprehension of personal giftedness, passion, and place in ministry.
- Will have developed a commitment to serve individuals with grace and truth in and through the church.



2019 Associate of Biblical Studies Requirements

ASSOCIATE OF BIBLICAL STUDIES (ABS) 2-YEAR			
Fall Semester		Spring Semester	
First Year			
BOT100-3	Old Testament History & Lit	BNT100-3	(January) New Testament History & Lit
BBS105-3	Elements of Bible Study	MDI100-3	Evangelism & Discipleship
GEN100-3	English Composition I	MCF105-3	Christian Family
GPD100-2	Personal Development	BTH105-3	Basic Theology
GWP110-1	Work Pathways	GEN105-3	English Composition II
GHR100-2	Human Relationships	GMA105-2	Personal Finance
MSF100-1	Spiritual Formation I	MSF105-1	Spiritual Formation II
15	Total Credits	18	Total Credits
Second Year			
BNT205-3	Life of Christ	MBC200-2	(January) Intro to Biblical Counseling
BBS200-2	Intermediate Bible Study Methods	MMF200-2	Ministry Funding Strategies
GET200-3	Introduction to Christian Ethics	MBC205-3	Biblical Communication
GCO200-3	Principles of Verbal Communication	BBS205-2	Advanced Bible Study Methods
BTH200-3	Man, Sin, and Salvation	MMI205-3	Introduction to Missions
MSF200-1	Spiritual Formation III	BEL215-2	Bible/Theology Elective
		MSF205-1	Spiritual Formation IV
15	Total Credits	15	Total Credits
Cumulative Total			63

Two- or Three-Year Program (ABS)

Bible and Theology	24 Credits
Christian Ministry	20 Credits
General Education	19 Credits
<b>Total</b>	<b>63 Credits</b>

<b>Bible and Theology 24 Credits</b>	
BOT100-3	Old Testament History & Literature
BNT100-3	New Testament History & Lit.
BBS105-3	Elements of Bible Study
BTH105-3	Basic Theology
BTH200-3	Man, Sin and Salvation
BNT205-3	Life of Christ
BBS200-2	Intermediate Bible Study Methods
BBS205-2	Advanced Bible Study Methods
BEL215-2	Bible/Theology Elective -2nd year

**General Education Studies 19 Credits**

GEN100-3	English Composition I
GEN105-3	English Composition II
GPD100-2	Personal Development
GWP110-1	Work Pathways

GHR100-2	Human Relationships
GMA105-2	Personal Finance
GCO200-3	Principles of Verbal Communication.
GET200-3	Introduction to Christian Ethics

**Christian Ministry 20 Credits**

MDI100-3	Evangelism and Discipleship
MCF105-3	Christian Family
MSF100/5-1	Spiritual Formation I & II
MBC200-2	Introduction to Biblical Counseling
MMF200-2	Ministry Funding Strategies
MMI205-3	Introduction to Missions
MCO205-3	Biblical Communication
MSF200/5-1	Spiritual Formation III & IV

## Certificate of Biblical Studies (CBS)

**33 credits total: One- or two- year program**

### *Mission Statement*

The IBC **Certificate of Biblical Studies** graduate will be enabled to grow in relationship with God and others through a foundational knowledge of God and His Word.

### *Objectives*

The CBS graduate:

- Will have developed a basic understanding of the content and doctrines of Scripture, an elementary capacity for personal Bible study, and a foundational ability to apply its message in practical ways.
- Will possess a growing ability to develop loving, healthy relationships for evangelism and discipleship, church unity, work, and a godly life.
- Will learn basic life skills for success as a college student and beyond.

### *2019 Certificate of Biblical Studies Requirements*

CERTIFICATE OF BIBLICAL STUDIES (CBS) 1-YEAR			
Fall Semester		Spring Semester	
First Year			
BOT100-3	Old Testament History & Lit	BNT100-3	(January) New Testament History & Lit
BBS105-3	Elements of Bible Study	MDI100-3	Evangelism & Discipleship
GEN100-3	English Composition I	MCF105-3	Christian Family
GPS100-2	Personal Development	BTH105-3	Basic Theology
GWP110-1	Work Pathways	GEN105-3	English Composition II
GHR100-2	Human Relationships	GMA105-2	Personal Finance
MSF100-1	Spiritual Formation I	MSF105-1	Spiritual Formation II
15	Total Credits	18	Total Credits
Cumulative Total			33

### **One-Year Program (CBS)**

Bible and Theology	12 Credits
Christian Ministry	8 Credits
<u>General Education</u>	<u>13 Credits</u>
<b>Total</b>	<b>33 Credits</b>

### **Bible and Theology 12 Credits**

BOT100-3	Old Testament History & Literature
BNT100-3	New Testament History & Lit.
BBS105-3	Elements of Bible Study
BTH105-3	Basic Theology



### Christian Ministry 8 Credits

MDI100-3	Evangelism and Discipleship
MCF105-3	Christian Family
MSF100/5-1	Spiritual Formation I & II

### General Education Studies 13 Credits

GEN100-3	English Composition I
GEN105-3	English Composition II
GPD100-2	Personal Development
GHR100-2	Human Relationships
GMA105-2	Personal Finance
GWP110-1	Work Pathways

## Extension Studies Department

### *Christian Ministry Certificate (CMC)*

The Christian Ministry Certificate (extension studies division of IBC) is designed to give Native students who do not have the means to move into a resident program the opportunity to do serious Bible study either in their home area or on campus in a part-time capacity. Courses are usually offered in conjunction with a local organization or church and are on an open-enrollment basis. They are designed to be equivalent to on-campus courses but not identical.

