



2014-2015
General Catalog
Student Handbook

Catalog No. III

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About this Catalog/Handbook

This Catalog/Handbook is published for the purpose of providing information about the Institute and its program of study. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations to the Institute. Southeast Institute of Biblical Studies reserves the right to change curricula, policies, and practices as described in this Catalog/Handbook as circumstances, efficiency of operations, and fiscal contingencies may require.

Southeast Institute of Biblical Studies is under the oversight of the elders of the Karns Church of Christ.

The Southeast Institute of Biblical Studies is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality education, ethical business practices, health and safety, and fiscal responsibility.

**SOUTHEAST INSTITUTE OF
BIBLICAL STUDIES**

2014-2015 CATALOG AND STUDENT HANDBOOK

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WELCOME

We are proud to have you as a student at Southeast Institute of Biblical Studies. You are beginning a great work in the Lord's Kingdom at a time when the Lord needs well-trained workers.

We live in times which truly try men's souls. Negatively, the church faces challenges from without and within. From without, the church faces skepticism, secularism, sectarianism, and materialism. From within, the church faces extremes concerning attitudes, beliefs, and practices. Positively, the church has an incredible opportunity to reach a lost and dying world. In no other time in history has the church been more equipped to take the gospel to the lost. The harvest is truly plenteous but the laborers are few (Mt. 9:37-38).

As it was in the Lord's day, so it is today. We live in a world of approximately seven billion people, most of whom are spiritually lost. It is estimated that there are less than 30,000 congregations in the world with less than 10,000 full-time and part-time preachers. This shows an immediate need for preachers. This crucial need for preachers is heightened when one considers that of the number of workers currently in the field:

- Some will die or retire from ministry due to poor health.
- Some will cease to preach because of financial challenges.
- Some will stop preaching due to family-related issues.
- Some are not properly trained for ministry.
- And, some will fall away from the faith.

As preachers, you have been called by the gospel of Jesus Christ to a work with the greatest privileges, the greatest responsibilities, and the greatest rewards. One should not take lightly the commission our Lord has given. It is a commission requiring the very best among us. Preaching is not something one does because he cannot do anything else; it is something one does because he cannot keep from doing so. Such a person is going to realize the need for preparation. Our Lord spent some thirty years preparing for a ministry of about three years. The more prepared one is for ministry, the more effective he will become. The church needs dedicated ministers. By taking time to prepare yourself, you will be able to make a difference in today's world.

Your willingness to sacrifice is what will enable you to become a very effective minister. Southeast Institute of Biblical Studies offers you many advantages—qualified teachers, modern facilities, the latest technology, an excellent library, a well-balanced program, and free tuition. All of these advantages amount to very little without men who desire to realize their greatest potential. At Southeast we want you to become all you can be for the glory of the Lord and His work.

Dr. David L. Lipe,
Director

SOUTHEAST INSTITUTE OF BIBLICAL STUDIES

MISSION STATEMENT

The vision and mission of the Southeast Institute of Biblical Studies is to train capable, mature men who have a desire to preach the gospel and offer the students a course of study that will provide them a strong biblical foundation on which to build a successful ministry.

OBJECTIVES

The program of study at Southeast Institute of Biblical Studies has as its objectives the following:

- To develop a positive, personal, Christian faith that Jesus is both Lord and Savior.
- To enhance a commitment to Scripture as the ultimate source for one's attitude, belief, and conduct.
- To train in the practice of critical thinking concerning biblical and contemporary concerns.
- To prepare gospel preachers who can effectively apply knowledge and skills in their service to the church and the community.
- To foster a desire to assume personal responsibility and prepare one to fulfill his obligation to society.

**BRIEF HISTORY OF THE
SOUTHEAST INSTITUTE OF BIBLICAL STUDIES**
(formerly East Tennessee School of Preaching and Missions)

The East Tennessee School of Preaching and Missions (ETSPM) began in the minds of the first two elders of the Karns church of Christ. Both men, Harold Duncan and Frank Huber, had a passion for teaching the Bible and they saw the training of ministers as a way they could, in effect, be missionaries in places around the world.

The vision for the school was to offer a two-year, college-level, course of study of the Bible and related subjects, with a strong emphasis on missions. The school was designed to give mature, capable men who had the desire to preach the gospel a concentrated course of study that would give a young minister a solid biblical foundation on which to build a successful ministry. There would not be a tuition charge for attending the school.

The Karns congregation, a relatively small rural church with modest facilities and limited resources accepted the challenge to train men to preach the gospel of Jesus Christ. In February 1971, ETSPM was established under the direction and oversight of the elders of the Karns church of Christ. Clyde Findley, a former missionary and director of a Christian school, was selected as the first director. The teaching staff consisted of the director, Clyde Findley, John Waddey (the pulpit minister of the Karns congregation), and ministers from nearby congregations. The first class had four students.

The early years were filled with challenges and blessings. In 1973, the school received approval from the Veterans Administration so future students could receive veterans benefits while in school. In 1974, Clifford Reel replaced Clyde Finley as the director. That same year, realizing that the minister's wife needs special training, classes for the students' wives were offered. The Karns congregation completed an expansion of the facilities, with help from sister congregations, that provided two additional classrooms and a room for the library which had grown to 2,400 volumes. A year later, the first annual ETSPM Lectureship was held March 27-29.

As unlikely as the beginning of ETSPM, its survival and growth over the next several years cannot be fully explained without mentioning God's providence. The school began its tenth year on February 11, 1980, with twenty-five full-time students enrolled. In August of that year, Bill Nicks was appointed director of the School of Preaching. With the school firmly established and with over 70 graduates, the ETSPM Alumni Association was brought into existence by three of the alumni. In an article in the school newsletter, *The Messenger*, a writer declared in part, "the school has had an uninterrupted existence since its beginning. The aims and purposes of the school have been carried out."

By the year 1996, the 25th anniversary of the founding of ETSPM, approximately 200 men had graduated to preach the gospel. The school had four full-time teachers and a new 2,000-square-foot library building, housing approximately 10,000 volumes. The library was named in honor of the school's third director, Bill Nicks. A major building

expansion and renovation of the existing building provided the school adequate facilities. With support from individuals and sister congregations, student housing capable of housing eight families was completed on a parcel of land leased from Hillbrook Christian Association.

In 1997, it was reported the school had graduates preaching in seven foreign countries and thirty-seven states. James Meadows succeeded David Pharr as director to become the seventh director of the ETSPM, and served for ten years. In 2006, Gary Hampton was appointed director and served in that capacity through April 2012. Effective April 30, 2012, Dr. David L. Lipe became director of the school.

The school continues to provide a strong academic environment and Bible-based curriculum. A graduate will have completed over 40 courses, over 200 quarter hours, and a number of ministry related activities.

Over 400 graduates have gone from here to preach the gospel. Graduates of the school minister in congregations of all sizes and ethnic diversity in the United States and several foreign countries.

The Bill Nicks Library, with over 16,000 volumes, has undergone a major renovation and is considered one of the best sources of religious materials in East Tennessee. The teaching and support staff of the school continue to represent men of considerable talent, qualifications, and experience.

The name of the school changed in June 2012 to Southeast Institute of Biblical Studies (Southeast) to better

reflect the primary region from which the students and financial support come.

The school is now approved by the Tennessee Higher Education Commission to offer a Bachelor of Biblical Studies degree. The curriculum, while maintaining our ongoing emphasis to train preachers, also accommodates those who desire to continue their education upon graduating from Southeast.

Since 1971 the vision and mission of the school remains the same, which is to train capable, mature men who have a desire to preach the gospel and offer the students a course of study that will provide them a strong Biblical foundation on which to build a successful ministry. Additionally, the school will continue to be tuition-free.

The Southeast Institute of Biblical Studies is under the oversight of the elders of the Karns Church of Christ. At the present time these men are Don Denton, Tony Turner, Don Wagner, Tony Williams, and Gregg Woodall.

LOCATION AND FACILITIES

The Southeast Institute of Biblical Studies is located in the Karns community in Knox County, Tennessee. Halfway between the cities of Oak Ridge and Knoxville, Karns is convenient to all the amenities of these cities, yet has the advantage of being a quiet, close-knit community.

DUNCAN-HUBER HOUSE

Faculty and administrative offices are located in the Duncan-Huber House. The House is directly behind the Karns Church of Christ building.

BILL NICKS LIBRARY

Named for Bill Nicks, the current building was completed in 1993. The library houses more than 16,000 volumes along with periodicals, microfilm, and audio/video recordings.

KARNS CHURCH OF CHRIST

The school shares facilities with the Karns congregation, providing classrooms, meeting rooms, a 500-seat auditorium, support staff offices, and dining facilities.

HILLBROOK STUDENT HOUSING FACILITIES

Located on property leased from Hillbrook Christian Association are apartments for married students and housing for single students. The apartments are modern and convenient to the campus. Rental rates are reasonable, but availability is limited. Students having questions about housing should inquire at the time of their application for enrollment.

SPECIAL EVENTS ON CAMPUS

ANNUAL BIBLE LECTURESHIP

One of the highlights of the school year is the annual Southeast Lectureship. For years, this event was held toward the end of February. Starting in 2015, it will be held toward the end of April. Outstanding speakers from throughout the brotherhood are part of the program; visitors come from many states. A lectureship book, designed for an adult curriculum of a congregation, is published each year and is available from Southeast. The work of the Southeast students and the Karns congregation make this a successful event.

SOUTHEAST LEADERSHIP CAMP

This free camp for young people is held each year in June. Southeast and the Karns congregation combine to provide training for youth to become faithful servants of Christ. Campers stay with host families from the Karns church of Christ.

ADMISSIONS INFORMATION

ADMISSIONS POLICIES AND PROCEDURES

APPLICATION PROCESS:

Any mature Christian adult of good character may apply for admission. Southeast accepts applicants on the basis of previous education, reputation, and sincere interest in Christian education, without regard to religion, sex, race, color, age, handicap, or national origin.

Admission will not be considered in the case of someone released from incarceration or recovering from addiction until he has demonstrated spiritual, social, and financial responsibility for a period of two years. A new Christian or one restored to the church must demonstrate spiritual, social, and financial stability for one year before admission will be considered. A high school graduate will commonly be expected to demonstrate one year of stability in spiritual, social, and financial matters before admission will be considered.

All prospective students must submit a completed application for admission. Because Southeast is dedicated to training Christians for the ministry, the application is comprehensive and must be completed in entirety.

A minimum of a high school diploma or GED is required for admission. A high school transcript or copy of the GED certificate must be sent to Southeast prior to admission.

Official transcripts of all college work must be sent to the Dean of Admissions.

A minimum of three references are required. It is recommended that these include a personal, professional, and religious reference from persons not related to the applicant.

