



CALVARY CHAPEL  
BIBLE COLLEGE  
— To Know God and Equip His Servants —

# CCBC AFFILIATION HANDBOOK

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## 2018

Revised July 2018



Calvary Chapel Bible College  
**Affiliate Schools**

## DEAR FELLOW LABORERS IN CHRIST...

Greetings in Christ! May our God bless you as you serve Him at a CCBC Affiliate School. The CCBC Affiliate program is an incredible opportunity to bring expositional teaching to Christians around the world who want to study the Bible in a college setting. It can also be an opportunity to CCBC students to gain cross-cultural experience.

Starting and operating a CCBC Affiliate School is a big responsibility. It is essential that the Holy Spirit lead those in leadership. As an Affiliate, you are partnering with CCBC in the commitment to disciple God's people through the teaching of the Word. Please do not hesitate to contact the Affiliate Schools department with any questions. It is our pleasure to come alongside each Affiliate to make disciples and teach the Word. We have been blessed to see the Lord work through the many CCBC Affiliate Schools in the past and we look forward to seeing His work continue until Jesus comes again.

For His good pleasure,  
CCBC Affiliate Schools Department

*In this handbook, the term "CCBC" refers to Calvary Chapel Bible College located Murrieta, CA. "Affiliate Director" refer to the employee(s) of Calvary Chapel Bible College who work in the Affiliate Schools Department, not to employees of the Affiliate Schools themselves.*

# TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>4</b>
Calvary Chapel Bible College	
CCBC Purpose & Vision	
<b>AFFILIATION, ACCREDITATION, &amp; THE STATE OF CALIFORNIA</b>	<b>5</b>
Affiliation	
Accreditation	
Compliance with State Requirements	
Family Educational Rights and Privacy Act (FERPA)	
<b>CCBC AFFILIATE SCHOOLS</b>	<b>8</b>
What is a CCBC Affiliate School?	
Affiliates' Relationship to CCBC	
Affiliates' Relationship to the State of California	
<b>GETTING STARTED</b>	<b>10</b>
Before Applying for Affiliation	
CCBC Affiliate School Application	
<b>AFFILIATION REQUIREMENTS</b>	<b>11</b>
Staff & Faculty	
Student Application	
Records	
Websites	
<b>ACADEMIC REQUIREMENTS</b>	<b>14</b>
Course Credit	
Course Credit	
Course Content	
Course Syllabi and Materials	
<b>PROGRAMS OFFERED THROUGH CCBC</b>	<b>18</b>
Degree Programs	
Non-Degree Programs	
<b>GRADUATION REQUIREMENTS</b>	<b>19</b>
Course Requirements	
Graduation Policy & Procedure	
<b>AFFILIATE PACKETS &amp; DUE DATES</b>	<b>21</b>
Course Approval Packet	
Semester Packet	
Graduation Packet	
Final Grades	
<b>STUDENT DISCIPLINE</b>	<b>22</b>
<b>FEES</b>	<b>23</b>
<b>CONTACT INFORMATION</b>	<b>23</b>

# INTRODUCTION

## CALVARY CHAPEL BIBLE COLLEGE

Calvary Chapel Bible College (CCBC) was founded in 1975 as a short, intensive Bible study program. It was developed as part of Calvary Chapel Costa Mesa's overall vision to equip the people of God for His service. On the average approximately 300 students currently attend CCBC each semester. Throughout its history, CCBC has remained true to its initial vision: to be a place where committed Christians can learn to study the Word of God, draw closer to Jesus, and be equipped to serve Him.

## CCBC'S PURPOSE & VISION

CCBC's purpose is "To Know God and Equip His Servants."

Before Jesus said to Peter, "Feed My sheep," He asked, "Do you love Me?" Until this question is settled we are not ready for true service. Our great desire at CCBC is to see each student totally committed and abandoned to Jesus Christ, loving Him with all his or her heart.

To know Him is to love Him and we know Him through His Word. "All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work." We purpose to give students the whole counsel of God, from Genesis to Revelation, which is sufficient to equip students.