Credit may be transferred into a resident program provided the student received at least a grade of "C" in the course.

Students who complete the Christian Ministry Certificate program (CMC) will be eligible to participate in the graduation ceremony held each May in Flagstaff, provided they complete the requirements, file the necessary forms, and pay the graduation fee.

Christian Ministry Certificate		
BBS110	Bible Survey	3
BBS105	Elements of Bible Study	3
MDI100	Personal Evangelism & Discipleship	3
MCF105	Christian Family	3
	Elective (chosen from list)	3
	Elective (chosen from list)	3
Total Credits:		18

The following classes are offered in the CMC:

### *CMC Core Course descriptions*

**BBS110 Bible Survey:** This course is a general introduction to and survey of the Bible as a whole, emphasizing the Bible in its unity and diversity and in its historical framework. Students will learn a basic vocabulary for the study of the Bible as well as the basic contents of each book, the basic geography of the Bible and the customs and cultures of biblical peoples throughout history. This class is only available in the Christian Ministry Certificate program and can fulfill either BOT100 or BNT100 in the Certificate of Biblical Studies program.



**BBS105 Elements of Bible Study:** This is an introductory course which emphasizes the inductive approach to Bible study. The student will learn the basic steps from observation to application, as well as how to use the basic study tools and some basic interpretive principles and methods.

**MDI100 Personal Evangelism & Discipleship:** This course presents the biblical principles of effective evangelism and discipleship. It will include an overview of evangelistic methods and discipling. The course will emphasize the practical aspects of sharing the gospel and present an analysis of follow-up techniques and materials. Barriers to the gospel and how to overcome them, specifically among Native people, will be considered.

**MCF105 Christian Family:** This course gives attention to the biblical principles of God's design for marital relationships and family. It also covers hindrances to marital growth, elements of intimacy, adaptability and cohesion, parenting techniques, and family life cycles.

*CMC Elective Course descriptions (choose two)*

**BTH105 Basic Theology:** This course will introduce the student to the nature and development of theology and will address the inspiration and authority of God's written revelation. The being and nature of God, including the Trinity and the work of God in creation, His preservation, and His providence will be surveyed.

**GHR100 Human Relationships:** Relationships influence and define all of life. Unfortunately, the church is often the last place where relationships flourish, despite the dominance of biblical teaching on the subject. This class examines godly, biblical relationships through both scripture and practical sociology. The ultimate goal of this class is for the student to not just understand how to do biblical relationships but to begin to pursue and cultivate them in every area of life.

**MMI205 Introduction to Missions:** This course will define missions, present a biblical foundation, briefly explore the history of missions, provide introductory information regarding cultures and worldviews, and challenge the student to become personally involved in missions.

**MCO210 Introduction to Biblical Communication:** This course is an introduction to the various aspects of teaching the Bible, specifically geared toward small, Native American churches. This class is only available in the Christian Ministry Certificate program and can fulfill GCO200 in the Associate of Biblical Studies program.

*CMC Delivery Modes*

There are three ways to obtain the Christian Ministry Certificate:

1. On campus—IBC offers these six classes every year in Flagstaff during regular class hours or in an evening format.
2. On reservation—IBC is willing to offer these courses in Arizona as extension classes if there are at least five students enrolled for credit, or ten for audit.
3. On computer—Some students are able to take the class live via webcam. Prospective students should inquire in advance as to availability.

### **Off-Site Courses**

External study courses will be offered at various sites as demand dictates. These courses will be made available to the local community. The six courses that are a part of the Christian Ministry Certificate are intentionally developed for use within local reservation churches. Contact the Director of Extension Studies at the school to request a course be offered in your area. All regular credit courses offered through external studies may be applied to IBC certificate and degree programs.

### **Extension Campuses**

Indian Bible College is open to the possibility of developing extension campuses in other locations central to where thousands of Native Americans live (most likely larger cities). These sites would be commuter campuses but could involve the entire 2-year associates program. Interested parties should contact the Director of Extension Studies at the school.

### **Computer-Based Study**

IBC now has several courses available to the public via the internet. Students are brought live into the classroom via webcam. These courses are part of the Christian Ministry Certificate curriculum.

IBC credit may be received for these courses by completing assigned reading and a semester project. A syllabus will be provided by IBC for credit purposes. Students should register for a credit course if they desire to receive regular credit for their work. Students should also check with the extension studies department about which courses and sequence can be applied toward degree programs.

Christian Ministry Certificate courses are priced at an affordable level and made available on an open-enrollment basis. Students should call or e-mail the extension studies department for further details ([info@indianbible.org](mailto:info@indianbible.org)) or access the IBC web site at <http://www.indianbible.org/>.