A potential student must submit a 500-word essay, typed, double-spaced, on the subject, "Why I Want to Preach."

The wife of a potential student must also complete a separate questionnaire.

A recent digital photograph of potential student and family (if applicable) should be submitted.

The deadline for submitting all of the above is no later than two weeks prior to orientation (First Quarter) or the first day of class (Third Quarter).

Once all information has been received and reviewed by the admissions committee, the prospective student will be invited for a personal interview to discuss his/her objectives and review the academic and ethical expectations of Southeast.

When all of the above procedures have been successfully accomplished, an applicant will officially be notified of acceptance, and an enrollment date of either the First or Third Quarter will be assigned.

Students who are not members of the church of Christ will not be involved in activities not appropriate for them. Due to

the intensive nature of the program, it is recommended that potential students have a few years experience beyond high school.

Although the tuition is free, applicants are expected to secure their projected living expenses prior to acceptance. (see “Financial Information.”)

PERSONAL INTERVIEW PROCESS

A personal interview with the administration is required of all applicants to Southeast. The applicant (and family if applicable) will be invited to the campus for this interview. In extreme instances where distance and/or time are factors this interview may be conducted by teleconference, Skype, or other means of media conference.

At this meeting the administration will review all requirements and expectations of the school. Specific questions will be asked of the student regarding their desire to attend Southeast and expectations of the program. The applicant is expected to explain anything that might hinder his acceptance as a student. This applies to the applicant, spouse, and any member of the immediate family.

The Southeast Institute of Biblical Studies and the elders of the Karns Church of Christ reserve the right to refuse admittance to any applicant OR to dismiss any current student if they deem it necessary. This decision may be based on, but not limited to, academic, medical, or conduct issues.

ENTRANCE/EXIT EXAMINATION

Upon enrollment in Southeast all students are required to take an Entrance Exam. At the completion of the program of study all students are required to take an Exit Exam. The results of these exams are used by the school to determine effectiveness of the program. They do not have an academic influence on the student's GPA; however, a student must score a 70 or above on the exit exam in order to graduate.

READMISSION POLICY

Students who have had to withdraw from Southeast for reasons other than academic or conduct issues may request readmission to the program by completing the application for admission. The Dean of Admissions will examine the student's Southeast records and notify the student if additional information will need to be updated. Items that may need to be updated may include, but are not limited to, health records, transcripts of course work at other schools, and letters of reference.

When all information is complete, the applicant (and wife if applicable) will be invited for an interview with the staff. Upon the decision of Southeast, the applicant will be notified of readmission and an enrollment date given.

An applicant wishing to apply for readmission after a suspension due to academic or disciplinary issues must complete the application for admission. The application must be accompanied by a letter from the applicant outlining what changes have been made that will insure future success of the student at Southeast.

The Dean of Admissions will review the student's file with the Southeast staff and notify the applicant of additional information required. This information may include, but is not limited to, health records, transcripts of course work at other schools, and letters of reference.

When all information is complete the applicant (and wife if applicable) will be invited for an interview with the staff. Upon the decision of Southeast, the applicant will be notified of the decision of the school. If accepted for readmission, enrollment date will be given.

FOREIGN STUDENTS

Southeast is approved by the United States Justice Department of Immigration and Naturalization for foreign students. Foreign students must arrange for a sponsor (one having ultimate financial responsibility) and a list of each contributor and the amount they will provide toward meeting the applicant's budget before being accepted for enrollment. Southeast will not sponsor a foreign student nor be responsible for arranging travel funds for the student.

FINANCIAL INFORMATION

FINANCIAL RESPONSIBILITY OF STUDENT

Southeast students are responsible for obtaining their living expenses before they enroll in school. The school does not assume financial responsibility for any student.

Some students are able to be self-supporting; others may find it necessary to obtain financial support through relatives, friends, and supporting congregations.

Students who need financial assistance should contact congregations and individuals with whom they are familiar to request help in preparing for the ministry. Before requesting such aid, one should be certain of his commitment to give his life to the Lord's service.

Congregations and individuals who desire to assist students should send their support to Southeast for distribution to the student on a set schedule.

For suggestions on raising support, contact the Dean of Admissions for a suggestion packet.

Students receiving support from either congregations or individuals are required to keep supporters informed of their progress at least once each quarter. This will be monitored by the administration.

TUITION/FEES

Southeast has never charged tuition for an education. Students are responsible for fees related to educational expenses such as books, technology, and other supplies.

Because of this policy, students are required to perform various duties at the school to help defer expenses. These duties will include helping with building and grounds upkeep, assisting with mail-outs, special events, etc. These assignments will normally never require more than twenty hours per month.

The following deposits are required for keys that are issued to students:

- \$5 deposit for each apartment key issued
- \$5 deposit for building key

Students may not duplicate keys. Lost keys are to be reported and duplicate keys will be made for the cost of an additional deposit. All keys must be returned when a person is no longer enrolled at Southeast. Keys are obtained from the school administrative assistant.

Transcript Fees

There is a \$2 fee required for each official transcript requested. This fee is due at the time of the request.

TEXTBOOKS AND TECHNOLOGY

Students will be responsible for the cost of all textbook and study materials that may be required for a course. In those courses that utilize Tegrity, a lecture-capture system, a \$25 technology fee will be assessed. Students should plan on an estimated expense of \$2,400 for textbooks and technology over the course of the two-year curriculum.

REFUNDS

Because there is no tuition fee, there is no refund for a student who must withdraw from school. Key deposits are refunded upon return of all keys.

FINANCIAL ASSISTANCE AT SOUTHEAST

Although Southeast is a tuition-free institution, students must supply funds for their living expenses and assigned textbooks. Southeast receives funds from churches and individuals to assist in these areas. When funds are available, students may apply for assistance if they have raised a minimum of 75% of funds needed for living expenses and textbooks.

Short-term financial assistance is available through Southeast for emergencies. These funds are limited; to be considered for this assistance the student must provide a full disclosure of his/her financial situation.

Southeast reserves the right to cancel financial assistance as deemed necessary. Neither the school nor the Karns church has an obligation to provide this aid.

A Financial Aid Application must be completed before any funds will be disbursed.

VETERANS

The Southeast Institute of Biblical Studies has approval from the Educational Director of the Division of Veterans Education, Tennessee Higher Education Commission, State of Tennessee, to offer training to eligible persons and veterans under laws administered by the Veterans Administration. Veterans should contact the V.A. directly regarding this.

The school will assist by providing the necessary information. Any veteran with a failing grade or a Grade Point Average of below 2.0 for any quarter will be placed on academic probation for the following quarter. The veteran

must remove the probation status within that time or he will no longer be certified to the V.A. for benefits.

HOUSING

Students have primary responsibility for finding living quarters. The school will help in this as much as possible. Rental housing is available in Karns and surrounding areas.

The Hillbrook Student Housing complex has efficiency apartments for married students and a dorm for single students. Rental rates are reasonable; however, availability is limited. Inquiry about the student housing should be made to the Dean of Admissions.

INSURANCE

Students are expected to have adequate health insurance in the event of illness or emergency. When preparing a budget, the student should include the cost of this insurance.

Neither Southeast nor the Karns church of Christ will be responsible for any medical expenses incurred by students or their families.

EMPLOYMENT

Because of the heavy course load at Southeast, it is not recommended that students seek outside employment. It should be explained to potential supporters that because of the concentrated program it is not practical to hold down a job and successfully complete the course work.

Employment for wives is often available in the Knoxville and Oak Ridge areas.

Sunday speaking appointments are occasionally available in the surrounding area. While some income may be received for these appointments, this should not be considered in determining one's financial needs and budget.

ACADEMICS

ACADEMIC STANDARDS

Southeast Institute of Biblical Studies offers an intensive program on a demanding academic level designed to qualify the serious student to work effectively in the Lord's church. The academic year is divided into four ten-week quarters.

UNIT OF CREDIT

The unit of credit is the quarter hour. A quarter hour represents one 50-minute lecture/discussion per week. For example, a 5-quarter hour course would meet for the equivalent of 250 minutes per week.

For convenience purposes, the Southeast courses are listed in quarter hours with the equivalent semester hours noted.

ACADEMIC CLASSIFICATION

- **Freshmen** – students who have earned 0-55 quarter hours of credit.
- **Sophomores** – students who have earned 56-109 quarter hours of credit.
- **Juniors** – students who have earned 110-165 quarter hours of credit.
- **Seniors** – students who have earned 166 or more quarter hours of credit.
- **Special** – students not working toward a certificate or degree, including student wives and noncredit students.

STUDENT LOAD

The Southeast curriculum is set on a rotation basis. In order to complete the program in the anticipated time limit, each student will be required to take five classes per quarter, one

special topics course per quarter (lectureship, campaign, restoration tour, or workshop) and complete four Ministry Practicums.

ADVISING

The Academic Dean provides assistance in planning, registering, and reviewing student programs. The student is personally responsible for meeting catalog requirements or seeking written approval for any exceptions.

CLOCK HOURS

Clock hours represent the actual instructional (contact) time required for a course. For purposes of the Bachelor's Program the clock hours will also be indicated on the transcript.

WRITING COURSES

In order to further develop writing skills, each student will be taking courses that will include a significant writing component.

COURSE IDENTIFICATION

COURSE PREFIX AND NUMBER

Each course is identified by a three-letter prefix and a three-digit number.

The prefix indicates the course discipline

- ENG – English
- COM – Communication
- FAM – Family Studies
- HIS – History
- GRK – Greek
- BIB – Biblical
- DOC – Doctrinal

The first digit indicates the course level:

- 1 – Freshman
- 2 – Sophomore
- 3 – Junior
- 4 – Senior

Freshman and sophomore course level is considered lower division; junior and senior course level is considered upper division.

The second digit indicates the area of emphasis.

- 1 – Old Testament
- 2 – New Testament
- 3 – Doctrinal
- 4 – Practical
- 5-History
- 6-Language

The third digit represents the final course identifier.

Number in parenthesis indicates the credit hours – (quarter/semester). For example, (5/3) would indicate a 5 quarter hour course with the 3 semester hour equivalent.

GRADES AND QUALITY POINTS

Achievement and the quality of work of the student in each course are indicated as follows:

Grade	Significance	Quality Points per Quarter Hour
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Low Passing	1
F	Failing	0
N	Noncredit	0
W	Withdrew-Attendance	0
WF	Withdrew Failing	0
WP	Withdrew Passing	0
I	Incomplete	0
X	Absent from Final Examination	0

The grading scale used by Southeast is as follows:

A (93-100) B (85-92) C (74-84) D (65-73) F (below 65)

The following grades are not used in determining scholarship level or satisfactory progress:

W Withdrew-Attendance WP Withdrew Passing
N Noncredit

A failing grade (**F or WF or W**) earned at Southeast may be removed only by repeating the course at Southeast, and the repeated course cannot be taken by individual instruction.