"Then he said to them all, 'If anyone desires to come after me, let him deny himself, and take up his cross daily, and follow me'." Our Lord came not to be served, but to serve and give His life a ransom for us all. We pray that students will receive "the manifold grace of God" in order to develop the humble heart of a servant and be strengthened "to bear much fruit, adorning the doctrine of God our Savior" in every respect.

This purpose and vision will be accomplished, as Zechariah prophesied, "Not by might nor by power, but by My Spirit, says the Lord of hosts." We expect students will be conformed more into the image of Jesus Christ and endowed for ministry by the baptism of the Holy Spirit.

# AFFILIATION, ACCREDITATION, & THE STATE OF CALIFORNIA

## AFFILIATION

Calvary Chapel Bible College is a non-denominational institution and a ministry of Calvary Chapel Costa Mesa where Brian Brodersen is pastor. All members of the Bible College staff are employees of Calvary Chapel Costa Mesa, under the direction of its Board of Directors as well as the CCBC Board of Directors.

## ACCREDITATION

A school is accredited when it has been investigated and found worthy of approval by an accrediting agency. Accreditation alone (or the lack of it) does not determine whether or not a school is legitimate or credible, since not all accreditation is equal. The U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) recognize some accrediting agencies, but others are not recognized. Also, some schools are based outside the U.S. and are accredited by standards which differ from those of the recognized agencies in the U.S. Prospective students should be aware of these important distinctions.

Calvary Chapel Bible College holds applicant status with the Association for Biblical Higher Education Commission on Accreditation, located at 5850 T. G. Lee Blvd., Ste. 130, Orlando, Florida, 32822, (407) 207-0808. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.

Why is CCBC pursuing accreditation? To better serve our students and the Church. Accreditation will open doors for our students, allowing them to serve Christ in a wider variety of venues in which an unaccredited degree would not be recognized. Accreditation also opens doors for certain scholarships, benefits, and grants, making the biblical education we offer financially possible for students who need assistance. Since accreditation is a comprehensive self-improvement process, the benefits of accreditation will also help us improve and sustain better overall service to students in every aspect of their biblical learning experience. Accreditation will:

- Improve transferability of credits earned through CCBC.
- Allow CCBC students to apply for access to FAFSA funds, Pell Grants, Veterans' Benefits, and other sources of funding.
- Connect CCBC with a community of other evangelical Bible college leaders for fellowship and mutual encouragement.

### **Why didn't CCBC pursue accreditation sooner?**

**History.** We did pursue accreditation during the late 1980s and early 1990s, but we withdrew from the process at that time, opting to rely only on State approval instead

(which is no longer available).

**State-level changes.** The State of California now looks to federally recognized accreditors for providing standards and approvals of colleges, rather than providing its own standards. The State’s Bureau for Private Postsecondary Education (BPPE) no longer approves or validates schools like ours, offering only exemption for religious schools. Religious, non-accredited schools have become increasingly marginalized, with no official, government-recognized means of demonstrating quality or credibility.

**Readiness.** Many of our pastor-teachers and alumni have pursued further education over the past few years, meaning that we now have more credentialed faculty members available to teach.

**Need.** More and more students and parents have expressed a desire that CCBC become accredited.

**Reach.** We want to reach a broad base of potential students, many of whom are not familiar with Calvary Chapel. An external measure of quality assurance will be helpful to these students and their families as they consider attending CCBC.

## COMPLIANCE WITH STATE REQUIREMENTS

Calvary Chapel Bible College meets California state requirements for religious exemption pursuant to California Education Code Section 94874(e)(1), as verified by the California Bureau for Private Postsecondary Education (BPPE). The BPPE is a unit of the California Department of Consumer Affairs. The BPPE ensures that private institutions of postsecondary education are conducted lawfully. Calvary Chapel Bible College satisfies all of the applicable BPPE requirements.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Calvary Chapel Bible College voluntarily abides by the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student educational records.

### **Notification of Rights under FERPA for Postsecondary Institutions<sup>1</sup>**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should

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<sup>1</sup> “Model Notification of Rights under FERPA for Postsecondary Institutions,” U.S. Department of Education, <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html> (accessed March 18, 2014).

submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## CCBC AFFILIATE SCHOOLS

### WHAT IS A CCBC AFFILIATE SCHOOL?

A CCBC Affiliate School is a school under the leadership and direction of a Calvary Chapel affiliated pastor. It is an independent and autonomous school that is affiliated with Calvary Chapel Bible College. An Affiliate School is similar to CCBC in its program.