## **COURSE DESCRIPTIONS**

### **Bible and Theology**

#### **BBS105-3      Elements of Bible Study**

This is an introductory course which emphasizes the inductive approach to Bible study. The student will learn the basic steps from observation to application, as well as how to use the basic study tools and some basic interpretive principles and methods.

#### **BBS200-2      Intermediate Bible Study Methods**

This is a course that builds upon the Elements of Bible Study course (BBS205-2) and integrates both the general and inductive methods of Bible study. It emphasizes the normal (grammatical-historical-cultural) method of interpretation and provides the student with a complete methodology that he or she can use to study any book of the Bible.

#### **BBS205-2      Advanced Bible Study Methods**

This is a course that builds upon the methods of Bible study learned in both the Elements of Bible Study (BBS205-2) and Intermediate Bible Study Methods (BBS200-2). Special emphasis is given to the various genres of Scripture and their proper interpretation and application.

#### **BBS311-2      Cultural Backgrounds of the Bible**

A survey of major cultures existing during biblical time periods will be examined. This course will teach the student to better interpret the Bible within its own culture. A survey of geography, history, and daily life during the time of the Bible will be studied.

#### **BNT100-3      New Testament History & Literature**

This course will introduce students to the history and literature of the New Testament. The twenty-seven books of the New Testament are studied with an emphasis on the genre, author, particular dates, major events, and an outline of each book. Geography, customs, and historical background are interwoven throughout the course.

#### **BNT205-3      Life of Christ**

This survey of the four Gospels deals with the ministry, character, and personal claims of Christ. It includes a study of the chronology of Christ's ministry, His parables, miracles, teaching, and discipleship. Introductory materials include a study of the religions and social background of that period.

#### **BNT215-2      Gospel of John**

This course is designed to acquaint the student with the Gospel of John. The student should become familiar with Johannine themes and theology through the study of key words and phrases in the fourth Gospel. The Johannine letters will be used as secondary sources in the study of Johannine theology and doctrine. The major thrust of the course will be the study of the text itself.

**BNT216-2      Acts**

This course will provide an analysis of the book of Acts, giving emphasis to its transitional nature. It will explore the themes of early church history, the work of the Holy Spirit in this dispensation, and the ministry and life of the Apostle Paul. Careful consideration will be given to the ecclesiological and missiological perspective and methods of the early church.

**BNT217-2      Romans, I and 2 Corinthians**

This course is a survey of Romans and 1 and 2 Corinthians. It will cover the major sections and themes of each book while emphasizing cultural background and major theological passages.

**BOT100-3      Old Testament History & Literature**

The purpose of this course is to introduce students to the history and literature of the Old Testament. Written over a span of more than one thousand years by numerous authors, the thirty-nine books of the Old Testament were written in a variety of literary genres and provide the reader with a clear description of who God is through His dealings with humanity in general and the nation of Israel in particular.

**BOT200-3      Genesis**

This course is an in-depth study of Genesis with emphasis on practical application, as well as giving a working knowledge of the book. Students are introduced to historical, cultural, literary, and background information. Emphasis is on the book's purpose and message through its biblical-theological development in order to understand its practical use and teaching in the church.

**BOT211-2      Old Testament Historical Books**

From the foundation of the nation of Israel in the land to the division of David's kingdom, the persons and events of Israel's experience are examined for timeless spiritual truths. This course will also continue an analysis of the history of Israel until the beginning of the New Testament period.

**BOT216-2      Psalms**

This course offers an introduction to Hebrew poetry in the Psalms. The student will develop an understanding of the different types of psalms and their relevance to his/her life.

**BOT300-2      Old Testament Wisdom Books**

This course will include a review of Hebrew poetic form as an interpretive tool for this genre of literature. The purpose of various styles of wisdom sayings will be surveyed. The Book of Psalms will be shown to be the worship book of the O.T. and various categories of psalms will be analyzed, especially those typical or prophetic of the Messiah.

**BOT301-3 Genesis and Creation**

This course will study the Genesis account of creation, comparing and contrasting it with the creation stories of other Ancient Near Eastern people groups, as well as those of Native American tribes, for the purpose of developing strategies for discussing the biblical story with Native Americans. Pertinent

theological themes will be reviewed. The class will spend time out in nature in field experience to better understand God's creation.

**BOT414-2      Jeremiah and Lamentations**

This course on the Books of Jeremiah and Lamentations will present an overview of themes that form a crucial foundation for understanding the New Covenant. The course will focus on the historical and cultural context of the prophet's life, ministry, and writings. This course will also seek to develop a greater appreciation for the message of Jeremiah as it applies to the life of the student.

**BOT416-2      Daniel**

The historical and religious conditions of the times in which this important prophetic book was written will be examined. The literary structure will be investigated, and the practical implications considered.

**BTH105-3      Basic Theology**

This course will introduce the student to the nature and development of theology and will address the inspiration and authority of God's written revelation. The being and nature of God, including the Trinity and the work of God in creation, His preservation, and His providence will be surveyed.

**BTH200-3      Man, Sin and Salvation**

This course is a study of man's creation and constitution, of the doctrine of sin, and of man's fall and its results in the individual and the race. The discussion of salvation will include the nature, purpose and result of Christ's redemptive work for mankind.