N is the grade assigned for a course audited or otherwise taken without credit. If an auditor/student stops attending, a grade of **W** is assigned. **W** grades do not affect grade point average (GPA).

W is the grade assigned when an instructor officially withdraws a student from a course for missing more than 25% of the class meetings. (See Class Attendance Policy.)

WP is the grade assigned when a student officially withdraws from a course because of a medical emergency or a dire and obvious necessity and has a passing grade at the time of the withdrawal.

WF is the grade assigned when a student officially withdraws from a course with a failing grade.

I grades are assigned only when, in the judgment of the instructor and Academic Dean, circumstances beyond a student's control prevent a student from completing a course during the regular term.

X grades are assigned only when the student has failed to take the final exam because of extreme circumstances.

Such grades are not assigned simply for the convenience of students who wish more preparation time than their classmates. They are calculated as failing grades unless removed by completion of the course requirement within the allotted time.

A student who has an **I** must complete the work by mid-term of the following quarter (for dates, refer to calendar on page 72).

A student who has an **X** grade must present an appropriate excuse to the instructor and take the examination as soon as possible, but no later than two weeks after the end of the relevant quarter.

Assignments submitted late will be penalized one letter grade for each day it is late.

After a final grade has been submitted, it cannot be changed except with irrefutable evidence that an error has been made. Grade changes may be initiated no later than mid-term of the following regular quarter (for example, first quarter for fourth quarter grades).

A student will not be given additional time to raise a grade.

GRADE POINT AVERAGE

Scholarship level is expressed in terms of a grade point average (GPA) calculated by dividing the total quality points earned by the total hours attempted. Quarter and cumulative averages are recorded on the permanent academic record and on quarter grade reports. Averages are used to determine honors, academic probation and suspension, and eligibility for degrees.

GRADE REPORTS

A report of grades will be provided to each student within one week of the end of a quarter.

A copy of the progress report will be sent to those congregations and individuals who support the student. The report may also indicate absences (excused and/or unexcused)

GRADING POLICY/SYLLABUS

A syllabus will be provided to students enrolled in each course no later than the second class meeting. The syllabus will explain both the grading policy and the grading scale.

Grading Policy. The following definitions of letter grades are used.

A: A student who earns an A grade is one who in most instances:

1. Demonstrates outstanding scholarship, grasp of subject area, and achievement of specific knowledge and skills.
2. Does assignments thoroughly and accurately. Goes beyond the goals established for the class in achievement and contribution. Independently applies knowledge and skills to new situations.
3. Demonstrates originality and initiative. Shows leadership in class activities.
4. Expresses self clearly and effectively.
5. Evidences unique perception and depth of study in the field.

B: A student who earns a B grade is one who in most instances:

1. Demonstrates above-average scholarship and achievement in the subject area, and above-average

mastery of specific knowledge and skills.

2. Does assignments less thoroughly and accurately than the A student, but with above-average quality. Occasionally contributes creatively. Usually applies knowledge and skills independently.
3. Demonstrates some originality. Shows some leadership in class activities.
4. Usually expresses self clearly and effectively.
5. Is capable of advanced work in the field.

C: A student who earns a C grade is one who in most instances:

1. Demonstrates average scholarship and achievement in the subject area.
2. Is responsible and completes assignments. With help, applies knowledge and skills to new situations.
3. Evidences normal growth in relation to his capacities and skills. Participates in class activities.
4. Frequently requires individual direction and supervision to complete his work.
6. Achieves sufficient subject matter mastery to enable him to proceed to advanced work in the subject but is not capable of extensive advanced work in the field.

D: A student who earns a D grade is one who in most instances:

1. Is below average in mastery of the knowledge and skills to be used in new situations.
2. Seldom completes an assignment without instructor

direction and encouragement. Seldom applies knowledge and skills to new situations.

3. Evidences little growth other than that developed through class association. Rarely demonstrates originality and initiative.
4. Has difficulty expressing self adequately.
5. Generally fails to make up the work he has missed if absent.
6. Is not likely to be successful in advanced work in the field.

F: A student who earns an F grade is one who in most instances:

1. Does not fulfill the course requirements as established by the course of study.
2. Infrequently completes assignments and generally fails to make up work he has missed if absent. Generally does not take part in class activities.
3. Does not or cannot apply knowledge and skills to new situations.
4. Rejects instructor assistance and leadership. Does not demonstrate originality and initiative.
5. Does not express self adequately.
6. Is not capable of advanced work in the field without extensive remediation.

DISABILITY POLICY

Southeast Institute of Biblical Studies is committed to providing equal opportunity in education to qualified students. Students with a disability who are prevented from meeting course requirements in the way the course is

regularly taught should contact the Dean of Students. Students must provide documentation from an acceptable evaluator in order to receive accommodations.

Southeast will assist students with a documented disability with appropriate accommodation and modification, but does not guarantee successful completion of a course or a program. Students must cooperate with Southeast and must take responsibility for learning. Those with an approved accommodation plan should, within the first three (3) class sessions, notify the instructor of any affected class.

ACADEMIC PROBATION

Any student with a failing grade or a Grade Point Average below 2.0 for any quarter will be placed on academic probation the following quarter. He must remove the probation status within that time. Failure to do so may be grounds for dismissal.

Supporters will be informed regarding poor performance. Financial aid provided by the school may be discontinued if the administration determines that a student's work is not satisfactory.

ACADEMIC SUSPENSION

A student on probation who fails to meet the conditions required to continue probation or remove probation will be suspended. The period for a first academic suspension is one quarter. The period for a second academic suspension is two quarters. Subsequent academic suspensions are for an indefinite period but not less than three quarters.

If a student wishes to appeal the suspension, the written appeal must be received by the Academic Dean no later than two weeks after the student was suspended.

A student who has been suspended must reapply for admission before he will be allowed to enroll in further courses at Southeast.

PERMANENT RECORDS

Permanent transcripts are kept by the school, and grades are recorded upon the completion of each quarter. The transcript will reflect the progress of the student for each quarter and the cumulative record of the hours attempted/earned/Quality Points/GPA.

TRANSCRIPTS

A student may request an official transcript for personal use or to be sent to an employer or another institution of higher education. A Transcript Request Form must be completed and recorded in the Administrative Assistant's office in order for an official transcript to be sent. Each request for an official transcript must be accompanied by the required \$2 transcript fee.

STUDENT FILES

The student's academic file is maintained by the Academic Dean. Along with all course grades, the file may also contain information regarding other aspects of the student's work and conduct. This information may be reviewed and used by the administrative and academic staff of Southeast for purposes of school business but will not be released to other parties without the written consent of the student.

The student has the following rights:

1. Right to inspect and review your education record within a reasonable time after Southeast receives a request for access. If a student wishes to review his student record, contact the Academic Dean to make the appropriate arrangements.
2. Right to request an amendment of the education record if the individual believes the record is inaccurate or misleading. If a student believes there is an error in the record, he should submit a statement to the official responsible for the record, clearly identifying the part of the record he wants changed and why he believes it is inaccurate or misleading. That office will notify the student of their decision and advise regarding the appropriate steps if he does not agree with the decision.
3. Right to consent to disclosure of personally identifiable information contained in education records. Generally, schools must have written permission from the student in order to release any information from a student's education record. However, Southeast has the right to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest
 - Administrative officials of the school for purposes of academic or administrative decisions
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State/local authorities, pursuant to specific State law

STUDENT GRIEVANCE/APPEAL PROCEDURES

The nature of a student's grievance determines the path that should be taken for resolution.

1. A grievance regarding any student life issues should be taken to the Dean of Students, Edwin Jones, 6612 Beaver Ridge Road, Knoxville, TN 37931. The telephone no. is 865-691-7444, extension 227.
2. A grievance with an instructor regarding any course scheduling, requirements, or grading issue should first be taken to that instructor.

If an academic grievance cannot be resolved with an instructor, the student should submit the grievance in writing to the Academic Dean, Jacob A. Evans, 6612 Beaver Ridge Road, Knoxville, TN 37931. The telephone no. is 865-691-7444, extension 245.

If these efforts are not successful in resolving the grievance, the matter should be taken to the Director, David L. Lipe, 6612 Beaver Ridge Road, Knoxville, TN 37931. The telephone no. is 865-691-7444, extension 228. The grievance and all related information should be submitted in writing.

Unresolved issues should be taken to the elders of the Karns church of Christ. The grievance with all related information and procedure history should be submitted in writing. Submit this to the elders by turning in the grievance to the administrative assistant of the Karns church of Christ, requesting a meeting with them. Upon review the elders will contact the student and any necessary staff for an official meeting.

Any grievances not resolved at the institutional level may be forwarded to the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830, (615) 741-5293.

WITHDRAWAL FROM A COURSE

To withdraw from a course a student should contact the Academic Dean for instructions. Because of the cycle of course offerings at Southeast, there will not be an opportunity to repeat the course for one year.

Withdrawal from a course may carry with it the withdrawal of any financial assistance provided by the school. Upon withdrawal from school the student's supporters will be notified in writing of the situation.

See the paragraphs referring to withdrawal under Academics: "Grades and Grade Point Averages."

MEDICAL WITHDRAWAL

A student may petition the Academic Dean to be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or injury, prevent the student from continuing classes. The medical withdrawal covers both physical and psychological health difficulties. The student must submit with the petition official documentation from a healthcare provider showing the following information: (1) the date of onset of illness, (2) the dates the student was under professional care, (3) the general nature of the student's medical condition, (4) why or how it is preventing or prevented the student from completing the quarter, and (5) the last date the student was able to attend

classes. The letter or documentation from the healthcare provider must be on the provider's letterhead stationery.

A medical withdrawal may carry with it the withdrawal of any financial assistance provided by the school. Upon withdrawal from school the student's supporters will be notified in writing of the situation.

For additional information about a medical withdrawal, please contact the Academic Dean.

TRANSFER OF CREDIT TO SOUTHEAST

Students who have college credit from another institution must have official transcripts sent to Southeast before the proposed transfer credit (s) will be considered.

If the student wishes to have any courses considered to be applied to the Southeast curriculum he will need to submit a written request outlining the courses completed and the comparable courses in the Southeast program. The school may request a course description and/or course syllabus for evaluation.

No more than 50 quarter hours of transfer credit will be accepted to be applied toward the Southeast degree program.

TRANSFER OF SOUTHEAST CREDIT

The Southeast Institute of Biblical Studies is approved by the Tennessee Higher Education Commission to offer the two-year degree program currently described in this catalog. Southeast, however, is not accredited by a regional accrediting agency.

Transfer credit from Southeast is accepted at several brotherhood schools on a limited basis. Each school has its own regulations regarding transfer of credit. Students wishing to further their education are strongly encouraged to do so; Southeast will cooperate with each school to provide official transcripts, course descriptions, and syllabi as requested.