Affiliate Schools may or may not offer accommodations for students and some offer a full program or just a few classes for part time students.

#### **Campus, Full Program, Limited Program and Non-English**

We recommend that international Affiliate Schools who accept non-residential students offer some type of accommodations. Accommodations should include both housing and meals. Meal costs can be compensated by sufficient meal allowances.

A **Campus** is a School with all their facilities and housing accommodations located on one single private property.

A **Full Program** offers 18 credits or more each semester to their students.

A **Limited Program** offers 17 credits or less each semester to their students.

**Non-English** is a description of an Affiliate offering non-English classes taught at their school. This can range from some classes in their course offerings or all classes.

### AFFILIATE SCHOOLS' RELATIONSHIP WITH CCBC

CCBC Affiliate Schools operate independently of CCBC while remaining in fellowship with CCBC. Course credits which do not comply with CCBC standards as defined in this handbook will not be transferred. Information is sent from each Affiliate School to CCBC prior to every semester for approval. CCBC does not seek to dictate how the Affiliate Schools operate, but to ensure that credits are transferrable and that CCBC maintains its integrity.

## **Benefits of Affiliation**

Solomon took note of the mutual benefit of fellowship in life's endeavors (*Eccl. 4:9-12*). Affiliation with CCBC provides many benefits for your local Bible college ministry.

Here are a few of those benefits:

- Recognized relationship with CCBC and all of the Affiliates
- Listing on the main CCBC website, which is also linked on CalvaryChapel.com
- Access to Q&A with the CCBC staff (and guest teachers, as available)
- Use of the official CCBC Affiliates seal and logo
- Students can transfer credits easily to and from CCBC and other Affiliates
- Students can experience different cultures and contexts while continuing their Bible college studies.
- Quarterly meetings
- Updates as to CCBC standards as we progress with accreditation
- Ongoing mutual benefits as we all *“stand fast in one spirit, with one mind striving together for the faith of the gospel”* (Phil. 1:27) and *“equip the saints for the work of the ministry, for building up the body of Christ, until we all attain to the unity of the faith and of the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.”* (Eph. 4:12, 13)

By affiliating with CCBC, churches provide opportunity for their congregation and other local believers to study the Word in depth outside of regular church services and earn Bible college credit. Students can easily transfer credits to CCBC, but a minimum of 75% of the credits for any program must be obtained through CCBC Murrieta, CCBC Costa Mesa, or CCBC Distance Learning before a student may petition for graduation and have their degree conferred through CCBC.

In order to affiliate with CCBC the pastor and elders the Calvary Chapel fellowship will need to complete the affiliation process and receive an acceptance letter from the CCBC Affiliate Schools department. Once approved, active affiliation status is maintained by submitting all required course approval and semester packets. Additionally, each Affiliate must submit Annual payment of Affiliate Dues of \$100 due on or before March 31<sup>st</sup> of each year.

## **AFFILIATE SCHOOLS' RELATIONSHIP GOVERNING AUTHORITIES**

CCBC has the legal authority to operate and confer degrees in California. *CCBC's Affiliates are independent and autonomous schools and therefore must establish the same legal authority in their location and provide evidence to CCBC (e.g. letter of verification of exempt status, etc.)* In order to be recognized by the government as a school, Affiliates must comply with any governing regulations for their location. For example, an Affiliate may choose to pursue a religious exemption. They may also choose to pursue permission from governing authorities to legally grant degrees in their own name. Please note that *Affiliates cannot grant degrees until they have legal permission to do so.* For Affiliates that do not have this permission any student desiring to graduate with a degree must transfer to the CCBC Murrieta campus to do so. Affiliates may pursue accreditation by a

government-recognized agency if they wish. The relationship between an Affiliate and their local governing body must be done under the name of the Affiliate and not under the name CCBC.