**BTH300-3      Triune God, Pneumatology & Spiritual Gifts**

This course will focus on the nature, attributes and uniqueness of God in His triune nature, with an emphasis on the doctrine of the Holy Spirit. This class will also focus on how to live a Christ-centered life in the Spirit.

**BTH305-3      Angels, Church and Last Things**

This course is a study of the origin, nature, fall, work, and destiny of angels and Satan/demons. There will be a study of the person and work of the Holy Spirit and the church He has initiated universally. The course will examine the church in her local organization, offices, and operation, including issues faced today. There will be a study of biblical prophecies emphasizing the development of a premillennial system of eschatology and evaluating other systems. Concentration will be upon the second advent of Christ, on the Jews, the land of Palestine, the end times, and the relationship of prophetic truths to the life of the Christian. Prerequisite BTH105

**BTH316-2      Modern Cults**

This course will survey the beliefs of many of the modern non-Christian cults and give the student opportunity to interact and answer objections and problems to the historic Christian faith as raised by such cults.

**BTH345-2      World Religions**

In our increasingly multi-cultural and multi-religious society, a basic knowledge of various religious traditions other than Christianity is essential for anyone wishing to interact with society in general. This course provides an introduction to the study of various religious traditions from around the world.

**BTH400-3      Apologetics**

This course contrasts the biblical concept of apologetics with various alternative positions, both theistic and non-theistic. It will consider some major problem areas such as authority, miracles, evil, sin nature, and evolution. Native apologetics will be researched as well. A biblical, theologically and historically sound method for apologetics will be set forth.

**BTH415-3      Christ and Culture**

This course will look at contextualization principles for applying Scripture to Native culture. The student will study how the authors of Scripture made God's Word relevant to the audiences for which they were writing and then evaluate how to make Scripture more relevant to the Native context.

**BTH416-2      Contemporary Theology**

This course is designed to equip the student to investigate and evaluate contemporary theological trends spanning from post-World War I to the present, roughly covering the twentieth century to today. The major modern theological categories addressed in this course include fundamentalism, neo-orthodoxy, Pentecostalism, neo-liberalism, post-Vatican II Catholicism, liberation theology, feminist theology, and various others.

## **Ministry**

### **MBC200-2 Introduction to Biblical Counseling**

This course introduces the student to the nature of counseling within the body of Christ. It will show ways to care for people one-on-one through the revelation of God's Word. A survey of common problems and issues in ministry will be examined.

### **MBC311-2 Crisis Counseling**

This course will introduce the student to the rationale and practical consideration for crisis response from a biblical perspective, as well as different types of crises that they may encounter. As a primary outcome, students will be trained and certified as a chaplain in the International Fellowship of Chaplains (IFOC).

### **MBC312-2 Pre-Marital and Marital Counseling**

Major issues and problems facing marriages in our culture will be explored in light of current research and scripture. Topics and resources for engaged couples to prepare for godly marriages, will be discussed. Systemic approaches and interventions will be learned, as applied to couples' counseling.

### **MBC315-2 Christian Family Counseling**

This course addresses family relationships and will present a basic counseling methodology that will be applied to common counseling situations including peacemaking, anger, fear, worry, and depression. Attention is given to family issues such as parenting, finances, and conflict management. The approach to soul care that will be taught is rooted in the sufficiency of Scripture.

### **MCF105-3 Christian Family**

This course gives attention to the biblical principles of God's design for marital relationships and family. It also covers hindrances to marital growth, elements of intimacy, adaptability and cohesion, parenting techniques, and family life cycles.

### **MCL400-2 Christian Leadership**

This course will examine leadership in the early Church with a view toward developing principles that may be applied to any culture; it will be developed from a matrix of leadership qualities and skills that are necessary to lead in a Christian context. This course will seek to apply these principles generally to the student for individual as well as congregational improvement.

### **MCM305-2 Creative Ministry Methods**

This course will provide the student with opportunity to explore various creative methods of presenting biblical truth including, but not limited to, at least four of the following: use of media, drama, computer usage, storytelling, creative writing, photography, videography, graphic arts, painting, and using a sketch board.

### **MCO205-3 Biblical Communication**

This course teaches the student how to organize and develop sermons, messages, or Bible study lessons based upon careful biblical interpretation that will meet the needs of the audience.

**MDI100-3      Evangelism and Discipleship**

This course presents biblical principles of effective evangelism and discipleship. It will include an overview of evangelistic methods and discipling. The course will emphasize the practical aspects of sharing the gospel and present an analysis of follow-up techniques and materials. Barriers to the gospel and how to overcome them, specifically among Native people, will be considered.

**MDI300-2      Advanced Discipleship**

This course trains the student to be an intentional and effective discipler of others. Attention will be given to spiritual formation theory, discipleship essentials, and personal commitment to living a life of spiritual influence. Discussion will focus on small-group and one-on-one discipleship. This course serves as essential training for the Spiritual Formation student mentor, student housing resident assistant positions (RAs), and student body chaplain, president and vice-president positions.

**MEP416-2      Expository Preaching**

Methods of moving from Bible study to the preparation and delivery of expository sermons will be studied. The function of each part of the sermon will be studied in relation to carrying the theme of the sermon through to a logical conclusion calling for a specific response by the audience.