CLASS ATTENDANCE POLICY

Students are expected to attend class. Southeast maintains that a strong correlation exists between class attendance and academic success. Students must attend at least 75% of all scheduled class meetings or they will be dropped from the class and receive a grade of "W." Every absence, whether excused or unexcused, will count when determining whether students have missed more than 25% of all scheduled class meetings (3 day/week classes = 6 classes; 2 day/week = 4; 1 day/week = 2). Absences due to late registration will be included in the above percentage.

Three (3) tardies will count as one unexcused absence and will apply toward the 75% class attendance section explained above.

In extreme situations, students may appeal their grade of "W" to the Academic Dean. This must be done within five school days following the dismissal from class. Students should continue to attend class until appeals have been decided.

The student must explain any absence to the instructor within one week of return to class. Generally, a note from a physician is required for absence due to sickness. If no explanation is given within one week, the absence will be counted unexcused.

Any student receiving a “W” for failure to attend class must repeat the course; the course may not be repeated by means of Individual Instruction.

EXCUSED ABSENCES

Absences for officially-approved school business and/or trips, illness generally accompanied by a doctor’s note, or a death in the student’s immediate family are excusable and will not be penalized provided they are explained within one week of the student’s return to class; otherwise, the absence will be counted unexcused.

MAKE-UP WORK

Teachers may assign reasonable and relevant makeup work for **excused absences**. In case a student misses an examination and has an excused absence, the teacher may give a makeup examination or average other test grades without considering the examination material. **Final exams must be taken.** A student may not be penalized for missing an examination when the student has a clearly demonstrated excusable absence.

UNEXCUSED ABSENCES

Penalties for absences that do not meet the *excused absence* criteria, stated above, and tardiness shall be left to the discretion of the instructor, but must adhere to

individual school parameters.

Teachers may assign reasonable and relevant makeup work or give a makeup examination for any or all missed assignments for an unexcused absence **but are not under obligation to do so. There will be no make-up exam for an unexcused absence from an exam.**

ACADEMIC DISHONESTY

Academic dishonesty is not in keeping with Christian principles or the standards of Southeast Institute of Biblical Studies. The following are examples of academic dishonesty:

Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any form of work submitted for credit.

Fabrication: intentionally falsifying or inventing any data, information, or citation in an academic exercise.

Facilitating academic dishonesty: helping or attempting to help another to violate any portion of the Academic Dishonesty policy.

Plagiarism: adopting or reproducing another author's ideas, words, or statements as one's own without proper acknowledgment.

Along with possible disciplinary action by the Dean of Students, a student who is dishonest in a course, at the discretion of the instructor, may be given a failing grade and dropped from the course.

ACADEMIC PETITIONS

EXCEPTIONS

Academic policies are set by the Southeast Institute of Biblical Studies for the successful completion of the program of study within the time limits. Any exceptions, exemptions, changes, or deferrals should be submitted on the appropriate form to the Academic Dean.

Once a decision has been made by the administration the student will be notified and will receive a copy of the approval.

In the event the request is denied the student will have one week to appeal the decision. See Student Grievance/Appeals Procedures.

PETITION FOR INDIVIDUALIZED INSTRUCTION

If a student needs a catalog course at a time when it is not scheduled because of an approved Medical Withdrawal or withdrawal for a dire and obvious necessity, individual instruction may be possible. **Students who have failed a regular course cannot replace the grade by taking the course through individual instruction.**

The course must be completed in a timely manner not to exceed the nine-week quarter time limit.

The Individualized Instruction course will have the same course ID as the catalog course.

The instructor who agrees to provide individual instruction will meet with the student at least once a week. Grading will be conventional. A fee per credit hour may be charged to the student for this type of study.

GRADUATION REQUIREMENTS

Students graduate under the requirements of the catalog that was in force when they entered the Southeast program. As courses and curriculums are updated and reorganized some courses may be removed from course offerings or merged with other courses. This transition of programs may require academic program substitutions for courses affected by these changes.

These substitutions will be considered on a case-by-case basis. Southeast will work with each student to provide the best program of study for the successful completion of the course work.

The *Bachelor of Biblical Studies* will be awarded upon conclusion of the two-year curriculum provided the following requirements have been met:

1. The student has completed all prescribed courses.
2. An overall Grade Point Average (GPA) of 2.0 (C) has been maintained.
3. The student has participated satisfactorily in all practical experience activities.
4. The student has demonstrated that his attitude and conduct has been consistent with the purposes of Southeast.
5. The student has completed the Exit Examination.
6. The student has a final Exit Interview with Southeast faculty and the Karns church of Christ elders.

GRADUATION

Graduation exercises are held upon completion of the Fourth Quarter. For those students who complete their program of study other than at the regular time, the Southeast staff will make accommodations for participating in the graduation exercises.

WOMEN'S ENRICHMENT

Upon successful completion of enrichment classes, women will be awarded a *Recognition of Completion* at the graduation exercise.

PROGRAM OF STUDY
BACHELOR OF BIBLICAL STUDIES
REGULAR CURRICULUM—2014-2015
FIRST YEAR

First Quarter (Freshman)		Third Quarter (Sophomore)	
BIB111	Genesis	BIB211	Joshua, Judges, Ruth
BIB121	Life of Christ	BIB221	Gospel of John; 1,2,3 John
BIB141	Introduction to Biblical Studies & Technology	BIB241	Missions
ENG161	English	COM241	Preparation & Delivery of Sermons
GRK161	Greek 1	GRK261	Greek 3
BIB194	Workshop 1 (PTP)	BIB292	Lectureship 1 (FHU)
		BIB195	Ministry Practicum 1
Second Quarter (Freshman)		Fourth Quarter (Sophomore)	
BIB112	Life of Moses	BIB212	Life of David
BIB122	Acts	BIB222	Prison Epistles
BIB142	Personal Evangelism	BIB223	Thessalonians, Timothy, & Titus
BIB143	Educational Work of the Church	FAM241	Marriage and the Family
GRK162	Greek 2	HIS251	Church History and Restoration History
BIB191	Campaign 1	BIB295	Ministry Practicum 2
		<i>BIB293</i>	<i>Restoration Tour (Odd years) OR</i>
		<i>BIB493</i>	<i>Special Topic (Even)</i>

**SECOND YEAR
(REGULAR)**

First Quarter (Junior)

BIB311 Kings of Israel
and Judah
BIB321 General Epistles
DOC332 Denominational
Doctrines
DOC333 Interpreting the
Bible
BIB341 Preacher and His
Work
BIB394 Workshop 2 (PTP)
BIB395 Ministry
Practicum 3

Third Quarter (Senior)

BIB411 Prophets 2
BIB421 Hebrews
BIB422 1 & 2 Corinthians
DOC431 Seminar for Bible
Majors
DOC432 Christian Evidences
BIB492 Lectureship 2
(FHU)

Second Quarter (Junior)

BIB312 Prophets 1
BIB322 Romans &
Galatians
DOC331 Contemporary
Concerns
DOC334 Critical Thinking
FAM341 Personal Counseling
BIB391 Campaign 2
BIB495 Ministry
Practicum 4

Fourth Quarter (Senior)

BIB412 Prophets 3
BIB413 Poetical Books
BIB 414 Psalms
BIB423 Revelation
DOC433 Ethics
*BIB493 Special Topic (Even
Years) **OR***
BIB293 Restoration Tour

PROGRAM OF STUDY
BACHELOR OF BIBLICAL STUDIES
MID-YEAR CURRICULUM—2014-2015
FIRST YEAR

First Quarter

BIB211 Joshua, Judges, Ruth
 BIB221 Gospel of John; 1,2,3
 John
 BIB241 Missions
 COM241 Preparation & Delivery
 of Sermons
 BIB422 1 & 2 Corinthians
 BIB292 Lectureship 1 (FHU)
 BIB195 Ministry Practicum 1

Third Quarter

BIB111 Genesis
 BIB121 Life of Christ
 BIB141 Introduction to
 Biblical Studies
 &Technology
 ENG161 English
 GRK161 Greek 1
 BIB194 Workshop 1 (PTP)

Second Quarter

BIB212 Life of David
 BIB222 Prison Epistles
 BIB223 Thessalonians,
 Timothy, & Titus
 FAM241 Marriage and the
 Family
 HIS251 Church History and
 Restoration History
 BIB295 Ministry Practicum 2
*BIB293 Restoration Tour (Odd
 years) **OR***
BIB493 Special Topic (Even)

Fourth Quarter

BIB112 Life of Moses
 BIB122 Acts
 BIB142 Personal
 Evangelism
 BIB312 Prophets 1
 GRK162 Greek 2
 BIB191 Campaign 1

**SECOND YEAR
(MID-YEAR)**

First Quarter

BIB411 Prophets 2
 BIB421 Hebrews
 BIB261 Greek 3
 DOC431 Seminar for Bible
 Majors
 DOC432 Christian Evidences
 BIB492 Lectureship 2 (FHU)

Third Quarter

BIB311 Kings of Israel
 and Judah
 BIB321 General Epistles
 DOC332 Denominational
 Doctrines
 DOC333 Interpreting the
 Bible
 BIB341 Preacher and His
 Work
 BIB394 Workshop 2 (PTP)
 BIB395 Ministry Practicum 3

Second Quarter

BIB412 Prophets 3
 BIB413 Poetical Books
 BIB414 Psalms
 BIB423 Revelation
 DOC433 Ethics
*BIB493 Special Topic (Even
 Years) **OR***
*BIB293 Restoration Tour
 (Odd)*

Fourth Quarter

BIB 143 Educational Work
 of the Church
 BIB322 Romans & Galatians
 DOC331 Contemporary
 Concerns
 DOC334 Critical Thinking
 FAM341 Personal Counseling
 BIB391 Campaign 2
 BIB495 Ministry Practicum 4

ENRICHMENT CLASSES FOR WOMEN

In addition to the opportunity to enroll in day classes, student wives are offered Thursday evening classes from 6:00—8:00 p.m. each quarter.

Also, classes will be offered on Wednesday nights. These classes will be held in conjunction with the Karns Wednesday evening Bible School Program, totaling 4 classes for the two years student wives are with us. These classes will be taught by a member of the Southeast faculty.

Thursday Classes:

2014-15 Academic Year		2015-16 Academic Year	
Quarter	Class	Quarter	Class
First	BIB183 Life of Christ	First	BIB181 Old Testament Survey
Second	BIB182 New Testament Survey	Second	FAM181 Marriage and the Family
Third	FAM182 The Christian Woman	Third	BIB184 Acts
Fourth	BIB185 Principles of Effective Teaching	Fourth	DOC181 Biblical Problem Solving

COURSE DESCRIPTIONS

BIBLICAL STUDIES (BIB)

OLD TESTAMENT

BIB111. Genesis. (5/3 hours) First Quarter

A study of fundamental universal themes in chapters 1-11 and the foundational themes associated with the development of Israel in chapters 12-50. The nature of God, the nature of man, creation, sin, forgiveness, covenant, promise, judgment, and the plan of redemption will be among the key areas of development.

