



# **Guido Bible College**

## **CATALOG Revised 2021**

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[www.guidobiblecollege.org](http://www.guidobiblecollege.org)

“Blessed are those who hear the Word of God and put it into practice!” Luke 11:28

**Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act (ADA), Guido Bible College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self-disclose their disability to the counselor before academic accommodations can be implemented.

**Equal Opportunity Policy Statement**

Guido Bible College is an affirmative action, equal opportunity educational institution. Admissions, treatment, and employment at the college will not be influenced by race, sex, color, religion, national origin, age, veteran status, or handicap.

Guido Bible College meets the requirements set forth by the Nonpublic Postsecondary Educational Institution Act of 1990 of O.C.G.A. 20-3-250 to offer instruction in the programs listed on the Nonpublic Postsecondary Education Commission website, <https://gnpec.georgia.gov/>

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## PRESIDENT'S MESSAGE

“Being good enough” is the greatest enemy of “being the very best.” “Being good” implies living a life of compromise and complacency, giving in and giving up, being easily satisfied and seeking safety and security. “Being the very best” implies living a life of courage and commitment, growing up and growing in significance, being purposeful and intentional, taking risks and rising to the occasion, living a disciplined life and being devoted to a cause that makes a difference. After all is said and done, what matters most is, really, what matters most.

At Guido Bible College we focus on what matters most: our deep commitment to Jesus Christ, our Savior and Lord. We are committed to three words: Scripture, Studies and Service. They are the foundation and focus of all we do and what we want our students to do. They are the very fabric of our community and the glue that keeps us centered on Christ.

What matters at Guido Bible College? Scripture - the Word of God: inspired, infallible, inerrant and eternal. It contains the standards and measures for our Statement of Faith. Without compromise or question we accept the authority of Scripture as foundational for all we do and believe. It is our very source for strength and service, living and loving, being and doing. We are committed to train men and women for Christian ministry and service who worship God, know God's Word, love God's people and share God's message. “All Scripture is inspired of God and useful for teaching, rebuking, correcting and training in righteousness,” said the Apostle Paul. For this very reason the journey to Christian ministry and service begins with *discernment* - correctly understanding, interpreting and applying the *message and intended meaning* of the Word of God to *all* of the needs of *all* of God's creation.

What matters at Guido Bible College? Studies - that lead to growth and insight, knowledge and wisdom, understanding and application of the Word of God that lead to personal development and ministerial effectiveness. One may *discern* the truth correctly and apply it appropriately, but unless there is constant, personal, spiritual growth that enables one to *develop* into the likeness of Christ, learning becomes self-centered and self-focused and is an end in itself. Unless ministers constantly *develop* their gifts and talents, skills and abilities they will be content and satisfied with what is and not what can be through God's grace and guidance. “Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and one who rightly handles the Word of truth” was the challenge of an elder saint to a young servant.

What matters at Guido Bible College? Service - our faculty and students are committed to serving the Lord through the local church. Many are full-time and bivocational pastors, associate pastors, youth leaders, and teachers as well as lay-leaders in the churches they represent. Our program of studies includes a mandatory Christian service ministry that requires all students to be involved in ministry, to keep a record of their service which becomes a part of their permanent transcript and is required for

graduation. Jesus said, “Go and make *disciples* of all nations...and surely I am with you *always*.”

What matters most, however, at Guido Bible College? **Jesus Christ**. Jesus Christ is the clearest revelation of God’s love, grace, mercy, salvation and hope for the world and especially for us, His servants. He is the object of our devotion and our only motivation for what we do: “So that in everything He might have the preeminence.”

We invite you to become a part of us as we study to share His love, grace, mercy, salvation and hope with the world.

Sincerely,

Lawrence C. Guido, Th.M., Ph.D.  
*President Guido Bible College*

## VICE-PRESIDENT'S MESSAGE

In the Book of Matthew, we read the parable of the talents as told by Jesus. Not everyone in the parable used their talents wisely but the one who did heard these words: *"Well done thou good and faithful servant"*. The Lord has blessed each of us with talents. Not all of our talents are the same nor are they given at the same level or quantity, just as in the parable. The Lord has blessed me with various talents, and it is my goal to use each of those talents to glorify Him. By joining the staff of Guido Bible College, it is my prayer that the Lord will use the talents He entrusted me with to help spread His Word through Scriptural Studies, His love through my actions and deeds, and His plan of Salvation for all who will accept Him.

We are all to be servants of Christ on this earth. I feel that the Lord has called me to serve others through the ministry and teachings of Guido Bible College. The Lord Himself was a Servant to others when He walked on this earth in human form. He **will** return as King of kings and Lord of Lords, but His first appearance over 2000 years ago was as a lowly babe, a carpenter, a servant, and a sacrifice. In John 12, Jesus tells us that *"any man who serves Christ will be honored by The Father"*. Although I am unworthy to lead others in this position, I am reminded that Jesus did not look for disciples who were already trained and knowledgeable, but He called those who were willing to leave their familiar surroundings and life-styles and follow Him. As it was once said, *"Jesus does not call the equipped, He equips the called."* I look to Jesus for continued guidance, strength, leadership, and wisdom as I start this new venture at GBC.

I would like to encourage all who are hungry for the Word of the Lord to join us at GBC where Holy Scriptures are taught, Scripture is interpreted by Scripture (not anyone's opinion), and where Jesus Christ is FIRST in our lives and teachings. Your calling may be to preach, teach Sunday School, or lead others through your daily witness. Whatever the Lord is calling you to do, the courses of GBC can provide you with a deeper meaning of God's Word as you pursue your individual path.

My goal in life is also my goal in death. When I meet my Savior, I want to hear those precious words, ***"Well done thou good and faithful servant"***. How about you?

Cheryl E. Conley, Ed. D.  
*Vice-President Guido Bible College*

## **STATEMENT OF FAITH**

### **THE SCRIPTURES**

We believe that the Bible was written by men divinely inspired by God. It is inerrant, infallible and fully sufficient and therefore is the only rule of faith, practice and proclamation.

### **THE TRUE GOD**

We believe that there is one living and true God, eternally existing in three persons: the Father, the Son and the Holy Spirit: three persons yet one God.

### **THE PERSON AND WORK OF JESUS CHRIST**

We believe that Jesus Christ is the divine Son of God. He is Fully God and Fully Man. He was born of the Virgin Mary, lived a sinless life and died a sacrificial and vicarious death on the cross. He was buried and raised bodily from the dead and is now ascended to the right hand of God the Father. He will physically return to earth to judge the living and the dead.

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

We believe in the Holy Spirit who proceeds from the Father and the Son to convict of sin, to bring conversion through the work of the gospel and to conform us increasingly to the image of Jesus through the word of God.

### **THE FALL OF MAN**

We believe that God created humanity perfect and in His own image, but that man voluntarily chose to disobey God. The result of this choice is that all people are by nature guilty, sinful and wholly dependent on the regenerating power of the Spirit of God for salvation.

### **THE WORK OF SALVATION**

We believe that the salvation of sinners is wholly of grace. As the Spirit of God gives new life to the sinner, he repents of his sin and trusts in Jesus Christ for salvation. God then justifies the sinner, considering him righteous in His sight. God also begins to work in the heart of the converted to make him actually holy.

The entire work of salvation wrought by God before the foundation of the world is brought about according to the eternal purposes of God, who works all things according to the counsel of His will.



## **PERSEVERANCE OF THE SAINTS**

We believe that those who are truly regenerate will never fall away but will persevere in their salvation unto the end by the power of God.