**MIN100-1      Christian Service Assignment I**

The Christian Service Assignment (CSA) exists to provide individualized guided service opportunities for every full-time student enrolled at IBC. Each first-semester freshmen student is required to observe three ministries during his/her first semester for a minimum of nine weeks.

**MIN105-1      Christian Service Assignment II**

The Christian Service Assignment (CSA) exists to provide individualized guided service opportunities for every full-time student enrolled at IBC. Each student is required to be involved in at least one ministry per semester for a minimum of nine weeks during their 2<sup>nd</sup> through 4<sup>th</sup> semesters.

**MIN200-1      Christian Service Assignment III****MIN205-1      Christian Service Assignment IV****MIN300-1      Internship I**

Each junior and senior student is required to be involved in an internship. The individual student, in consultation with the internship director, chooses to work under a ministry supervisor for one year at a time. The program is designed to enable the individual to acquire experience in a ministry with which he/she hopes to be involved on a full-time basis after graduation and involves working one-on-one with a mature spiritual leader who is already experienced in that field..

**MIN305-1      Internship II****MIN400-1      Internship III**



**MIN405-1      Internship IV****MMF200-2      Ministry Funding Strategies**

Small churches often are unable to pay their pastors full time, let alone a youth or music minister. This course will examine creative ways of funding ministry and missions specifically through support-raising and micro-enterprise.

**MMI205-3      Introduction to Missions**

This course will define missions, present a biblical foundation, briefly explore the history of missions, provide introductory information regarding cultures and worldviews, and challenge the student to become personally involved in missions.

**MNM316-1      Native Masculinity Collaborative I**

This class is designed to discover, explore, and contribute useful resources to the struggles and spiritual calling of Native Christian men. Each week students will engage in a collaborative effort to discuss the historical and present-day reasons why Native men are not living according to their calling and to prescribe meaningful answers moving forward.

**MNM317-2      Native Masculinity Collaborative II**

This class is designed to take the four pillars of Native Masculinity I (Relationship, Responsibilities, Representatives, and Reflectors) and develop a devotional resource to be used in Native churches. Each week students will discuss and research problems related to Native men and how to create an effective devotional that is cultural, biblical, relational, and transformation for the Native man.

**MPS315-2      Pastoral Leadership in the Small Church**

Pastoral shepherding is more than merely teaching and preaching, and this course will examine the full range of pastoral leadership responsibilities and roles. Church discipline, administration and finance will all be investigated.

**MSF100-1      Spiritual Formation I**

The purpose of Spiritual Formation (SF) is to help students grow in their walk with Christ through being part of an accountability/shepherding group. The process uses large group, small group, and 1-on-1 discipleship to facilitate spiritual mentoring. SF groups usually develop a high level of trust so that students can share their struggles. SF1 and SF3 examine Intimacy with God, Identity in Christ, and Relationships with Others. SF2 and SF4 study Stewardship, Integrity, and Spiritual Warfare. Since good discipleship has to be sensitive to the spiritual condition and needs of the student, the upper-division SF semesters tend to be individually assigned. SF5-6 is designed to meet the student right where they are through Mending the Soul or Freedom in Christ studies. SF7-8 will ideally include some form of SF leadership, either as an SF Assistant or an SF Mentor for a first year group.

**MSF105-1      Spiritual Formation II****MSF200-1      Spiritual Formation III**

**MSF205-1      Spiritual Formation IV**

**MSF300-1      Spiritual Formation V**

**MSF305-1      Spiritual Formation VI**

**MSF400-1      Spiritual Formation VII**

**MSF405-1      Spiritual Formation VIII**

**MSS405-2      Senior Seminar**

This course is a seminar for students who are approaching graduation from the Bachelor's program. It focuses on the future application of IBC's Core Values and personal understanding of ministry. This course will also include a practical study of establishing healthy churches on Indian reservations or in urban settings where the uniqueness of Native cross-cultural ministry exists.

**MTW310-2      Biblical Theology of Womanhood**

This course explores the biblical theology of womanhood. The woman's identity in Christ, the characteristics of a woman of God, and the role of the woman in the home, church, and society are studied. This course could potentially be used to develop, discover, explore, and contribute useful resources to the struggles and spiritual calling of Native Christian women.

## **General Education**

### **GAN400-3 Anthropology and Sociology**

This course will provide an introduction to the fields of anthropology and sociology from a Christian viewpoint. The student will develop a deeper understanding of cultures and of the complex nature of cross-cultural ministry resulting in increased sensitivity to other worldviews while encouraging the examination of the student's own view of the world.

### **GCO200-3 Principles of Verbal Communication**

This course is a practice-oriented introduction to verbal communication skills for a Native American context with an emphasis on oral reading and storytelling. The course will address how the voice and body can be used for effective expression. Attention is given to speaker-listener relationships, group dynamics, learning styles and age-related abilities of the audience.

### **GEN050-0 Foundations of Written Communication**

This course is for those students who need additional training in producing college-level written work in the English language. Focus will include mastering parts of speech, sentence structure, and paragraph composition. This course will be a prerequisite for GEN100-1 for specific students who will be enrolled in consultation with the GEN course instructor(s) and registrar. A course fee will be assessed in lieu of per credit cost.