BIB112. Life of Moses. (5/3 hours) Second Quarter

An examination in Exodus through Deuteronomy of the narrative begun in Genesis. This class will move from Egyptian Bondage to Israel's Exodus to the Wilderness Wandering and to the time when Moses addresses the nation just prior to the entrance to the Promised Land. God's deliverance, His fidelity to His Promises, and His law for Israel will be developed in detail.

BIB211. Joshua, Judges, Ruth. (5/3 hours) Third Quarter

A study of Israel's history following the periods of Egyptian slavery and wilderness wandering. This course explores Israel from its entrance into Canaan through the period of the judges. It emphasizes God's faithfulness to Israel, and Israel's many breaches of the Abrahamic covenant.

BIB212. The Life of David. (5/3 hours) Fourth Quarter

A study of Israel's history during the united kingdom period beginning with 1 Samuel and continuing through 1 Kings 11. This course focuses on the reign and character of David and the development of the kingdom during his lifetime. It includes a study of Saul (his predecessor) and Solomon (his successor). Attention is given to the genealogical connections of David from Genesis to the Christ.

BIB311. Kings of Israel and Judah. (5/3 hours) First Quarter

An exploration from Kings, Chronicles, Ezra, Nehemiah and Esther of Israel's history from the time of Rehoboam to the period of restoration. Emphasizing key figures, it covers the kings of Israel and Judah, the downfall and captivity of both kingdoms, and the exilic and post-exilic periods.

BIB312. Prophets 1. (5/3 hours) Second Quarter

An examination of how Isaiah and Jeremiah cover the historical range from the fall of the Northern Kingdom of Israel to the fall of Judah, Jerusalem, and the temple. Prophetically, the time from Babylon to the Messiah will be emphasized with the often "layered" or typical nature of biblical prophecy considered.

BIB411. Prophets 2 (5/3 hours) Third Quarter

A study of the varied perspectives of Daniel and Ezekiel in Babylonian Captivity. Contemporary history, the nature of apocalyptic literature, and the prophetic flow from four successive regional empires to the Messianic Kingdom will receive special attention.

BIB412. Prophets 3. (5/3 hours) Fourth Quarter

A study of the twelve Minor Prophets as they cover events from the Divided Kingdom to the Return from Babylonian Captivity. Interesting personality studies, the hope of a Messiah and a Restored Davidic Kingdom, God's varied approaches to prophecy, and the gradual diminishing of God's temporal blessings for His people will receive special attention.

BIB413 Poetical Books. (5/3 hours) Fourth Quarter

An examination of Old Testament wisdom literature (Job, Proverbs, Ecclesiastes, and Song of Solomon) with special attention given to the literary forms, historical settings and messages of each book. Specific attention is given to the moral and religious values of each book.

BIB414 Psalms. (5/3 hours) Fourth Quarter

The book of Psalms covers such divine topics as praise, mourning, imprecation, religious perplexities, historical remembrance, and Messianic predictions. The nature of Hebrew poetry shines most brightly in this extremely influential book that delves deeply into the nation's ethos.

NEW TESTAMENT

BIB121. Life of Christ. (5/3 hours) First Quarter

An examination of the three elements of Jesus' life: His example as the model of our Christ-likeness, His Atonement as the basis of our salvation, and His victory in the Resurrection demonstrating the Father's approval of His life. Principles of Jesus' core character will be discussed and applied to all aspects of Christianity.

BIB122. Acts. (5/3 hours) Second Quarter

An examination of the bridge between the gospel narratives and the epistles. The incomplete business of the gospels, the coming of the Holy Spirit, the founding of the church, and the early days of the Great Commission will be covered in this class.

BIB221. Gospel of John; 1, 2, 3 John. (5/3 hours) Third Quarter

A study of the major introductory questions to the Gospel of John. The course will focus on an in-depth study of key passages. Applications for the 21st century servant will be emphasized. Additionally, the thematically related Johannine Epistles will be explored.

BIB222. Prison Epistles. (5/3 hours) Fourth Quarter

A study of the Roman prison epistles of Ephesians, Philippians, Colossians, and Philemon. The nature of the church, a look into Paul's heart, and the false attraction of manmade religion will respectively be seen to characterize the core of these letters. Appreciation for what God has accomplished in Christ in the church will clearly be demonstrated to evoke in the student a response designed to be realized in Christ-likeness.

BIB223. Thessalonians, Timothy and Titus. (5/3 hours) Fourth Quarter

An in-depth study of the letters to Thessalonica, Timothy and Titus, with particular emphasis on the second coming of Jesus, sound doctrine, the work of an evangelist and the qualifications and work of elders.

BIB321. General Epistles. (5/3 hours) First Quarter

An examination of the practical wisdom of James, the fiery trials facing Christians in I Peter, the encouragement and warnings of II Peter, and Jude's plea to "contend earnestly for the faith" as his audience is troubled by false teachers.

BIB322. Romans and Galatians. (5/3 hours) Second Quarter

A study of two of Paul's theological treatises. Attention is given to God's plan for righteousness. Emphasis is given to the problem of sin, the gospel message, and salvation.

BIB421. Hebrews. (5/3 hours) Third Quarter

A survey of the life of faith. This course emphasizes Christ as the better messenger, the better high priest, and the provider of a better way stressing the superiority of the Gospel over the law.

BIB422. 1 & 2 Corinthians. (5/3 hours) Third Quarter

A consideration of Paul's involvement with the troubled New Testament congregation at Corinth. This course will discuss a variety of "doctrinal" and "practical" issues addressing how a Christian is to overcome the challenges of a sinful world. The many divisions common to immature Christians will be found in much of the class study.

BIB423. Revelation. (5/3 hours) Fourth Quarter

An analysis of the text with specific attention given to historical background (apocalyptic and first century) and various interpretive approaches. It will include selected exegeses of key passages dealing with historical and contemporary issues such as eschatology, premillennialism, and literal versus figurative applications.

BIB493. Special Topic. (1 hour) Fourth Quarter

This class will offer a variety of topics to enrich students in Bible and practical matters relating to ministry.

DOCTRINAL (DOC)

DOC331 Contemporary Concerns. (5/3 hours) Second Quarter

An in-depth study of contemporary issues in philosophy, science and theology that affect biblical truths and principles about God, revelation, ethics, etc.

DOC332. Denominational Doctrines. (5/3 hours) First Quarter

A study of denominational doctrines in light of biblical teaching. Emphasis is given to the identity, establishment, and organization of the church of the New Testament. The course is designed to help Bible students be equipped to discuss biblical teachings with members of denominations.

DOC333. Interpreting the Bible. (5/3 hours) First Quarter

A study of the principles and rules which make possible a correct interpretation of the Bible. Consideration is given to how to interpret properly different literary genres. This course emphasizes examples of legitimate interpretation and gives the student opportunity to apply biblical principles of interpretation.

DOC334. Critical Thinking. (5/3 hours) Second Quarter

A study of introductory principles of correct thinking. Inductive and deductive methods of reasoning are studied and

application is made to religious, ethical, and biblical problems.

DOC431. Seminar for Bible Majors. (5/3 hours) Third Quarter

Study, in seminar form, of significant issues and problems of relevance to the Bible major. Content will vary with the group in the seminar.

DOC432. Christian Evidences. (5/3 hours) Third Quarter

An examination of the evidences which prove the Christian faith is from God. The arguments for the existence of God, the inspiration of the Bible, and the deity of Jesus are considered in detail. Attention is given to systems of thought which oppose the Christian faith, and a response to each is offered. The course contains a significant writing component.

DOC433. Ethics. (5/3 hours) Fourth Quarter

A study of various systems of ethics and how they affect ethical conduct. These systems are evaluated in light of biblical truth.

PRACTICAL

BIB141. Introduction to Biblical Studies and Technology. (5/3 hours) First Quarter

A general introduction to academics and student life. Attention will be given to goal setting, study skills, learning styles, time management, financial planning, effective use of the library, test-taking, and spiritual development. Also, em-

phasis will be given to various technologies in minister study and work.

BIB142. Personal Evangelism. (5/3 hours) Second Quarter

A survey of various approaches commonly used in personal evangelism with an overriding emphasis on allowing Jesus to be our primary model. The class will allot considerable time for discussion and role-playing examples and will stress making a special effort to become more evangelistically active.

BIB143. Educational Work of the Church. (5/3 hours) Second Quarter

An evaluation of a variety of different modern educational theories in view of the teaching methods of Jesus. Applications will be made to personal and congregational instructional/growth goals. Additionally, students will be taught how educational goals address various facets of life and how this affects both preaching and teaching.

BIB241. Missions. (5/3 hours) Third Quarter

An examination of how churches can best select and support those they send and of how to organize and execute effective short-term mission campaigns. The course will include the biblical model for church-sponsored missions as well as how to provide not only financial support, but also the care those missionaries need as they partner with their supporters. Further, the course emphasizes understanding the role of short-term missions in the mission field's long-term strategy, choosing a field for service, and various strategies of work.

BIB341. Preacher and His Work. (5/3 hours) First Quarter

A practical approach to the everyday life of the preacher. The course emphasizes the biblical principles requisite for successful ministering. Attention is given to all aspects of the work of the preacher.

COM241. Preparation and Delivery of Sermons. (5/3 hours) Third Quarter

A study of principles and techniques of preparing and delivering sermons. Students will learn how to outline and present topical, textual, and expository sermons. Practical exercises will help students develop their skills.

FAM241. Marriage and the Family. (5/3 hours) Fourth Quarter

A study of the relationships within a family. Personal development as a Christian will be the basis for examining the biblical relationships between husband and wife and parents and children. Common modern assumptions relative to family dynamics will be contrasted to the biblical model.

FAM341. Personal Counseling. (5/3 hours) Second Quarter

The principles, techniques, and procedures which aid in personal counseling. Relevant scriptural principles are utilized extensively.

HISTORY (HIS)

HIS251. Church History and Restoration History. (5/3 hours) Fourth Quarter

A general overview of the history of Christianity from the New Testament through the time of the Restoration Movement. This class includes a discussion of individuals and movements that led to the departure from God's pattern for the church and its eventual restoration.

LANGUAGE

ENG161. English Composition. (5/3 hours) First Quarter

An examination of the elementary aspects of English with a view to its application to church work. The course will focus on applying the rudiments of basic English grammar to writing a research paper.

GRK161. Greek 1. (5/3 hours) First Quarter

A study of the basic vocabulary, grammar, and syntax of the Greek New Testament.