## **THE CHURCH**

We believe that God uses individual believers to serve Him and do His will, but that God has chosen to use the local church uniquely as the means by which His kingdom is being established on earth. The church is not the Kingdom of God, but the Kingdom of God is manifest through the church which is both universal and local consisting of all the redeemed of all the ages. It is manifest in local bodies of believers in which the redeemed invest themselves in worship and work through which the witness of the Gospel is given to the world.

## **THE WORLD TO COME**

We believe that the end of the world is approaching; that at the last day Christ will descend from heaven and raise the dead bodily from the grave for final reckoning, the lost unto the resurrection of damnation and the saved unto life and eternal joy in the presence of God.

## **OUR VISION**

“Blessed are those who hear the word of God and put it into practice.” Luke 11:28

Guido Bible College exists to educate, equip, enable and empower individuals called to Christian ministry with knowledge, understanding, skills and a servant attitude to serve God in local and international communities. The journey to service begins with an emphasis on learning the original, intended message and meaning of Scripture when it was written and its practical application to "doing life today." Students are challenged to search for truth as revealed by God in His Word, His work in creation and in His World. However, for knowledge to have value, it must not become an end in itself: it must be translated into the actions and attitudes of the student who in turn will transmit the knowledge and understanding of the Gospel to others. In the final analysis it is one disciple making another disciple who, together, will follow the example of Jesus in "doing life" by serving and discipling others.

## **CORE VALUES**

We accept the Bible as the inspired, infallible, inerrant Word of God. We pursue a culture of prayer, worship as foundational in who we are and what we do. We entrust, educate, equip, enable, and empower Christians “to go and make disciples of all nations.” We emphasize the importance of growing into the likeness of Jesus Christ, our Savior, and Lord. We require students to serve the Lord faithfully in and through the local church. We admit that we are totally dependent on God for all that we are and have and submit to Him alone.

## OUR MISSION

**The mission of Guido Bible College is to entrust, educate, equip, enable, and empower Christians to effectively present God's message of redemption and reconciliation through Word and deed.**

Ministry today is no longer limited to church services on Sunday or Wednesday evening. In fact, most ministries today are found outside of the local church. The major needs of individuals, families, and groups cannot be met inside of a building. The people with the greatest needs are found outside of the church - waiting and wanting, searching and seeking, looking and listening - for an outstretched hand of compassion and care. To meet the diverse needs of the lost, the lonely and "the least of these, my brothers and sisters," Guido Bible College will prepare those who are willing, called and committed to minister inside and outside of the local church facility.

To achieve this mission, Guido Bible College offers a Certificate in Biblical Studies, an Associate of Arts in Biblical Studies, and a Bachelor of Arts in Christian Ministry. We believe that it is essential for those in ministry to understand the message and meaning of Scripture, thoroughly and comprehensively, as they learn to minister to the spiritual, emotional and physical needs of individuals. Therefore, we offer *one* curriculum that begins by knowing and understanding the teachings of Scripture - Biblical Studies - and then advancing in ministry by learning the skills to apply those teachings.

Whether finding someone under a bridge who has no other shelter or providing food for someone who is hungry or giving clothes to one who cannot go out in public. It may be offering to give a ride to someone who has a job interview, teaching someone the basic skills of money management, or sharing the Gospel Message of salvation and hope. Guido Bible College prepares students to be as unlimited in their ministry as God is in His love. Our overarching goal is to educate, equip, enable and empower students to achieve a proficient level of competency in their respective ministries and to encourage and challenge them to maintain relevancy in their ministry - wherever God calls them - even to the ends of the world!

## INSTITUTIONAL GOALS

Guido Bible College's curriculum incorporates a comprehensive exposure of the revelation of God in Scripture and creation through a thorough exposition of His Word. Our constant focus is to engage students in a program of instruction that will instill in them a life-long quest to know God personally and serve Him faithfully. All instruction is presented within the historical evangelical framework that gives shape and substance for a life of Christian living and service that reflects concern, compassion and care for everyone, anywhere and everywhere.

Upon completion of the program of instruction, students will:

Accept the authority of Scripture as the inspired, and infallible Word of God as the only foundation for Christian faith, worship, and practice.

Present the message of the Great Commission in and through local churches, Christian organizations, and agencies to “make disciples who will make disciples.”

Recognize, understand, and respect individual differences and cultural distinctions as an essential element in building the Kingdom of God and critical to the fulfillment of the Great Commission.

Demonstrate an attitude of acceptance of and the ability to work with evangelicals who have different theological perspectives, in the ministry of redemption, reconciliation, and restoration.

Develop a Christian worldview, and the ability to present and explain that view to others that will protect and defend the “faith once delivered.”

Minister the grace of God, in various contexts and situations, to individuals and groups who have physical, educational, mental, and social, as well as spiritual needs.

## **GOVERNANCE OF GUIDO BIBLE COLLEGE**

Guido Bible College is governed and empowered by the College’s Board of Trustees. It is the ultimate governing entity of the College, and is directly responsible to assure and maintain that all programs of the College are in compliance with and meet the standards and regulations of all commissions and associations that accredit and govern the College.

## **ACADEMIC POLICY AND PROCEDURES**

### **ADMISSION REQUIREMENTS**

Candidates for admission must provide the following:

1. Evidence of their acceptance of and surrender to Jesus Christ as their Savior and Lord. This must be in the form of a detailed written testimony describing the candidate’s life before conversion, the conversion experience, and life since conversion.
2. Evidence of proven Christian character. Character references from candidate’s pastor, Christian mentor(s), and friends will be considered.
3. Demonstrate the desire, willingness and commitment to serve Him as a minister either in the local church, on the mission field, or both. Candidate’s current Christian service involvement and future life-plan will be considered.
4. Evidence of a lifestyle that is consistent with the standards of conduct that are expressed in the Bible and a daily walk with Christ that reflects a devotional life that produces compassion, discipline, spiritual and emotional maturity. A positive recommendation from a minister or designated leader in the church, as well as other character references, will serve as verification of this lifestyle.
5. Demonstrate the ability to develop strong interpersonal skills and friendships and be able to nourish and influence others positively.

6. References that show candidates to be active members in an evangelical protestant church and regular participants in worship and educational activities.

### **Admissions Policy for Traditional Students**

Traditional Students are defined, for the purpose of admission, as students who are recent high school graduates (or whose graduating class would have graduated within the past five years). Traditional Students wishing to attend Guido Bible College must meet the following requirements:

1. High School or General Education Diploma
2. Scholastic Aptitude Test (SAT) scores of 330 Verbal and 310 Math or American College Testing Program (ACT) scores of 12 English and 14 Math. Students who score at least a 450 in Verbal or Math with no CPC deficiencies in English or Math will not be required to take the placement test.

### **Admissions Policy for Nontraditional Students**

Nontraditional Students are those who have been out of school for five years or more (or for GED students whose graduating class would have graduated 5 or more years prior to the expected term of entrance). Nontraditional Students wishing to attend Guido Bible College must meet the following requirements:

1. High School or General Education Diploma
2. Nontraditional Students are required to take the placement test.

### **Admissions Policy for Auditing Students**

Students wishing to attend classes without earning credit or working toward a degree may choose to Audit a class. These students do NOT need to meet the requirements for Admissions, but must still pay all fees and are expected to fully comply with course requirements as determined by the instructor.

### **Credit Transfer Policy**

Credit may be transferred to Guido Bible College from a previously attended college, university, or Bible school.