### **GEN100-3 English Composition I**

This course is required of all entering freshmen who have not had college-level English. The class focuses on developing academic writing skills emphasizing the grammatical and structural elements needed for effective expository academic writing within the context of an academic writing community.

### **GEN105-3 English Composition II**

This course is designed to give the student a working knowledge of the principles of academic composition. It will require the writing of several papers. Emphasis is on the writing process, and understanding the parts of an essay within the context of a collaborative academic writing community. Students will focus on various genres of writing, including descriptive, compare/contrast, cause-effect and argument/position essays. Prerequisite: GEN100

### **GEN210-2 Chronicles of Narnia**

A reading and discussion class based on [The Chronicles of Narnia](#) by C.S. Lewis. Lewis presents an imaginative literary Christian worldview in this series. Many themes are presented, including the struggle between good and evil, the character of God, the nature of man, sin, and redemption, as well as the relationship between time and eternity. We will explore these and other themes, considering them in the light of truth revealed in scripture. Life experiences that shaped Lewis's worldview will also be presented.

### **GEN300-2 Research and Writing**

This course focuses on developing academic writing skills that will allow the student to complete writing projects in other subject areas and eventually, to communicate with any audience. Students will learn the

process of writing a major research paper as well as the discipline of proper research. Instruction will be individualized to help each student improve from their current skill level. Students will utilize all aspects of the writing process to reach the goal of effective writing.

**GET200-3      Introduction to Christian Ethics**

This course will focus on how to live a godly life in the power of the Holy Spirit. To that end it will also focus on the nature, attributes, and uniqueness of God in His triune nature, with an emphasis on the doctrine of the Holy Spirit.

**GGR415-3      Intro to Biblical Greek**

This course will provide an introduction to the biblical language of Koine Greek. Through a variety of exercises, the student will gain a working knowledge of Greek vocabulary and structure in order to facilitate a deeper understanding of common New Testament terms, develop advanced Bible study techniques, and gain a greater appreciation for the language in which the New Testament was written. Fulfills GLN410-3 Language Elective.

**GHI300-3      Survey of Church History**

This course reviews the story of the church through the centuries from its founding in Jerusalem to today. It will demonstrate how God works through people to fulfill His purpose.

**GHI305-3      North American History**

This course will survey the history of Native people in North America, concentrating on the government's interaction with them and on the development of the United States. Canada and Mexico will be discussed briefly.

**GHI313-3      Global Church History**

This course of study is designed to offer disciples of Jesus Christ an understanding of God's mission to create a chosen people that is comprised of every tribe, nation and tongue. The course addresses the common association of Christianity as a "white man's religion" by exploring early Church history in Africa, the Middle East, and Asia with a focused eye on the methods of contextualized worship and theology. The course will include practical application enabling Christians to deconstruct Eurocentric Christianity and embrace contextualized responses to the Gospel.

**GHR100-2      Human Relationships**

Relationships influence and define all of life. Unfortunately, the church is often the last place where relationships are really done well, despite the dominance of biblical teaching on the subject. This class examines godly, biblical relationships through both scripture and practical sociology. The ultimate goal of this class is for the student to not just understand how to do biblical relationships but to begin to pursue and cultivate them in every area of life.

**GPD100-1      Personal Development**

This course will assist the student in developing the basic skills necessary to establish a healthy foundation for daily life. These include utilizing effective time management and study skills, refining computer literacy, and exploring the role of nutrition in health and wellness, with an Indigenous cultural emphasis. Students will also learn how to plan and prepare meals.

**GLN410-3      Language Elective**

Since many tribal peoples are struggling to retain their languages, an open door exists to teach the language to its people. This course is designed to be a practical, hands-on approach for the student to learn the language of their own people, and for continued language study. The student will begin the development of the basic skills required for communicative competence in their language: reading, writing, listening, and speaking. A combination of linguistics study and skills-building will form the foundation of this class.

**GMA105-2      Personal Finance**

This course provides a solid foundation of biblical principles relating to the use of personal finances. It explores practical methods of implementing God's directives in giving, buying, saving, earning, and evaluating controversial areas.

**GMA405-2      Applied Math and Finance**

Math and numbering are an essential part of life and ministry. This course will focus on basic math and algebraic operations, mathematics of finance and budgeting, and applications for ministry in spreadsheets especially pertaining to financial calculations.

**GMU \_\_\_\_ Lessons in Guitar, Voice, or Piano**

These lessons are individualized and will be tailored to the individual student's aptitude, skill level, and background. All lessons will include instruction in basic music theory and will require music performance at a recital at the end of the semester. The student will be required to spend a significant amount of time in individual practice.

**GMU416-2      Ethnomusicology**

This course will explore music of several cultures and peoples of the world and will engender an appreciation for music that is foreign or distinct from the student's own heart music. Music of some Native American cultures will be examined in addition to other world music.

**GMU450-2      Introduction to Worship Music**

This course will cover the fundamentals of written music, explore the place of music in the local church, provide an overview of the history of hymns in the evangelical tradition, and provide opportunity to work with contemporary formats for lyric projection. The student will plan, prepare, and present a service for chapel.

**GLF111-1      Lifetime Fitness I**

This course is designed to help students care for their bodies from a biblical perspective through eating right, stress management, and learning how to exercise safely with an emphasis on participating in activities within a Training heart Rate zone.