GRK162. Greek 2. (5/3 hours) Second Quarter

A continuation of GRK161 including rudimentary translation of New Testament passages.

GRK261. Greek 3. (5/3 hours) Third Quarter

Emphasis on translation of selected New Testament passages beginning with the Gospel of John.

SPECIAL TOPICS

BIB191, BIB391. Campaign 1, 2. (1 hour each) Second Quarter

Supervision of preaching and teaching opportunities for students as they work with selected congregations to canvas neighborhoods for people interested in Bible study.

BIB292, 492. Lectureship 1, 2. (1 hour each) Third Quarter

An annual trip to the Freed-Hardeman University Lectureship. The student will attend this activity and critically evaluate an assigned or chosen track of study in a written way.

BIB493. Special Topic. (1 hour) Fourth Quarter

This class will examine a variety of topics to enrich students in Bible and practical matters relating to ministry.

BIB195, 295, 395, 495. Ministry Practicum 1, 2, 3, 4. (1 hour each)

Emphasis on participation in ministry through class discussions of questions and issues raised by the student. Training is given in a wide variety of proficiencies typically required in ministry.

BIB493. Restoration Tour. (1 hour) Fourth Quarter

An instructional tour of selected historical points of interest related to the American Restoration Movement. The tour is designed to complement the Restoration History class.

BIB194, 394. Workshop 1, 2. (1 hour each) First Quarter

Active participation of each student in a series of varied workshop opportunities offered at *Polishing the Pulpit*. This annual presentation contains a wide variety of tracks a student may elect to follow that are dedicated to church teaching and practice.

WOMEN'S ENRICHMENT CLASSES

BIB181. Old Testament Survey. A study of the history of the Old Testament with its broad scope, varied literary types, and relevance to the scheme of redemption through Christ.

BIB182. New Testament Survey. An examination of the messages of the New Testament books. This course incorporates historical and cultural backgrounds and lays a foundation for detailed studies and exegeses of the Bible.

BIB183. Life of Christ. A study of the earthly life of Jesus covers His divine wisdom evident in His teachings; His omnipotent power revealed by His miracles; His atonement; His resurrection and His ascension. The course will emphasize knowing Christ as our example, guide, and Savior.

BIB184. Acts. A study of the inception and early history of the church. This course includes the missionary journeys of Paul, cases of conversion, and the book's key doctrinal points.

BIB185. Principles of Effective Teaching. A study of methods and techniques for teaching. This course includes lesson preparation and presentation, and covers material for teaching cradle roll through adult.

FAM181. Marriage and the Family. A study of God's plan for the home as revealed in the Bible. It gives detailed consideration to husband-wife and parent-child relationships, and emphasizes the purpose of the home and its influence in the kingdom of God.

FAM182. The Christian Woman. A study of the role, responsibilities, privileges, problems, and positive rewards of the Christian woman from the standpoint of Scripture and society. It gives practical recommendations to prepare the student to meet the challenges before her, to be a successful helper to her husband, and to be happy and productive.

DOC181. Biblical Problem Solving. An examination of how the minister's wife can assist people by being a sympathetic listener. This course offers helpful biblical advice for coping with the burdens of life. Although designed to assist in problem-solving, this course does not provide professional counseling training.

Wednesday Classes

Each school year in conjunction with the Karns Adult Bible Class program, two classes will be offered for student wives, totaling four classes over two years. They will be taught by a member of the Southeast faculty.

ADDITIONAL SCHOOL POLICIES

COURSE EVALUATIONS

Courses will be evaluated each quarter during the last week of classes. Evaluations will cover the course content and instructor performance. All responses are confidential. Evaluations are processed and results submitted to the Director. Results are reviewed during faculty evaluations.

DISCIPLINARY ACTIONS

Disciplinary matters are handled by the Dean of Students. A record of any disciplinary action will be maintained in the student's permanent file. Serious and persistent violation of regulations and policies may result in probation, suspension, or expulsion.

If a student is placed on disciplinary probation it will be for a period of **not less than one quarter**. At the end of the probationary period, if there has been no further issues, the probationary status will be lifted.

If a student is suspended for disciplinary reasons, a period of **not less than one quarter** will be imposed. Written application must then be made for readmission, subject to the approval of the Karns elders and the administration of Southeast, following a meeting with the student.

The Southeast Institute of Biblical Studies reserves the right to deny readmission to a student at the beginning of any quarter or to dismiss him at any time if, in the judgment of the staff, it is thought his influence is detrimental to the school.

PROGRESS INTERVIEWS

Students will be interviewed from time to time to evaluate their progress. Areas may include devotional/spiritual life, family life, academics, interpersonal relationships, and any other potential issues that might impact student success. Assistance will be provided as needed to help the student successfully complete the program of study.

WEATHER POLICY

In the event of inclement weather, the Dean of Academics will determine the cancellation of classes or modifications to the class schedule. Students will be notified as soon as possible by either an email or text message.

ADMINISTRATION

Elders, Karns Church of Christ

Don Denton
Tony Turner
Don Wagner
Tony Williams
Gregg Woodall

Director

David L. Lipe

Administrative Staff

Nell Rich.....Office Manager
Kim Higginbotham.....Librarian
Shirley Lyell.....Secretary
Southeast/Karns Church of Christ
Frank Williams.....Director of Development
Sherrye Woodall.....Bookkeeper
Southeast/Karns Church of Christ

FACULTY

David L. Lipe. *Director*1984-1986, 2012

Dr. Lipe has earned the following degrees: A.A. & Third Year Certificate, Freed-Hardeman College, 1969, 1970; B.A., Harding University, 1971; M.A., Harding Graduate School of Religion, 1975; Ph.D., The University of Tennessee, 1986; M.S., The University of Memphis, 1994. He has completed additional studies at the University of Dallas and the University of North Alabama. He began preaching in 1967 and has served congregations in Mississippi, Arkansas, Tennessee, and Texas. Dr. Lipe taught at Freed-Hardeman University for 20 years.

Jacob A. Evans. *Dean of Academics*.....2007

Brother Evans has earned the following degrees: B.A., Freed-Hardeman University, 2002; M.Min., Freed-Hardeman University, 2007; M.Div., Freed-Hardeman University, 2013. He is also the preacher for the church of Christ in Greenback, TN.

Edwin S. Jones. *Dean of Admissions/Students*.....1986

Brother Jones has earned the following degrees: A.A., Faulkner University, 1971; B.S., Amridge University, 1974; M.S.R.E, Amridge University, 1977; Ed.S. Amridge University, 1981; M.Div. Amridge University, 1991. He has done additional work at Auburn University and Oklahoma Christian University. He has preached since 1968 in Alabama, North Carolina, Ohio, New Zealand, and Tennessee. He has been associated with Southeast since 1986.

Daniel Howell. *Director of Information Technology...2014*

Brother Howell has earned a B.A. in Communications from Austin Peay State University. He has worked for the Gospel Broadcasting Network and in full-time local work with congregations in East Tennessee, Western Kentucky, and Southern Illinois. He is currently the preacher for the church of Christ in Sweetwater, TN.

Jody L. Apple. *Asst. Dir. of Information Tech.....2009*

Brother Apple has earned the following degrees: B.A., Freed-Hardeman University, 1978; M.A. Tennessee Bible College, 1982. He has done further graduate work at West Chester University. He came to Southeast after serving the church in the greater Philadelphia area for 25 years. He is the administrator of www.thebible.net and directs the Video Bible Institute. He is one of the speakers for the *International Gospel Hour*.

ADJUNCT FACULTY

William A. Bryant. *Adjunct Faculty.....2005*

Brother Bryant has received educational training in the following institutions: Certificate in Bible, East Tennessee School of Preaching and Missions, 1973. University of Tennessee, 1969-71; University of Cincinnati, 1982-85. He served 10 years in the U.S. Navy and has preached for congregations in Ohio, Mississippi, and Tennessee.

Tom Childers. *Adjunct Faculty.....2012*

Brother Childers has earned the following degrees from Freed-Hardeman University: A.A., 1968; Third Year Certificate, 1968; B.A., 1978; and Master of Ministry, 1994.

He has done additional work at Mississippi State University and Harding Graduate School of Religion. He has served in local work for over 40 years in Tennessee, Mississippi, Alabama, and Louisiana. At Freed-Hardeman he has worked as a Church Resources Director, served as adjunct instructor, and taught computer classes at the annual lectureship.

Robert E. Cowles. *Adjunct Faculty*.....1989

Brother Cowles has earned the following degrees: A.A., Southeast Missouri State University, 1971; B.S., Southeast Missouri State University, 1972; B.A., Harding University, 1978; M.A., Alabama Christian School of Religion, 1981; M.Div., Harding Graduate School of Religion, 2002. He currently serves the Norwood congregation in Knoxville, TN.

Timothy A. Forlines. *Adjunct Faculty*.....1992

Brother Forlines has earned the following degrees: B.S., Bluefield State College, 1985. He received the Certificate in Bible from East Tennessee School of Preaching and Missions in 1988. He is the minister for the Claxton congregation in Powell, TN.

Gary Hampton. *Adjunct Faculty*.....2006

Brother Hampton has an earned B.A. degree from Freed-Hardeman University, 1976. He has been preaching nearly 40 years. In addition to 30 years of full-time local work, he holds a number of gospel meetings each year. He has served as a teacher in different schools of preaching and has been teaching at Southeast since 2006. He served as director from 2006 until 2012.

Scott Harp. *Adjunct Faculty*.....2012

Brother Harp has earned the following degree: B.A. Heritage Christian University, 1989. He has done extensive studies in the field of Church History, particularly in the area of Restoration History. He has owned and operated the website: www.TheRestorationMovement.com since 2000. He has preached for thirty years, including serving as a missionary in New Zealand and serving churches in Tennessee, Alabama, and Georgia.

Steve Higginbotham. *Adjunct Faculty*.....2010

Brother Higginbotham has earned the following degree: B.S., Freed-Hardeman University, 1984. He is continuing his graduate work at Freed-Hardeman University. He has served congregations in West Virginia and Kentucky and is currently minister of the Karns church of Christ. He serves as one of the editors of *Think Magazine*.

Jonathan Jones II. *Adjunct Faculty*.....2012

Brother Jones has earned the following degrees: A.A. Columbia State Community College, 1998; B.S., Freed-Hardeman University, 2001; M.A., Freed-Hardeman University, 2002; M.Div., Freed-Hardeman University, 2008. He began preaching in 1998 and has served in various roles in congregations throughout Tennessee. He is the pulpit minister for the Maryville church of Christ in Maryville, TN.

Geoffrey R. Mabe. *Adjunct Faculty*.....2005

Brother Mabe has earned the following degrees: B.A., Freed-Hardeman University, 1994; M.A. East Tennessee State University, 2005; M.A., Johnson University, 2009. He is a minister for the South Knoxville church of Christ.