**Credit will only be given for courses that are comparable to those offered at Guido Bible College.**

## **PROCESS FOR ADMISSION**

Guido Bible College accepts all applicants who complete the following:

- Submission of a completed application with a \$50.00 application fee (nonrefundable).
- Written detailed description of conversion experience.
- Essay explaining reason for choosing to attend the Guido Bible College and how the education will be utilized.
- Two letters of reference from a pastor and Christian friend.
- High School transcripts or GED completion diploma.
- College transcripts from previous college if transferring to Guido Bible College.

## **STUDENT ASSESSMENT POLICIES**

**Entrance Exam Policy:** All new students will be required to take the appropriate entrance exam to determine the level of understanding in the areas of English and Math. Placement tests cannot be re-taken.

**Biblical Knowledge Assessment Policy:** All new students will be required to take the Bible knowledge test at the Student Orientation program or before the admissions process is considered complete. This test is given to all students at the completion of each academic year. This test is used for the assessment of institutional effectiveness in achieving educational objectives. This test does not become a part of the student's academic record or have any influence on the individual student's academic progress.

All students preparing to graduate will be required to take the same assessment of Biblical knowledge before the end of his/her final semester. This test is used for the assessment of institutional effectiveness in achieving educational objectives and will not have any bearing on a student's approval for graduation. This test will not become part of the student's academic record.

## **STUDENT ORIENTATION**

Before each academic year begins, all new students at GBC are required to attend an orientation session. Its purpose is to acquaint students with the campus, classrooms, materials, and library and staff members. The tour includes the Hamstra Auditorium, Guido Gardens, Chapel in the Gardens and Michael Guido Museum. Guests are encouraged to ask questions about the school itself, its academic program, as well as other questions of interest.

## **AUDITING COURSES**

Students who choose not to pursue a degree program may enroll in any unit of study they choose and will be identified as “auditors” on their transcript. However, students who audit the classes will be required to meet the requirements of the class as determined by the instructor and pay all fees of the College.

## **ACADEMIC REQUIREMENTS**

Students with a grade point average (GPA) below 2.0 at the end of each quarter will be placed on academic probation until the 2.0 GPA is achieved and maintained for two consecutive quarters. Remedial classes or tutoring will be offered to these students, but not required. Students with a 2.0 GPA will be required to re-enroll in the courses where their academics fell below this minimum requirement.

## **TUITION AND FEES**

- The cost for each semester of study is \$450.00 which includes all text and classroom materials, and grants ten (10) hours of academic credit. The ten (10) hours of credit includes three (3) three-hour credit classes and one (1) hour class. The one (1) hour credit class is required Christian Ministry Service and the Ministry Formation program which is incorporated into each class.
- Payment must be made at the time of course registration or other arrangements made with the Financial Counselor (Registrar’s Office).

## **ATTENDANCE POLICY**

Students are expected to attend all classes. Students that miss three (3) or more class periods in a class will be automatically dropped unless there are extenuating circumstances or appeal. Excused absences because of extenuating circumstances or appeal must be approved by the Instructor, Dean of Students and Vice President of Guido Bible College. Students are responsible to inform instructors of any absences and make up any missed work the instructor approves. Students are responsible for knowing everything that is announced, discussed, or lectured upon in class, as well as completing all assignments.

## **WITHDRAWAL FROM ALL CLASSES PRIOR TO THE BEGINNING OF A TERM:**

To withdraw from all classes following registration and prior to the beginning of a term, students must submit a Letter of Withdrawal to the Records Coordinator. This may be sent via email, USPS or other organization that provides a similar service. A refund of

all monies paid will be returned to the student and a notation of withdrawal will be entered into the student's transcript.

### **WITHDRAWAL FROM CLASSES AFTER A TERM BEGINS:**

To withdraw from a class or classes after a term begins will require a student to submit a Letter of Withdrawal to the Records Coordinator providing a reason or reasons for withdrawing. This may be via email, USPS or other organization that provides a similar service. A refund will be granted that is determined by the number of classes attended, the number of classes remaining in the term and the amount paid by the student.

### **WITHDRAWAL BECAUSE OF EXTENUATING CIRCUMSTANCES:**

Extenuating circumstances, in this instance, are described, but are not limited to medical reasons or personal hardships over which the student has no control. Failure to meet course requirements or academic standards as outlined in the syllabus or catalog will not be accepted as an extenuating circumstance. Requests for Withdrawal for Extenuating Circumstances will be reviewed by the President of Academic Affairs, whose decision will be final, and a grade assigned as follows:

Withdrawal with no penalty against the student's academic record: W

Withdrawal although having a passing grade following the mid-term exam: WP

Withdrawal at a point in the term having failed to meet course requirements: WF

### **REFUND POLICY**

Guido Bible College ensures that refunds are applied equally to all students, regardless of why they are not completing the term.

It is the policy of Guido Bible College to be sensitive to the student's financial situations and make every effort to treat the students with dignity. However, there are circumstances that arise at which time a student requests a refund. The following criteria are applied by staff and evaluation committees as indicators of compliance for the standard.

1. The GBC specific refund policy will be submitted to GNPEC annually.
2. Guido Bible College ensures that deposits or payments are credited as tuition payments, unless clearly identified on receipt by the institution as application or other fees.
3. GBC charges an application fee of \$50.00 which is stated in the catalog. This fee is only charged once. If a fee is non-refundable, the fee is clearly identified in the catalog as such.

4. GBC tuition includes fees, books and supplies.
5. If a student misses 3 classes in a term, he or she is automatically dropped unless there are extenuating circumstances or appeal.
6. If the GBC refund policy is more favorable to the student than that of NPEC's, it will refund the student the greater amount.
7. Refunds will be made in full within 30 days of withdrawal; refunds are determined based on the percentage of the program completed.
8. Guido Bible College faculty, personnel and staff when aware of student difficulties and extenuating circumstances should inform the student's advisor. The president of the college and records coordinator/faculty assistant meet with the student to discuss financial issues. Their goal is a settlement that is fair and reasonable.
9. If GBC cancels or changes a program of study or course (time and location) in such a way that a student who has started the program or their program of study is unable to continue, GBC will make arrangements in a timely manner to accommodate the needs of each student enrolled in the program.
10. GBC refunds all money paid by the student for the program of study or course if alternative arrangements determined by NPEC to be equitable to both the institution and the student are not possible.
11. If the college determines that a student should withdraw for disciplinary reasons, he or she may return when evidence of change is documented and a mentor is appointed.

Guido Bible College ensures that refunds are applied equally to all students, regardless of why they are not completing the term.

Tuition: 100% will be refunded if withdrawal occurs during the first week of the unit of study  
50 % will be refunded if withdrawal occurs after the second week of the unit of study.  
25% will be refunded if withdrawal occurs after the third week of the unit of study.  
No refund will be given after the 4<sup>th</sup> week of unit of study.  
GBC administrators determine refund policies for partial (course) withdrawals.

The refund policy is reasonable and proper for refunding unused portions of tuition, in the event a student withdraws from or fails to begin a course or program of study.



## **CLASS CANCELLATION POLICY**

1. All tuition and fees paid, excluding nonrefundable fees, will be fully refunded should a cancellation request be made within 72 hours of signing the enrollment agreement.
2. If GBC cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue:
  - GBC will make arrangements, in a timely manner, to accommodate the needs of each student enrolled in the program; or
  - GBC will refund all money paid by the student for the program of study or course if alternative arrangements determined by GNPEC to be equitable to both the institution and the student are not possible.

## **SERVICE – STUDY SCHOLARSHIPS**

Guido Bible College has a limited amount of scholarship funds available to students. The basis for granting a scholarship is dependent on student needs and the availability of scholarship funds. Students who need financial assistance are required to complete a scholarship application form and submit it to the Scholarship Committee. When funds for a scholarship are granted to a student, the student is required to work on college-ministry related activities at a rate similar to the rate paid other college employees, for an amount equal to the amount of the scholarship.