**GLF211-1      Lifetime Fitness II**

This class is a continuation of GLF111-1. The student will actively participate while at the same time specific attention will be given to principles of helping others attain fitness through mentor coaching.  
Prerequisite: GLF111

**GPH200-3      Introduction to Philosophy**

This course introduces the student to branches of philosophy including logic, epistemology, metaphysics, aesthetics, and ethics. Philosophical systems and worldviews that shape our culture and ministry will be evaluated.

**GWP110-1      Work Pathways**

This course will provide a biblical foundation for work and will help the student develop practical skills for obtaining and keeping a job.



## PERSONNEL

### Core Staff

<b>Dr. Jason Koppen</b> President, Acting Academic Dean, Faculty 2008-	BS, George Fox University; M.Div., Multnomah Seminary; DMin., Western Seminary
<b>Clint Ross</b> Executive Vice-President (VP), Dean of Students, Faculty 2004-	BS, Cross Roads Bible College; MAM, International Bible College
<b>James (Luckie) Bigman</b> Business Administrator (VP) 2019-	CMC, Indian Bible College
<b>Daniel Esplin</b> Director of Admissions Instructor of Native Masculinity Collaborative 2006-	BBS, Indian Bible College.
<b>Coreen Esplin</b> Dean of Women 2010-	BBS, Indian Bible College MA, Phoenix Seminary (in progress)
<b>Emily Green</b> Accountant (CFO) 2007-	BS, Northern Arizona University.
<b>Martha Gushee</b> Faculty, Alumni Director, CSA Director, Life Coaching Director 1992-	BA, Moody Bible Institute MM, Northern Arizona University; MA, Columbia International University



<b>Linda Kitchen</b> Financial Aid Administrator, Faculty 2020-	BS, Ball State University MA, Ball State University
<b>Josh Manning</b> Dean of Men, Faculty 2016-	BA, New Tribes Schools of Biblical, Cross-cultural, and Linguistic Studies; MDiv in process at Grace School of Theology
<b>Joshua Ortiz</b> Director of Work, Discipleship 2018-	BBS, Indian Bible College; MA in progress from Bakke University
<b>Bob Richardson</b> Office Manager 2009-	BS, Oregon State University

## Support Staff

<b>Lanora Bigman</b> Executive Assistant to the President 2018-	ABS, Indian Bible College
<b>Leslie Crawley</b> Faculty, Instructor of English 2015-	BS, Texas Tech University MA, Cornerstone University
<b>Sarah Koppen</b> Discipleship 2010-	AA in Civil Engineering, Portland Community College Additional studies at Multnomah University and Indian Bible College
<b>Brina Lee</b> Registrar (interim) 2021-	BBS, Indian Bible College (in progress)
<b>Ammie Palmer</b> Registrar 2015-	BBS, Indian Bible College; Master of Arts in Ministry with an emphasis in Counseling and Family, in progress at Phoenix Seminary
<b>Anna Del Paxton</b> Library Consultant 2010-	BS, Northern Arizona University ML, University of South Carolina
<b>Karly Robertson</b> Residential Director 2021-	BBS, Indian Bible College
<b>Roger Scarbro</b> Alumni Field Support 2019-	BBS, Indian Bible College MA, Columbia International University (in progress)
<b>Christina Tree-Lasiloo</b> Bookkeeper, Discipleship 2021-	BBS, Indian Bible College MA, Phoenix Seminary (in progress)

### Adjunct Faculty

<b>Vince Bantu</b> Visiting Professor of Missiology- Covenant Theo. Sem. City Ministry director- Covenant Theological Sem. Pastor- Outpour Community Church Instructor- Church History	BA in Theology, Wheaton College ThM, Princeton Theological Seminary PhD, Catholic University of America
<b>Jake Fair</b> Director of Missionary Care, Missionary Gospel Fellowship Instructor—Acts, Life of Christ	BA, California State University, Stanislaus MA, ACTS Seminary (Trinity Western University)
<b>Tom Fox</b> Branch Director for Open Air Campaigners, Baltimore/Washington Branch; Adjunct Prof Lancaster Bible College Instructor- Personal Evangelism & Discipleship	BA, Washington Bible College MA, Capital Bible Seminary.
<b>Harold (Hal) Givens</b> Retired IBC Staff Instructor-Bible	BS, Philadelphia College of Bible MRE, Trinity Evangelical Divinity School
<b>Larry Goding</b> Retired Pastor Instructor- Bible	BA, Southwest College MA (OT Studies), Denver Seminary EDD (Educational Administration), Nova Southeastern University.
<b>Mark Smith</b> Pastor, Grace Community Church (Flagstaff, AZ) Instructor- Bible	BA in Theology, Pacific Coast Baptist Bible College MDiv, Phoenix Seminary DMin, Phoenix Seminary
<b>Anthony Griego</b> Instructor-Greek	BSEE University of New Mexico MDiv Talbot Theological Seminary