Justin Morton. *Adjunct Faculty*..... 2011

Brother Morton has earned the following degrees: B.A., Freed-Hardeman University, 2005. M. Min., Freed-Hardeman University, 2007. He has served congregations in Kentucky and Tennessee and is currently the student and family minister for Karns church of Christ. He is the director of the Southeast Leadership Camp held in June. He has written a booklet for teens entitled: *Help! Someone I Love Has Died* as well as having been published in *Kaio* magazine, a work of Focus Press, Inc.

Gregg Woodall. *Guest Lecturer*.....2002

Brother Woodall has earned the following degrees: A.A., Freed-Hardeman University, 1977; B.B.A. Middle Tennessee State University, 1979. He holds the following certifications: Tennessee State Board of Accountancy – Certified Public Account; National Association of Certified Valuation Analysts – Certified Valuation Analyst; and American Institute of CPA’s – Chartered Global Management Accountant. He is an elder for the Karns church of Christ.

INSTRUCTORS — WOMENS' COURSES

Evelyn Apple. *Instructor*.....2009

Sister Apple attended Freed-Hardeman University from 1975 to 1978. She and her husband worked with the Lord's church in the greater Philadelphia area for 25 years. She homeschooled her three children, has conducted workshops for homeschooling children and parents, and is a guest speaker at ladies' days and lectureships.

Teresa Clark. *Instructor*.....2013

Sister Clark earned the following degree: B.S., Tennessee Technological University, 1985. She has served, with her husband, the Karns church of Christ since 1989. She is a Bible class teacher for children and ladies' classes. She works part-time as an RN.

Kim Higginbotham. *Librarian, Instructor*.....2010

Sister Higginbotham has earned the following degrees: B.S., West Virginia State College, 1985; M.A., Marshall University, 1989; Certificate for Autism, Western Kentucky University, 2009. She has completed additional studies at Harding University and Freed-Hardeman University. She is a speaker at area-wide and local teacher training workshops.

Sara Jones. *Instructor*1989

Sister Jones has earned the following degree: A.A., Alabama Christian College, 1971. She and her husband, Edwin, did mission work in New Zealand from 1983-86. She has taught children's and ladies' classes for the past 40 years; spoken at ladies' days, retreats, and lectureships; and has written articles for *Christian Bible Teacher* magazine.

Angie Mabe. Instructor.....2013

Sister Mabe has earned the following degrees: B.A. in Bible and B.S. in Elementary Education, Freed-Hardeman University, 1996. She has taught children and adult ladies classes for over 17 years in either the Christian School or church Bible School setting. She is co-founder and director of the girls portion of the Southeast Leadership Camp.

Jody Miller. Instructor.....2001

Sister Miller has earned the following degree: B.S. in Business Management, Freed-Hardeman University, 1988. She has spoken at many Ladies' Days and lectureships and conducts Teacher Workshops.

Miranda Morton. Instructor.....2012

Sister Morton has earned the following degrees: B.A., Lipscomb University, 2004. M.A., Auburn University, 2008. She has taught English at both the high school and college level. Her writings have been published in *Kaio* magazine, a work of Focus Press, Inc. She assists her husband, Justin, in the student ministry, where she serves as a girls' teacher and mentor.

ACADEMIC CALENDAR

2014-2015 Academic Calendar

Quarter 1

July 27	Orientation
July 28	Quarter 1 Classes Begin
August 22-28	Polishing the Pulpit
September 1	Labor Day Holiday
October 2-3	Final Exams
October 5-8	Campaign
October 9-10	Fall Break

Quarter 2

October 13	Quarter 2 Classes Begin
November 26-28	Thanksgiving Break
December 18-19	Final Exams
December 22-January 2	Winter Break

Quarter 3

January 5	Quarter 3 Classes Begin
January 19	Martin Luther King, Jr. Holiday
February 1-5	FHU Lectureship Week
March 12-13	Final Exams
March 16-20	Spring Break Week

Quarter 4

March 23	Quarter 4 Classes Begin
April 26-29	Southeast Lectureship
May 11-15	Restoration Tour
June 4-5	Final Exams
June 7	Graduation Exercises

**SOUTHEAST INSTITUTE OF
BIBLICAL STUDIES**

2014-2015 STUDENT HANDBOOK

ACADEMICS

CHAPEL ATTENDANCE

Chapel is an integral part of Southeast and emphasizes spiritual growth and Christian living. Devotionals, special guest speakers, announcements, and other items of interest will be presented during chapel. Students are to attend chapel every day classes are in session.

Appointments for chapel responsibilities are posted. Students are responsible for checking the list daily. Devotionals should be limited to 10–12 minutes.

BIBLE TRANSLATIONS AND MEMORY WORK

There are various versions of the Bible available today and no single version is perfect. The teacher may specify which version from which he prefers students to memorize.

No matter what version one uses, the foremost concern is properly understanding the truth of God's message to man. The student should be sensitive to versions used by congregations where he might be invited to preach.

STUDENT WIVES

Married students should understand the importance of having the support and encouragement of the wife and family. It is expected that a student's wife will be dedicated to her husband's plans.

The wife should:

- Be an example in dress, personal appearance, self-control, etc.

- Help her husband prepare to be a better man of God (1 Tim. 6:11)
- Help with the family's finances
- Use good health habits
- Encourage her husband to keep up his studies even if it involves personal sacrifice on the part of the whole family
- Be willing to make sacrifices of time and money so the important work of preparing to preach the gospel can be accomplished

Classes for student wives are generally held on Thursday nights. Also, classes will be held on Wednesday nights. These classes are designed to facilitate growth in Bible knowledge and in skills needed by the wife of a minister. They also provide fellowship with other students wives who are experiencing similar desires, plans, adjustments, and problems.

All wives are required to attend the classes. Exceptions must be approved by the Academic Dean.

All classes on **Thursday nights** will demand conscientious and diligent work. Lack of cooperation by any wife will result in dismissal of the husband. This is understood at the time of enrollment. All guidelines listed in the catalog regarding regular classes including attendance, assignments, grading, graduation and translations apply with the following exceptions:

- Children are not allowed in class; families are expected to arrange for transportation and childcare while the

wife is in class.

- The only exception would be for mothers with nursing infants.

All classes on **Wednesday nights** will require attendance, but no reading/projects will be assigned and no tests will be given.

A Recognition of Completion will be presented to those who complete the required course of study as outlined in the catalog.

Women may also take regular Southeast classes for credit.

A student who marries after enrolling at Southeast must have his wife complete the part of the application pertaining to wives.

LIBRARY

The Bill Nicks Library of the Southeast Institute of Biblical Studies contains over 16,000 volumes and approximately 4,500 different types of electronic media. It has taken many years to develop this research center. It is important that students understand the investment which has been made on their behalf and help the school take care of it.

The librarian will conduct an orientation session for all incoming students with instructions on effective research and use of all available study tools offered by the library. The following rules have been established to help make use of the library more effective.

1. No food is allowed in the library. Drinks are only allowed if the container has a spill-proof top. Students are to clean up after themselves whenever using the library. This includes the books, study areas, printer/copier area, and bathroom. Any papers left in the library will be thrown away.
2. The library holdings are organized according to the Dewey Decimal Classification System. The catalog system is online and a computer terminal is available for searches.
3. The librarian is available 20 hours per week; hours will be posted for the convenience of students needing additional assistance with research.
4. Each student is assigned a key to the library for access whenever the librarian is not on duty. This freedom brings with it personal responsibility for the student to follow all rules regarding library usage and access.
5. Students are to respect all library holdings. Any books, including reference books, or materials used for study or research must be placed on the return cart after use – not returned to shelves.
6. Stack books may be checked out for a period of two weeks. The following procedures must be followed:
 - PRINT your full name and the date on the white check-out card.
 - Drop the card in the tray on the front table next to the computer terminal.
 - Returned books are to be placed in the tub under the check out area for processing.
 - Books may be re-checked only if they are not

needed by other students.

- Reference books and periodicals are **not** to be checked out; they are for use only in the library.
- Video Tapes, DVD's, and CD's are available for 2-week periods. Check-out is the same as for books.
- Late fees of 10 cents per volume per day will be charged for books not returned on time.

The following special collections cannot be checked out of the library: R-Reference, B-Biography, H-Holland, N-Nicks, L-Luscomb and the periodicals collection.

7. Each student is responsible for library materials checked out in his/her name. The cost for a lost or damaged book is the price of a replacement book plus shipping fees.
8. All books checked out during the quarter must be returned no later than the **Monday** of final exam week.
All library fines must be paid in order to take finals.
9. Children's books are not to be checked out. They are primarily for children visiting the library with their parent.
10. Students may use the copy machine for school use only. Paper is stored in the drawer of the computer stand.
11. The night entrance is only to be used after regular hours.
12. Students who use the library in the evenings must be sure that lights are turned out and all doors locked.

Current periodicals are provided by publishers at no cost to the student and will be placed in the student mailboxes. Examples include *Gospel Advocate* and *Spiritual Sword*.

CONDUCT

CODE OF CONDUCT

Students represent more than themselves when attending Southeast Institute of Biblical Studies. They represent the Lord, the church, the preaching profession, and Southeast. They are expected to observe biblical standards of conduct.

The “golden rule” and the “second great commandment” must guide behavior at all times and places: “And just as you want men to do to you, you also do to them likewise” (Lk. 6:31) and “You shall love your neighbor as yourself” (Mt. 22:39).

Students will be expected to respect the property of others and of the school and church and to avoid any form of cheating, false reporting, plagiarism, or willful destruction or misappropriation of records or property.

In keeping with the ideals of a Christian school, profanity, reading obscene or pornographic literature, illicit sex, dancing, gambling, and such like are forbidden. The unauthorized possession, sale, or use of drugs, including alcohol, is prohibited. The use of tobacco is not permitted. Firearms, hunting knives, and ammunition are prohibited from campus by state law. Fireworks are illegal. Students are expected to obey local, state, and federal laws.

Students may receive disciplinary action for any conduct that creates a hazard to the health, safety, or well-being of others. A student may also receive disciplinary action for conduct

that is detrimental to the interests of Southeast. Students, regardless of place of residence, are responsible for their conduct.

Students are expected to cooperate with staff members in providing information concerning violations of any rules or policies; they may receive disciplinary action for withholding relevant information.

HARASSMENT

Southeast Institute of Biblical Studies will not tolerate harassment of its employees or students by anyone, including, but not limited to, faculty, staff, administration, students, or alumni.

Anti-Harassment Policy

Southeast strictly prohibits harassment in any form, including sexual harassment. Harassment is serious misconduct. It undermines the mission of the school and threatens the careers, educational experience, and well-being of students, faculty, and staff. In addition, harassment is contrary to the biblical principles upon which this school is founded and operates.