## **STUDENT LIFE POLICIES**

### **Christian Ministry Service Requirement Policy**

All students who are enrolled in Guido Bible College as full-time students are required to be active in a ministry as follows:

1. Ministry should be consistent with student's calling and program of study.
2. Students will invest a minimum of 2-3 hours per week in ministry activity.
3. Ministry activities may include:
  - a. Preaching
  - b. Teaching
  - c. Personal witnessing
  - d. Mentoring/discipling others
  - e. Musical programs
  - f. Other church or mission related programs

4. Students are required to submit a service summary report the first Thursday of each month, detailing:
  - a. Activity performed
  - b. Location (church, town, organization)
  - c. Responsibilities
  - d. Supervisor (name of person who coordinated the activity – it may be the student himself/herself)
  - e. Hours worked (at least 2)
  - f. Written summary of activities (100-150 words)
  - g. Written summary of lessons learned through service (75-100 words)
  
5. Students are accountable to their Christian Service Supervisor. This mentoring relationship provides an ongoing opportunity for the student to practice what is being studied and benefit from the experience of their Christian Service Supervisor.

### **Student Responsibilities**

Guido Bible College expects all students accepted for admission to agree to the following conditions:

1. That all students, by the very fact that they have been accepted by Guido Bible College, will accept the standards of personal conduct that are consistent with Christian behavior and described in Biblical teachings;
2. That all students assume personal responsibility for the honor, dignity, integrity and mission of the College and agree to live in accordance with its principles;
3. That every student accepted into a Certificate or Degree Program at Guido Bible College will fulfill the requirements of the Internship in Christian Ministry before graduation (See the Guido Bible College Christian Service Manual);
4. That whenever students demonstrate, in the judgment of the administration and faculty or its properly authorized committees, that they are unwilling to maintain Guido Bible College academic standards or principles, or whenever students are not living lives that are consistent with the mission, goals or philosophy of the College, or when the College believes that it can do no more for the student, the privilege of remaining as a student may be terminated by the governing body and faculty;
5. That Guido Bible College reserves the right to require withdrawal of students whose scholarship is not satisfactory, and those who are not regularly attending classes for which they are registered or those who, for any other reason, are regarded as not conducting themselves in accord with

the ideals and standards which the school seeks to maintain. (Students who withdraw in good standing may return the next session without formal readmission. Those who leave on probation are readmitted on probation. Those readmitted by action of the governing body and faculty re-enter on probation);

6. That students permitted to keep or operate vehicles on the campus are required to drive slowly and carefully, and operate the vehicle in accordance with state, county and city regulations.

### **Student Bill of Rights**

Students of Guido Bible College are entitled to certain expectations of quality educational services based on Christian principles and the rule of law. These include:

- An environment conducive to learning.
- Confidentiality regarding financial and academic records.
- Reasonable notice of standards and expectations.
- An environment free of discrimination or harassment.
- Reasonable access to facilities, programs, and information.

### **Struggling Student Policy**

Guido Bible College is committed to the success of students, as such, any student who is identified as a “struggling student” will be processed through the following steps until the student displays satisfactory improvement.

1. A “struggling student” is defined as a student who has:
  - a. Failed more than one course during an academic year or
  - b. Dropped below a 2.0 GPA or
  - c. Has received “Unsatisfactory” marks for internship in Christian Ministry or
  - d. Demonstrated behaviors or attitudes that may damage the reputation of the student or Guido Bible College
2. “Struggling students” will be given the opportunity to improve through use of:
  - a. Partnering in Prayer
  - b. Counseling
  - c. Tutoring
  - d. Academic Suspension (or leave of absence)
  - e. Peer Accountability
3. While participating in this process “struggling students” will be required to meet one (1) hour per week with a member of the faculty.

4. A “struggling student” will be released from the process when the following conditions have been met:
  - a. GPA is raised above a 2.0 for two consecutive semesters or
  - b. Has received “Satisfactory” marks for Internship in Christian Ministry for two consecutive semesters

### **STUDENT PLACEMENT PROGRAM**

Students who are enrolled in, or graduate from Guido Bible College are provided opportunities and recommendations for placement in local churches, religious organizations, and programs to fill such positions as pastor, assistant pastor, interim pastor, youth pastor, Sunday School teacher, mission program director, and lay-leaders. GBC has established close working relationships with many area churches and church-related organizations who call upon the College for paid and volunteer workers to assist in multiple programs. Although GBC does not guarantee placement for any student, we consider it an honor and privilege to be a resource for a wide variety of religious and civic organizations.

Beginning with their first year of study, students become involved with churches and religious organizations to meet the requirements of the Christian Ministry Service requirement. This provides an opportunity for the College to follow the development of student skills and capabilities that are valuable for eventual student placement. Many of the faculty, who are active in local and area churches, are involved not only in mentoring student ministry activities but assist in placing them in local churches. Additionally, staff and faculty are available to assist students in the preparation of resumes and letters of introduction.

Also, at regular intervals, the College sends letters to churches and religious organizations informing them of student availability to assist them in their church or community organizations.

GBC is frequently called upon by churches for short-term interim ministers and other positions to fill various roles while they are seeking someone to fill a full-time position. All requests from churches and organizations who have job openings for students are deiminated to the student body via email. Faculty and staff are available to assist students in the preparation of resumes and for interviews.

# STUDENT COMPLAINT POLICY AND PROCEDURES

## Steps to Resolving a Complaint

1. If/when appropriate, those involved in a grievance/complaint will attempt to resolve the issue(s) directly with all person(s) involved in the dispute within 10 days. To assure that all parties have clarity on the issue(s) under discussion all involved must record in writing their observations and differences of opinions and reasons for disagreement.
2. If a resolution has not been reached, a written grievance/complaint must be filed with the Dean of Students, Guido Bible College within 10 days following the initial meeting. A copy of the written differences of opinion and reason must be submitted with the grievance.
3. The grievance/complaint will be reviewed by the Dean of Students and the Grievance Committee within ten (10) days and their decision will be made in writing to those filing the grievance/complaint at that time.
4. If either party is not satisfied with the decision of the Grievance Committee, an appeal can be made to the President. The decision of the President may be challenged by appealing directly to the Georgia Nonpublic Postsecondary Education Commission (GA NPEC). Contact information for the Georgia NPEC is:

Nonpublic Postsecondary Education Commission  
Attention: Complaints Department  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084-5305  
(770)414-3300  
<https://gnpec.georgia.gov/>

## Filing a Written Grievance/Complaint

A written grievance/complaint must include the following information and be enclosed in a sealed envelope and mailed to the Administrative Office, Attention: President, and if the student is not in agreement with the decision of the President, further appeal may be made to GA NPEC (address above).

Contents of the grievance/complaint must include:

- A detailed explanation of the issue and the person(s) involved.
- Any documented evidence that the student may have of misconduct or unethical treatment list of witnesses (if any) who have observed or been involved in the matter or issue.

- The desired response or resolution of the aggrieved person.

The complainant, the respondent(s), and members of the Grievance Committee will maintain the utmost confidentiality of the process and records of the grievance/complaint. Should disciplinary action be deemed necessary, the nature of the actions taken will remain part of the confidential student file and will not be made public, even to the complainant.