### Board of Trustees

<p><b>Dr. David Smith</b>, (Chairman) Quanah, TX                      Pastor Quanah First Baptist Church                      Retired Bible College President</p>	<p><b>Tim Brown</b>, (Vice-Chair) Tucson, AZ                      Regional Director, Pioneers Mid-America                      40-year veteran of Native ministry</p>
<p><b>Eric Scott</b>, (Treasurer) Flagstaff, AZ                      Faculty at Northern Arizona University in the Program                      for Intensive English &amp; Engineering Department</p>	<p><b>Siera Russell</b>, (Secretary) Cornville, AZ                      Council Member Yavapai- Apache Nation Tribal                      Council                      Associate Appellate Judge                      Salt River Pima-Maricopa Indian Community</p>
<p><b>Wilford Bilagody</b>, Tuba City, AZ                      Church elder, IBC graduate</p>	

- Academic Dismissal*, 46  
*Academic Honors*, 47  
*Academic Probation*, 46  
*Academic Problems*, 46  
*Academic Resources*, 51  
*Academic Warning*, 46  
*Accountability Sessions*, 51  
*Adding courses*, 49  
*Affiliations and Licensures*, 8  
*Alumni Association*, 31  
*Applicant Standards*, 15  
*Application Due Dates*, 13  
*Application Procedure*, 13  
*Assignments due at the end of the class term/semester*, 43  
*Associate of Biblical Studies*, 57  
*Attendance*, 41  
*Audit*, 46  
*Bachelor of Biblical Studies (BBS)*, 54  
*Block & Term Courses*, 44  
*Block Seminars and Courses*, 17  
*Business Office*, 27  
*Campus Map*, 35  
*Changing from Credit to Audit or Audit to Credit*, 49  
*Chapel Services*, 30  
*Christian Ministry Certificate*, 60  
*Christian Service Assignments (CSA)*, 51  
*Church Attendance*, 51  
*Class Schedules*, 36  
*Classification of Students*, 38  
*Commencement Attendance*, 40  
*Computer-Based Study*, 62  
*Course Changes*, 38  
*COURSE DESCRIPTIONS*, 63  
*Course Loads*, 37  
*Course Numbering*, 37  
*Course Prerequisites*, 38  
*Course Repeat*, 38  
*Credit Defined*, 36  
*Delinquent Accounts*, 20  
*Doctrinal Statement*, 7  
*Dropping courses*, 49  
*Educational Distinctives*, 2  
*Enrollment Status*, 38  
*Extension Campuses*, 62  
*Extension Studies Department*, 60  
*Facilities*, 33  
*Family Housing*, 32  
*Federal Financial Aid Program*, 22  
*Federal Financial Aid SAP Status*, 48  
*FEE SCHEDULE*, 19  
*Financial Aid*, 22  
*Financial Assistance Sources*, 26  
*Financial Standards*, 16  
*Funding*, 4  
*Future of IBC*, 7  
*General Information*, 12  
*Grade Appeals*, 46  
*Grade Point Average*, 45  
*Grade Replacement*, 46  
*Grading Systems*, 45  
*Graduation Honors*, 47  
*Graduation, Retention, and Success Rates*, 3  
*History*, 6  
*IBC Staff and Faculty*, 2  
*Incomplete & Contract*, 46  
*Institutional Financial Assistance*, 25  
*Institutional OBJECTIVES*, 1  
*International Students*, 15  
*Late work*, 43  
*Leave of Absence*, 50  
*Letter Grades*, 45  
*Life Coaches*, 51  
*Life Coaching*, 29  
*Location*, 8  
*Major Projects for 300-400 Courses*, 43  
*Ministry Immersion Trip*, 52  
*Ministry Requirement*, 29  
*Moral Issues*, 5  
*New Student Orientation*, 17  
*Nondiscrimination policy*, 12  
*Off-Site Courses*, 62  
*Online Application Procedure*, 14  
*Paper Application Procedure*, 13  
*Part-time and Concurrent Enrollment*, 17  
*Pass/Fail*, 46  
*Payments Made on Student Accounts*, 20  
*PERSONNEL*, 75  
*Philosophy of Transformation*, 28  
*Plagiarism Policy*, 42  
*Practicum Programs*, 51  
*Preparation for Studies at Indian Bible College*, 16  
*Programs of Study*, 53  
*Registration*, 36  
*Resident Assistants*, 32  
*Resident Life*, 32  
*Return to Title IV Funds Policy*, 22  
*SAP Suspension Appeal Process*, 49  
*Satisfactory Academic Progress (SAP) Policy*, 47  
*School Funding*, 18  
*Single Student Housing*, 32  
*Spiritual Formation*, 51  
*Spiritual Mentoring*, 28

- Statement on Human Sexuality, 13
- Student Activities, 30
- Student Council, 31
- Student Employment, 25
- Student Management System - Populi, 8
- Student Payments, 20
- Student Responsibility, 18
- Student Rights and Privacy, 40
- Student Tardiness, 43
- Traditional Semester and Three-Term Semester Courses, 17
- Transcripts, 38
- Transfer Credit, 16
- Transfer of Credit Policies*, 39
- Transfer of Credits, 38
- Transfer of Credits from another institution, 38
- Transfer of Credits from IBC to other Institutions*, 40
- Transfer of Credits from Institutions following the Quarter System*, 39
- Traveling to Flagstaff, 10
- Withdrawals and Refunds, 21
- Withdrawing from College, 50
- Work Pathways, 25