Sexual harassment is a unique form of harassment in several respects. For the purposes of this policy, sexual harassment is defined generally as unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Other Forms of Harassment—Verbal, physical, or visual misconduct that denigrates or shows hostility or aversion

toward a person because of the person's race, color, national origin, gender, age, or disability, or that of the individual's relatives, friends, or associates.

Anyone who believes that he/she or someone else is being harassed, sexually or otherwise, should immediately report the matter to the Institute as follows:

1. Any employee who wishes to report an incident of sexual or other harassment should promptly report the matter to his or her immediate supervisor. If the supervisor is unavailable or the employee believes that it would be inappropriate to contact that person, the employee should immediately contact his or her next higher level supervisor and/or the elders of the Karns church of Christ.
2. Any student with a complaint of sexual harassment should notify the Dean of Students. If the dean is unavailable or the student believes that it would be inappropriate to contact him, the student should immediately contact the Director to register a complaint.

Following the above informal complaint procedure will better ensure that the school knows about the conduct so that an administrator can immediately investigate the complaint and take appropriate corrective action. If harassment has occurred, the school will make every reasonable effort to ensure that the harassment does not continue.

No person will be disciplined, harassed, or retaliated against for making a legitimate complaint. However, bad-faith

allegations or use of this policy for purposes unrelated to its clear intent are expressly prohibited and may result in disciplinary action.

Any person engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including immediate suspension or expulsion.

WORSHIP ATTENDANCE

Students are considered to be members of the Karns congregation and under the oversight of the Karns elders. Students are to be involved in the work and worship of the congregation. Exceptions must be cleared with the Dean of Students.

Through the generosity of the Karns congregation in financially supporting the school, we are able to provide a high-quality, tuition-free education for all full-time students. In response to this support, students are asked to give their weekly contribution to Karns.

GENERAL APPEARANCE

Because we are not our own, but bought with a price (1 Cor. 6:19–20), we expect all students to practice good hygiene/health habits and refrain from using alcohol, tobacco, narcotics and the like (cf. Gal. 5:21). One's personal appearance reflects on attitude and character, students should remember they represent Christ first, and the school second, in all areas of life.

All students will be expected to abide by a dress and grooming code that emphasizes Christian modesty and good taste. Dress should be appropriate to the occasion—church, class, or recreation. The health, comfort, and well-being of each student and of his or her classmates require that standards of personal cleanliness be maintained. A student’s family is expected to abide by standards of modesty and decency in appearance.

Dress codes

- Hair, including facial hair, should be neatly trimmed.
- When speaking formally in chapel, one is to wear a tie, dress shirt, dress slacks, and dress shoes.
- Men are to wear slacks, casual dress shoes, and collared shirts to classes.
- Women are to wear casual slacks, tops, and casual dress shoes for classes. Clothing should not be too tight, necklines too low or skirts/dresses too high.
- Jeans, flip flops, and sneakers are not to be worn to class.
- Shirts with inappropriate statements or advertisements are not to be worn.
- When coming to the school, library, or church offices *when school is not in session* you still represent the school and church. This includes after class hours, weekends, and breaks. No inappropriate clothing is to be worn on the campus. Clean jeans, casual slacks, with appropriate shirts and shoes are acceptable when not attending classes.
- Shorts are not to be worn in the regular course of school or church activities. Shorts more than 4 inches

above the knees are not to be worn by students or their families at any time or place.

- On special occasions, such as during Southeast lectureships, graduation, etc., students are expected to wear more formal dress.

A student who is unsure about the acceptability of an article of clothing may ask the Dean of Students or Director for guidance.

If any employee of the school or Karns church asks a student to change clothes, the student should comply immediately and will be charged with an unexcused absence if applicable.

Failure to follow these guidelines may result in probation and/or suspension for not less than one quarter. Suspended students must reapply for admission, subject to the approval of the Karns elders and school administration.

All matters concerning the dress code and personal appearance are subject to the interpretation of the Director and Dean of Students.

CLASSROOM

Southeast exists to train students to learn God's word and prepare themselves for a lifetime of service in the kingdom.

It is assumed that every student will demonstrate regard for God, Scripture, instructors, fellow students as well as themselves in class. You are expected to listen, read, study

and participate in classroom activities with a spirit reflecting Christ (Rom. 8:29; Col. 1:28). All other matters are incidental to these principles.

General classroom rules:

- Beverages with spill-proof tops are allowed in classrooms with the instructor's approval.
- Students are not to leave class except for urgent matters.
- Students should not leave at the end of class until dismissed by the instructor.
- Recorders are allowed unless the instructor requests otherwise. Though students may record classes for personal use, the material presented is considered to be the copyrighted property of the instructor and **not** for public distribution. Students implicitly agree to these rules when recording. Violating these guidelines is also against the law.
- Cell phones will be silenced in class and **not** be used except for emergencies.
- Texting, web browsing, and related activities not directly related to a class and/or class participation will **not** be tolerated. You may be asked to leave class and charged with an unexcused absence.

Class Attendance is explained in the catalog.

FINANCIAL

SUPPORT AND FINANCES

Personal Finances

Southeast requires ethical financial dealings in personal finances on the part of all. Since students are in a temporary situation, a degree of sacrifice will be expected to govern budgets and expectations.

Students should develop a realistic budget and maintain it. Southeast has a budget worksheet available for prospective students to use in helping to set up a realistic expectation of expenses.

Money should not be borrowed from, or lent to, other students (except in small amounts) without consulting the Dean of Admissions. The general Southeast policy is not to loan money to students.

All financial questions and problems should be directed to the Dean of Admissions.

Supporters

Regularly written communication (at least quarterly) to all supporters is required with grades included. Visits to supporters are also very important and should be made whenever distance and time allows. Students are encouraged to use the Christmas and summer breaks to visit individuals and congregations assisting in their support.

Support Received Through Southeast

Congregations and individuals should send their student support checks directly to the school address made out to Southeast with the name of the student noted on the check. The office manager keeps a record of all donations made and issues a student support check on the first and fifteenth of each month.

- If the first is on Saturday or Sunday, checks will be issued on the following Monday.
- If Monday is a holiday, checks will be issued on Tuesday.
- If the fifteenth falls on a Saturday or Sunday, checks will be issued on Friday.

If a student's support amounts to \$800.00 or more, half will be received on the first and half on the fifteenth. If the support is less than \$800.00, the full amount will be received on the first of the month.

Any support provided by or through Southeast will be discontinued for doing unsatisfactory work, exhibiting an improper attitude, financial irresponsibility, or failing to be honest and ethical in business/financial activities as determined by the staff and in keeping with the requirements of the handbook. All supporters of the student will be informed of any such problem(s).

No student will be allowed to graduate and no transcript or grades released for a student who has not satisfactorily settled all financial obligations toward the school (library, rent, and outstanding support payments).

Check Cashing Privileges

- Home Federal of Karns will cash personal checks for students with accounts there.
- Students without accounts at Home Federal of Karns can still have support checks cashed when student identification cards and drivers' licenses are presented.

HOUSING

Students living in Hillbrook Student Housing should refer to the *Housing Contract* for the housing regulations and guidelines.

Students who live in quarters not provided by Southeast are expected to abide by any agreements made.

GENERAL POLICIES

BUILDING AND EQUIPMENT

The Karns church of Christ provides all physical buildings for the Southeast Institute of Biblical Studies. Because students use these facilities more than others in the congregation, students are expected to help with building maintenance. Work duties and assignments will be posted each week. In addition to these regular maintenance schedules there will be occasional special projects in which students are expected to participate.

- On two days (TBA) of each week classrooms, fellowship area, and the library are to be cleaned (wiping boards, cleaning tables, setting furniture in order, cleaning sinks and appliances, etc.) and all trash removed from these areas.
- On a daily basis keep areas clean and orderly.
- Turn off all lights (except night lights) when not in use.
- Any student in the building after hours is responsible for securing all doors. Do not assume doors are already locked.
- Full-time students are to park in the rear parking lot unless there is a need for handicapped parking; a handicapped parking permit must be displayed.
- Students are to be in the office areas of the school and church only when conducting business.
- Office equipment is not for general student use. A copy machine is provided in the library for student use.
- Duplication of recordings will be done in the school office; these must be paid for at the time they are duplicated.

GRADUATION

Graduation is the Sunday immediately after the end of the Fourth Quarter and takes place at the Karns church of Christ. All students are expected to attend the graduation exercises and reception following.

SPECIAL AWARDS

Each year the following special awards are presented at Graduation. These awards are based on the following criteria: good GPA, positive attitude, potential for leadership, and good character.

- *Men's Leadership Award*
- *McClandish Award*
- *Women's Leadership Award*

SPEAKING OPPORTUNITIES

Southeast receives frequent requests from congregations for students to preach at various locations.

The Dean of Students keeps a list of available students and makes these assignments. It is extremely important that a student fulfill any obligation he accepts.

The student is usually given an honorarium for these appointments. A student must not, however, use these preaching appointments to try to raise support money. Acceptance of a preaching assignment implies that the student agrees not to make such requests for support.

Before obligating one's self to preach regularly for a congregation, a student must receive permission from the Dean of Students.

A student who receives an "F" for a course or is remiss in financial obligations will not be assigned preaching appointments until the issue has been cleared to the satisfaction of the school administration.

STUDENT REPRESENTATIVE

A Student Representative is selected from the second-year class by the school staff with input from the students and serves for one year. The representative will be selected at the end of the Fourth Quarter with their duties to begin with the next academic year.

Duties of the Student Representative are as follows:

- To report any problems within the student body to the proper staff member(s).
- To meet with faculty as scheduled by the administration.
- To keep students informed of new policies, etc.
- To be available for any help needed in coordinating or assisting in school activities.
- To help plan social activities.
- This position has delegated authority from the staff.

It is not the responsibility of the Student Representative to explain what an instructor said, meant, or assigned.

PLACEMENT OPPORTUNITIES

Notices for congregations seeking preachers will be posted on the school bulletin board. Students should contact churches directly as they near graduation.

Students may request Southeast to send official transcripts to potential employers. There will be a fee of \$2.00 per transcript.

Students are expected to ask permission to put someone down as a reference. Students should expect the faculty to give truthful information when a reference request is received.

ADMINISTRATIVE CHART

Students who need to report problems, issues, or appeal a decision should follow the correct procedures. Please see the administrative chart which follows.

ISSUE	STEP 1	STEP 2	STEP 3
Academic	Faculty member	Academic Dean	Director
Student Conflict	Student	Dean of Students	Director
Housing	Property Manager	Director	Elders
Faculty	Faculty member	Academic Dean	Director/ Elders

For details for official appeals on academic issues see the catalog.

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