### **Issues That May Be Reviewed by the Grievance Committee**

The Grievance Committee will review complaints or grievances from students in regard to the following types of issues:

1. Academic Grievance/Complaint – If a student has evidence that an assigned grade is lower than his/her work indicates that it should be and the instructor refuses to adjust the official grade a grievance/complaint may be filed.
2. Christian Service – if a student has evidence that a Christian Service grade should be “satisfactory,” but is reported “unsatisfactory” and the Christian Service Coordinator refuses to adjust the official grade then it may be reported to the Grievance Committee.
3. Student life – if a student has evidence that his/her rights, as outlined in the Student Bill of Rights, have been violated by a member of the faculty or staff of Guido Bible College. This includes any action that would be considered harassment and/or discrimination.

### **Grievance Committee Composition**

The Grievance Committee shall be comprised of members of Guido Bible College faculty and staff, as well as one student representative. In addition to the student representative, the Committee will consist of two of the following (as deemed appropriate and appointed by the president on a case by case basis).

Vice President  
Dean of Students and Instruction  
Registrar

Right of appeal of the final institution decision to:

Nonpublic Postsecondary Education Commission  
Attention: Complaints Department  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084-5305  
(770)414-3300  
<https://gnpec.georgia.gov/>

## **ACADEMIC INTEGRITY POLICY**

As a Christian community of faith and scholarship, we at Guido Bible College are committed to the principles of truth and honesty in the academic endeavor (2 Timothy 3:16). As faculty and students in this Christian community, we are called to present our academic work as an honest reflection of our abilities; we do not need to defraud members of the community by presenting others' work as our own (Mark 10:17-22). Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing – taking something that is not ours; it is also lying – pretending to be something it is not. In a Christian community, such pretense is not only unnecessary it is also harmful to the individual and community as a whole. Cheating should have no place at a campus where all labors are informed by our faith because God desires us to be truthful with each other concerning our academic abilities. Only with a truthful presentation of our knowledge can there be an honest evaluation of our abilities. To such integrity, we as a Christian academic community are called.

The following acts are those which we consider to be dishonest:

### **PLAGIARISM**

Plagiarism is presenting as your own work the ideas, opinions, theories or thoughts of another which are not common knowledge. Students who present others' words or ideas as their own without fair attribution (documentation) are guilty of plagiarizing. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without appropriately identifying the source. It is also unfair attribution to have included a source within a citation page without having carefully cited the source within the text of the document.

Plagiarism also includes but is not limited to the following acts when performed without fair attribution: directly quoting all or part of another person's words without quotation marks, as appropriate to the discipline; paraphrasing all or part of another person's words without documentation; stating an idea, theory or formula as your own when it actually originated with another person; and purchasing (or receiving in any other manner) a term paper or other assignment which is the work of another person and submitting that work as if it were one's own.

### **INAPPROPRIATE ASSISTANCE**

Giving or receiving assistance that has not been authorized by a faculty member in connection with any exam or academic work is academically dishonest. Students should assume that any assistance on exams, quizzes, lab work, etc. is unauthorized unless the faculty member involved in the exercise has approved it. Examples of prohibited actions include but are not limited to the following: copying or allowing others to copy answers to an exam; transmitting, receiving or in some form obtaining information during an exam which would offer answers within the framework of the material being tested; giving or receiving answers to an exam scheduled for a later time; and completing for others or allowing others to complete for oneself all or part of an assignment; submitting as a group assignment work which was prepared by less than all of the members of that group. It is

the responsibility of the student to inform an instructor of the lack of participation of one member of a group.

## **POLICY REGARDING STUDENT HONESTY**

In line with the policies of the Guido Bible College as explained in the Code of Ethics and Conduct and the Student Responsibilities, students are expected to conduct themselves with integrity and honor. Students are required to do their own work and to turn in assignments that reflect their own opinions, research, ideas, and conclusions.

- Students are not permitted to copy from another student during tests or in-class assignments
- Students are not permitted to plagiarize the work of another. Plagiarism includes:

Copying the words of another without including those words in quotation marks and providing a reference to the original source,

Representing someone else's thoughts, ideas, and conclusions as one's own without the proper reference and notation,

Paraphrasing or making slight alterations and modifications to the work of another and presenting it as one's own original work.



## THE COHORT EDUCATIONAL PROGRAM

The greatly expanded options for multiple learning experiences in contemporary education is uniquely suited for individuals who have a desire or "calling" to minister in and through local churches or social organizations - including religious and governmental agencies. To utilize the various options available Guido Bible College has incorporated different educational delivery systems to challenge students to expand their learning styles and potential. Our primary purpose is to employ techniques in the student's learning experiences that are directly transferable to ministerial settings.

The roles of church leaders today are very diverse and vary from serving in "soup kitchens" and distributing clothing to individuals who are in need to delivering a Sunday morning sermon. Ministers, church and lay-leaders often find themselves facilitating small groups, teaching in a traditional classroom, utilizing social media opportunities, providing crises management, pastoral care and referral services to agencies that meet the needs of individuals that are consistent with needs of individuals who attend churches. Because of the different demands placed on religious leaders those preparing to serve in this area need exposure to and experience in these areas. To meet the challenges to fill many of the different roles of those in ministry Guido Bible College, by design, incorporates different learning modalities to prepare students to meet the individual needs of individuals.

For this reason Guido Bible College has implemented a Cohort Educational Program that integrates six different methods of learning in its presentation of course materials. These methods include traditional classroom instruction; guided class interaction; Christian ministry service projects; online research and sharing related to classroom topics; applied theology and student Christian ministry service; oral presentation of online research papers and spiritual formation and ministry groups.

**Classroom Instruction** follows the traditional process of the teacher presenting and following an outline of instruction prepared to meet specific learning objectives of the course. It includes the discussion and application of ministerial responsibilities to reading assignments, lectures on course syllabi topics and related materials, periods of time allocated for questions and answers posed by the teacher to student and student to teacher, student-teacher and student-student interaction related to the course objectives. Term papers, quizzes, oral and written tests of reading assignments, lectures, student, and media presentations are also part of the process.

**Guided Class Interaction** is a process utilized by the teacher in the role of a facilitator when an assigned topic is to be discussed by the class. The teacher/facilitator is responsible to develop a series of questions that focus on the topic to be discussed and then guides the interactive process of the class. The teacher/facilitator is responsible to lead the discussion of the assigned topic in a pre-determined, yet not coercive process that will reveal the students' understanding of the topic as well as its educational and personal value for daily living and its application in ministerial/leadership situations. Students are encouraged by the questions to explore their understanding and feelings about their values, opinions and positions of the topic being discussed and various contexts where the topic may be addressed in ministry. They will also address opportunities on how the information under discussion may be utilized in real-time, real-life situations without being defensive or offensive in their behavior.

**Christian Service Ministry** is required of all students enrolled in the College throughout their program. Each student will identify an area of Christian ministry that is in alignment with their perceived calling as well as their skill or talent level and personal interests and invest four (4) hours per week in that area of ministry. Christian service ministry is also to be recognized as the practical utilization of theology, i.e., "applied theology" when students actually "apply" classroom teaching(s) with faculty. There will be monthly meetings with a faculty member to review the student's ministry activities, integration of classroom instruction and its practical application. These sessions will include discussions on the plans, progress and problems of the student's ministry and identify multiple insights for various approaches to utilize classroom instruction. An integral part of this component is to evaluate the student's understanding and application of the learning objectives of the college to Christian ministry and validate individual ministerial effectiveness and personal growth.

**Online Research Assignments** are a teacher directed project which require students to research specific course-related topics and write a paper on the assigned topic, present their findings in class and online to the teacher and other students. Copies of the paper will be distributed to class members prior to the presentation and discussion of the topic.

**Spiritual Formation** is incorporated in the Christian Service Ministry group meetings and addresses major elements of ministerial life. Topics include Worship; Prayer; Meditation; Obedience; Praise; Fasting; Stewardship; Humility; Discipleship; Surrender; Wellness and Family. The topics incorporated in the sessions are areas of Christian living that those in ministry will recognize as important elements in the lives of those whom they will serve. Also, all of these topics are incorporated in the units of instruction that will be addressed by teachers throughout the term.

A Cohort Team will be limited to fifteen (15) students and may be formed at the beginning of a unit of instruction at any time during the year. The team will remain together until that particular unit of instruction or program of study is completed. The curriculum for a unit of instruction will grant ten (10) hours of credit during a four (4) month term of instruction. Units of instruction will begin in January, May and September.

Students with prior college level studies may be admitted to the Cohort Program in Biblical Studies and/or Christian Ministry programs of instruction if he/she has completed studies or has earned an associate degree from an accredited institution and provide evidence of Biblical and theological knowledge that is compatible with those of this institution. Other students will be required to undergo testing to ascertain their level of Biblical and theological knowledge prior to admittance into the program(s).

Students may audit a unit of instruction with the permission of the teacher. However, they must meet the general requirements of the course or make special arrangements with the teacher prior to the first day of the unit of instruction.

## **Spiritual Formation**

Christian spiritual formation is an ongoing process of being conformed, by being transformed, into the image of Christ, through the power of the Holy Spirit. This “transformational process” is essential if Christians are to bring glory to God, and collaborate with Him to build, expand, and strengthen His Kingdom on earth.

The scriptural foundation for spiritual formation is found in Romans 12:1, 2: “And so, dear brothers and sisters, I plead with you to give your bodies to God because of all He has done for you. Let them be a living and holy sacrifice - the kind He will find acceptable. This is truly the way to worship Him. Don’t copy the behaviors and customs of this world. But let God transform you into a new person by changing the way you think. Then you will learn to know God’s will for you, which is good and pleasing and perfect.”

The seminars on Spiritual Formation are designed to encourage faculty, staff, and students to become personally involved in and responsible as a community of believers to discover and follow God at work in their lives and in His world. Whether engaged as a teacher, enrolled as a student, or serving as a member of the staff, all are expected to expand and enhance their relationship with God, and by design, grow into the likeness of Christ - whom we are called to serve. The ultimate foundation for all of Christian service is worship, and therefore will be emphasized continually in the classroom as well as in or at special events, activities, and programs. The intentional goal of each seminar, whether viewed individually or collectively, is to provide a time for prayer, sharing, accountability, discernment, and encouragement.

## **SEMINAR ONE: WORSHIP**

Worship, for the Christian, is being aware of, grateful for, and the constant realization of the love, mercy, grace, salvation, and hope God provides for those who trust in Him as Savior and Lord. It involves developing and pursuing a life of reverence and respect, honor and devotion, service and surrender, awe and allegiance to and an awareness of God as creator, sustainer, and redeemer of His universe. Worship is an individual as well as corporate event that requires a Christian to “bow down before the LORD” and acknowledge and affirm Him as Sovereign and Sustainer of all of His creation, including both Christians and non-Christians.

“Come, let us worship and bow down. Let us kneel before the Lord our maker, for He is our God. We are the people He watches over, the flock under His care.” (Psalm 95:5)

## **SEMINAR TWO: PRAYER**

Prayer, for the Christian, is approaching and addressing God, through Christ, in acts of communication, that is in agreement with and submissive to His Name, work, character, and will, through the Holy Spirit. It is approaching God with awe and wonder, humility and adoration, confession and repentance, supplication and thanksgiving, praise and trust, confidence and hope, belief and expectancy. It is best understood as a personal conversation with God, asking and believing that He will intercede in our lives, through the work of Christ to forgive us first and then enable and empower us to honor and glorify Him with the opportunities, challenges, and issues He brings into our lives. After adoration, confession, repentance, forgiveness, and thanksgiving, prayer is concluded with presenting our needs to God, and asking Him to grant the desires of our hearts that are in keeping with His will for our lives as He conforms us to the image of His Son.

“Devote yourselves to prayer with an alert mind and a thankful heart.

Pray for us too, that God will give us many opportunities to speak about His mysterious plan concerning Christ.” (Colossians 4:2-3).

## **SEMINAR THREE: MEDITATION**

Meditation, for the Christian, is contemplating, reflecting, reviewing, pondering, pausing, thinking, remembering, reasoning, and considering, in a deep and personal way of recognizing and realizing the presence and power of God in our lives and seeking to understand the work, ways and will of God in our lives and all of His creation. It is time that has been set aside specifically and purposefully, established to soberly and honestly seek, hear, and listen to the voice of God and see Him involved and revealed in His Word, His work, and His world.

“May the words of my mouth and the meditations of my heart be pleasing to You, O Lord, my rock and me redeemer.” (Psalm 19:14)

#### **SEMINAR FOUR: OBEDIENCE**

Obedience, for the Christian, is obeying and submitting to the authority of God's laws, teachings, commands, directions, and guidance as revealed in Scripture through the work of the Holy Spirit. It involves and is dependent on the willingness of Christians to trust in His Word and become obedient to His ways. In essence it is becoming compliant and committed, to be willing to do all that God expects of His disciples. As growth into Christlikeness occurs, His disciples will willingly and ultimately conform to or comply with His will for their lives.

“If you love Me, you will obey what I command. Whoever loves My commands, and obeys them, he is the one who loves Me. He who loves me will be loved by My Father, and I too will love them and show myself to them.” (John 14:15; 28).

#### **SEMINAR FIVE: PRAISE**

Praise, for the Christian, is actively expressing, through word and behavior, the grace and gifts of God. It includes the admiration and appreciation, acceptance and approval, honor and homage, exaltation, and anticipation of past and present expressions of God's generous gifts of love, mercy, grace, salvation, hope, and eternal life. It is being aware of and recognizing privately and publicly the daily blessings, favors, successes, and benefits of God's grace, as well as the pain, suffering, grief, despair, sickness, mental anguish, and uncomfortable situations that occur in life's journey. We are to praise God for all of His gifts because they reflect His purpose in our lives to “grow us” into the likeness of His Son, our Savior, Jesus Christ.

“You are my God, and I will praise You. You are my God, I will exalt You. Oh, give thanks to the Lord, for He is good! For His mercy endures forever!” (Psalm 118:28-29).

#### **SEMINAR SIX: FASTING**

Fasting, for the Christian, is the act of abstaining from all food or certain foods for a specific or designated period to reflect on or demonstrate a life of discipline, obedience or submission to God. Christians fast while seeking His insight, purpose, will, guidance, direction, understanding, blessing or favor in relation to a specific issue or event that will contribute to their growth or faithfulness as one of His disciples.

“That is why the Lord says, ‘Turn to me now, while there is time. Give me your hearts. Come to Me with fasting, weeping, and mourning.’” (Joel 2:12).

## **SEMINAR SEVEN: STEWARDSHIP**

Stewardship, for the Christian, is the recognition and responsibility of each of His disciples to manage, protect, shepherd, grow and develop the spiritual, physical, mental, emotional, intellectual, and financial gifts that God has entrusted to them. Stewardship will result ultimately in bringing honor, glory, and praise to His Name, because it demonstrates recognition and respect for God's generosity in granting mercy and grace, gifts and blessings, in the life of a Christian and for their gratitude, personally and publically, for what He does for those who accept Him as Lord.

"When someone has been given much, much will be required in return; and when someone has been entrusted with much, even more will be required. (Luke 12:48).

## **SEMINAR EIGHT: HUMILITY**

Humility, for the Christian, is demonstrated constantly in spirit, attitude, and behavior by actions that represent meekness and modesty, dependence and gratitude, submission and surrender, gentleness and kindness in all areas of life. Humility recognizes God as the source, sustainer, and supplier of all that we are, have, or ever will have. Humility eliminates pride and arrogance, self-centeredness, and self-focus because it acknowledges God for who He is, what He does, and His unending love, mercy, and grace.

"Don't be selfish, don't try to impress others. Be humble, thinking of others as better than yourselves. Don't look out only for your own interests, but take an interest in others, too." (Philippians 2: 3-4).

## **SEMINAR NINE: DISCIPLESHIP**

Discipleship, for the Christian, is a lifelong journey of obedience to Christ that begins with a spiritual transformation as a result of a "new birth in Christ." The "new-birth" revolutionizes the ethics, integrity, values, and behaviors of an individual which results in a life of ministry that begins when Christ becomes Lord and expands to the family, workplace, social, political, legal, and recreational pursuits. It is a never-ending process of growth into the likeness revealed by the life of Jesus, and work in the believer through the power of the risen Christ.

"Jesus came and told His disciples, 'I have been given all authority in heaven and on earth. Therefore, go and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit. Teach these new disciples to obey all the commands I have given you. And be sure of this, I am with you always, even to the end of the age.'" (Matthew 28:18-20).

## **SEMINAR TEN: SURRENDER**

Surrender, for the Christian, is yielding or submitting to the power, control, dominance, and Lordship of Jesus Christ by willingly following Him through reading His Word and being committed to obeying His teachings. It evolves in the life of the Christian through time invested in prayer, meditation, and seeking the counsel of other disciples without knowing, yet being willing to wait for His voice and timing. Through surrendering to the Lordship of Christ, Christians believe that God will reveal His purpose and plan for their lives when He gives His peace to them at the right time, in the right place, to do the right thing for His glory.

“And so, dear brothers and sisters, I plead with you to give your bodies to God because of all He has done for you. Let them be a living and holy sacrifice – the kind He will find acceptable.” (Romans 12:1-2).

## **SEMINAR ELEVEN: WELLNESS**

Wellness, for the Christian, means becoming a “whole” person and is both a process of stewarding the gift of life and developing one's God-given potential. It includes accepting, recognizing, utilizing, and developing the skills, knowledge, abilities, and personal resources God gives each person to achieve the life-calling and purpose of each. It includes developing a plan, program, and process, and becoming committed to it, to establishing a life-long pursuit of spiritual growth, exercise, nutrition, emotional and relational issues, stress management, and the formation of habits that include sufficient amounts of time for rest, relaxation, and renewal of life to meet the demands of life.

“So I run with purpose in every step. I am not just shadowboxing. I discipline my body like an athlete training it to do what it should. Otherwise, I fear that after preaching I myself should be disqualified.” (1 Corinthians 9:26-27).

## **SEMINAR TWELVE: FAMILY**

Family, for the Christian, has been defined by God as the foundational institution of human society. “Family” is composed of persons related to one another by marriage, blood, or adoption. It is initiated by uniting one man and one woman in a covenant relationship, before God, for a lifetime. Both husband and wife have equal worth before God since both were created in His image and are both subject to His rule. The husband is responsible for providing, protecting, and leading his family in the teaching, following, and obeying Scripture submitting to the Lordship of Christ. He is to be the example in word and deed to the family in all things moral and legal, demonstrating at all times honesty and integrity. The wife is responsible for acknowledging his spiritual leadership and sharing in family responsibilities as his helper in managing the household, nurturing the next generation of children who are recognized as blessings and a heritage from the Lord.

“And further, submit to one another out of reverence for Christ.” (Ephesians 5:21).

One of these topics will be studied, researched, and discussed each semester during the academic year. Additionally, their importance in becoming a force in the life of a Christian, and their practical application in Christian service and ministry, will also be emphasized. It is not only important to understand them but to apply them in ministry. There is no value in knowing what the Bible teaches about spiritual matters as an end in themselves. Rather, it is important to understand their meaning, how they affect our lives, and how they can be applied to Christian service and ministry that matters.



## **Guido Bible College**

### **PROGRAMS OF STUDY AND COURSE DESCRIPTIONS**

#### **CERTIFICATE IN OLD TESTAMENT STUDIES**

This course is a one-year program of study that is designed to provide students with a thorough understanding of the Old Testament. It includes an in-depth explanation of the message of each book in the Old Testament, God's covenant with the people of Israel, the kings and prophets, and an overview of the prophets and their prophetic messages. It also contains courses about the unity and general theme of the Bible and an explanation of how God makes Himself known. Students will also understand and learn the basic skills of writing articles and lessons about the Bible.

#### **CERTIFICATE IN NEW TESTAMENT STUDIES**

This one year program of study is designed to provide students with a thorough understanding of the New Testament. It provides insight into the message and meaning of each book in the New Testament as well as an investigation into basic Bible doctrines and apologetics – how we can know we can believe in and trust the Bible as the Word of God. Students will also explore the teachings, miracles, and beatitudes of Jesus, the founding of the church, the letters to the churches in the New Testament, and the basic skills of preparing and presenting speeches and sermons.

#### **DIPLOMA IN BIBLICAL STUDIES**

*(Completion of the Old Testament AND New Testament Studies PLUS 5 Additional Bible Courses)*

The Diploma in Biblical Studies is an additional five Biblical classes that build upon and expands the certificate programs in Old and New Testament studies. Students admitted to this program will have completed both the GBC Old and New Testament certificate programs, have an Associate of Arts in Biblical Studies from GBC or other recognized college, or a score of ninety or above on the Biblical Knowledge Inventory. The Diploma program is a rigorous program of instruction that requires research and inquiry into an advanced level of understanding of Scripture. It is designed to integrate the messages of all of the books of the Bible into a complete revelation of God at work in His world. This program is for the serious learner who desires to know, understand, and apply God's Word to their lives and share His message with others.

#### **ASSOCIATE OF ARTS IN BIBLICAL STUDIES**

This two-year program of instruction leads to an Associate of Arts degree that incorporates studies in the Old and New Testament, theology, apologetics, the revelation and evidence of God at work, as well as an investigation of how the Bible came into existence and why it can be trusted. It includes two essential courses that will enable and equip students to effectively communicate the Gospel message with writing and speaking skills. It also includes studies on creation, an investigation into Christian morality, and the

study of prayer in the New Testament. This degree provides students with an extensive understanding of Scripture.

### **BACHELOR OF ARTS IN BIBLICAL STUDIES AND CHRISTIAN LEADERSHIP**

A unique program of study that has been designed and developed for ministry, this program of instruction will prepare students to have an effective ministry in rural and urban settings. Its curriculum incorporates classes that will provide students with knowledge and information about people in leadership positions in churches and community organizations. It explores leadership in the Bible, throughout history, in organizations of all sizes and in all situations. The program begins with an overview of religious movements from the founding of the original colonies to current issues that face Christians in America today. Many advanced Biblical studies are included that will lead students to a deeper knowledge of God's Word, courses that review the early Christian church to the church today, as well as courses that will provide students with knowledge and skills to identify issues in churches and how to meet the needs of people.

Graduates of GBC who have earned an Associate's or Bachelor's degree may enroll in this program and earn this degree in two years. Students who have earned an Associate's or Bachelor's degree may enter this program by making a grade of 90 or above on the Biblical Knowledge Skills test.

**PROGRAMS OF INSTRUCTION**  
**AND EDUCATIONAL OBJECTIVES**

**CERTIFICATE IN OLD TESTAMENT STUDIES**

This course is a one-year program of study that is designed to provide students with a thorough understanding of the Old Testament. It includes an in-depth explanation of the message of each book in the Old Testament, God's covenant with the people of Israel, the kings and prophets, and an overview of the prophets and their prophetic messages. It also contains courses about the unity and general theme of the Bible and an explanation of how God makes Himself known. Students will also understand and learn the basic skills of writing articles and lessons about the Bible.

**PROGRAM EDUCATIONAL OBJECTIVES**

Objective: Explain the reason for and the importance of accepting and believing in the authority of Scripture as the foundation and rationale for the Christian faith.

Objective: Describe the central themes of the Old Testament and their culmination in the Gospel Message.

Objective: Present in writing a personal statement of faith that incorporates the major tenants of evangelical theology.

Objective: Participate in a program of Spiritual Formation and Christian Ministry

**Requirements for the Certificate in Old Testament in Biblical Studies**

1. Completion of all courses with a GPA of 2.00.
2. Completion of all entrance requirements, personal statement of faith supported by applicable verses from Scripture.
3. Completion of all Christian service requirements as presented in the Guido Bible College Student Christian Service Manual.
4. Payment of all tuition expenses, student fees and graduation fees.

## **CERTIFICATE IN NEW TESTAMENT STUDIES**

This one-year program of study is designed to provide students with a thorough understanding of the New Testament. It provides insight into the message and meaning of each book in the New Testament as well as an investigation into basic Bible doctrines and apologetics – how we can know we can believe in and trust the Bible as the Word of God. Students will also explore the teachings, miracles, and beatitudes of Jesus, the founding of the church, the letters to the churches in the New Testament, and the basic skills of preparing and presenting speeches and sermons.

### **PROGRAM EDUCATIONAL OBJECTIVES**

Objective: Explain the over-arching vision of God's mission in the world and how human beings are called to respond.

Objective: Describe the central themes of the New Testament and their culmination in The Gospel Message.

Objective: Present orally, a personal statement of faith that incorporates the major tenants of evangelical theology.

Objective: Participate in a program of Spiritual Formation and Christian Ministry.

### **Requirements for the Certificate of New Testament in Biblical Studies**

1. Completion of all courses with a GPA of 2.00.
2. Completion of all entrance requirements, personal statement of faith supported by applicable verses from Scripture.
3. Completion of all Christian service requirements as presented in the Guido Bible College Student Christian Service Manual.
4. Payment of all tuition expenses, student fees and graduation fees.

## **ASSOCIATE OF ARTS DEGREE IN BIBLICAL STUDIES**

This two-year program of instruction leads to an Associate of Arts degree that incorporates studies in the Old and New Testament, theology, apologetics, the revelation and evidence of God at work, as well as an investigation of how the Bible came into existence and why it can be trusted. It includes two essential courses that will enable and equip students to effectively communicate the Gospel message with writing and speaking skills. It also includes studies on creation, an investigation into Christian morality, and the study of prayer in the New Testament. This degree provides students with an extensive understanding of Scripture.

### **PROGRAM EDUCATIONAL OBJECTIVES**

Objective: Describe the development of Christian ethics from the teachings of the Old and New Testaments and their relevance in today's culture.

Objective: Contrast the message and methods of evangelism and discipleship utilized in the early church to the methods utilized in churches today.

Objective: Develop a program of evangelism and discipleship that is church-centered, community-oriented, and trans-denominational.

### **Requirements for the Associate of Arts in Biblical Studies**

1. Completion of the Certificate in Old Testament AND New Testament Studies with a GPA of 2.00.
2. Completion of Christian Service requirements as presented in the Guido Bible College Christian Service Manual.
3. Payment of all tuition expenses, student fees and graduation fees.

## **DIPLOMA IN BIBLICAL STUDIES**

The Diploma in Biblical Studies is an additional five Biblical classes that builds upon and expands the certificate programs in Old and New Testament studies. Students admitted to this program will have completed both the GBC Old and New Testament certificates programs, have an Associate of Arts in Biblical Studies from GBC or other recognized college, or a score of ninety or above on the Biblical Knowledge Inventory. The Diploma program is a rigorous program of instruction that requires research and inquiry into an advanced level of understanding of Scripture. It is designed to integrate the messages of all of the books of the Bible into a complete revelation of God at work in His world. This program is for the serious learner who desires to know, understand, and apply God's Word to their lives and share His message with others.

### **PROGRAM EDUCATIONAL OBJECTIVES**

- Objective: Explain the reason for and the importance of accepting and believing in the authority of Scripture as the foundation and rationale for the Christian faith.
- Objective: Describe the central themes of the Old and New Testaments and their culmination in the Gospel Message.
- Objective: Present in writing and orally, a personal statement of faith that incorporates the major tenants of evangelical theology.
- Objective: Describe the development of Christian ethics from the teachings of the Old and New Testaments and their relevance in today's culture.

### **Requirements for the Diploma in Biblical Studies**

1. Completion of all courses with a GPA of 2.00.
2. Completion of all entrance requirements, personal statement of faith supported by applicable verses from Scripture.
3. Completion of the Certificate of Old Testament Studies AND New Testament Studies.
4. Completion of **BI 301** (Churches of the New Testament); **BI 302** (Kings and Prophets Part 1); **BI 303** (Kings and Prophets Part 2); **BI 401** (Messianic Prophecies of the Old Testament); and **BI 402** Eschatology.
5. Completion of all Christian service requirements as presented in the Guido Bible College Student Christian Service Manual.
6. Payment of all tuition expenses, student fees, and graduation fees.

## **BACHELOR OF ARTS IN BIBLICAL STUDIES AND CHRISTIAN LEADERSHIP**

A unique program of study that has been designed and developed for ministry, this program of instruction will prepare students to have an effective ministry in rural and urban settings. Its curriculum incorporates classes that will provide students with knowledge and information about people in leadership positions in churches and community organizations. It explores leadership in the Bible, throughout history, in organizations of all sizes, and in all situations. The program begins with an overview of religious movements from the founding of the original colonies to current issues that face Christians in America today. Many advanced Biblical studies are included that will lead students to a deeper knowledge of God's Word, courses that review the early Christian church to the church today, as well as courses that will provide students with knowledge and skills to identify issues in churches and how to meet the needs of people.

Graduates of GBC who have earned an Associate's or Bachelor's degree may enroll in this program and earn this degree in two years. Students who have earned an Associate's or Bachelor's degree may enter this program by making a grade of 90 or above on the Biblical Knowledge Skills test.

### **PROGRAM EDUCATIONAL OBJECTIVES**

Objective: List the needs of, the reason for, and methods used in age-related ministries in churches and other religious organizations.

Objective: Describe the influence of the Christian faith in art, history, literature, and world cultures.

Objective: Develop a plan to train and involve Christians to respond to natural disasters and crises.

Objective: Explain the differences between the Christian faith and other major religious faiths.

Objective: Explain the foundational teachings of the Bible for marriage and family living and relationships.

Objective: Describe the process of planting a church, to include research, staffing, training of church leaders, underwriting the financial requirements, and denominational relationships.

Objective: Demonstrate appropriate communication skill with an understanding of the Biblical concept of Christian leadership

Objective: Participate in a program of Spiritual Formation and Christian Ministry

## **Requirements for the Bachelor of Arts in Biblical Studies and Christian Leadership**

1. Completion of all courses in the Bachelor of Arts in Biblical Studies and Christian Leadership program or their equivalents with a GPA of 2.00.
2. Completion of Christian service requirements as outlined in the Guido Bible College Student Christian Service Manual.
3. Payment of all tuition expenses, student fees and graduation fees.