## **Getting Started**

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CCBC Affiliates must be under the leadership of a pastor in affiliation with Calvary Global Network or Calvary Chapel Association. CCBC Affiliates must be directly affiliated with CCBC and follow CCBC's application process. Only "live taught" course credits are transferrable through the Affiliates Department.

It is necessary to prayerfully consider whether the Lord is leading in this direction. As you will see below, we find it extremely important to seek the Lord for His leading. Any ministry worth the labor in effort is worth laboring for in prayer.

### **Before Applying for Affiliation**

Before applying, the senior pastor and those designated to be administrator/registrar must read this handbook in its entirety. Once read, please complete and return the Affiliate Handbook policy agreement form acknowledging you have read, understood and agree to abide by all the policies therein.

We require a 30 day period of prayer which we ask everyone involved in this potential ministry (senior pastor, director, elders, etc.) to engage in. Prayer is one of the most important aspects of starting a new ministry. Please pray about your desire for partnering with CCBC as an Affiliate, and about the various aspects involved in running this ministry, as described in the CCBC Affiliates Handbook. This is also a good time to research all applicable state and federal laws that govern higher education. If you have any questions, feel free to contact the Affiliate Schools Department at any time. May the Lord richly bless you with revelation and wisdom in this endeavor! Please prayerfully consider the following questions:

1. What is the specific vision God has given you for the ministry?
2. Why would you choose to be a CCBC Affiliate, and not pursue a different method of discipleship and biblical training?
3. Would you have adequate, biblically qualified personnel to teach the courses and help administrate this ministry according to the mandates of First Timothy 4, Second Timothy 2, and Titus 2?
4. Are you prepared to commit to a systematic and permanent approach to record keeping and storage that we require as an academic institution, which includes maintenance of a computer database with back-up capabilities and an accurate system for storing hard copy files?

You will be given a form to complete and mail to us after the 30 day period.

## **CCBC Affiliate School Application**

A CCBC Affiliate Application must be completed and mailed to us with the following items:

1. A letter from your senior pastor
2. A letter from the person who will be the administrator/registrar

Each letter needs to include the following:

- The vision God has given them for this ministry
- Specific desires God has impressed upon them or revealed for this ministry as a CCBC Affiliate School
- Why would a CCBC Affiliate School be needed in your church rather than pursue a different method of discipleship and biblical training?

Please see the CCBC Affiliate Application for complete application information.

## **Affiliation Requirements**

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### **Staff & Faculty**

All staff and faculty at Calvary Chapel Bible College and its Affiliates should maintain high academic and ethical standards, both professionally and personally; and shall be responsible for the formulation and execution of all classes, measurement criteria, grading, and academic placement.

In order for courses to be transferrable to the CCBC, a résumé for each instructor must be approved and kept on file at CCBC (see “Affiliate Packets and Due Dates”). The résumés must include full name (no nicknames), pastoral experience, formal and informal training, and means of contact. Included with an instructor résumé should be a signed Faculty Acknowledgement of the CCBC Doctrinal Statement of Faith. Each Affiliate should provide an updated faculty list to the Affiliate Schools Department at the beginning of each new semester.

In addition to the above stated qualifications, the following must be adhered to: core classes (see “Graduation Requirements”) are to be taught by experienced pastors/teachers. Elective classes are to be taught by gifted teachers as permitted by the senior pastor. Women may teach classes to women and classes which are not doctrinal in nature and may include biblical language classes.

There must be a minimum of two people administrating the Affiliate. There is a senior pastor and a director/registrar. The senior pastor may be the overseer but there is must be at least one additional person serving administratively.

*“And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of the ministry, for the edifying of the body of Christ.”*

*Ephesians 4:11-12*

**Student Application**

All students, prior to attending CCBC, will complete a CCBC application regardless of any applications completed at any Affiliate. As an independent school, each CCBC Affiliate should require an application from each student. It is highly recommended that your application include the following information:

- Biographical Information
  - Full Name
  - Date of Birth
  - Mailing Address
  - Citizenship
  - Phone Number(s)
  - Email Address
- Passport style photograph
- Three references—one of which should be from a pastor. None of the references should be completed by a family member.
- High school transcript/GED/college transcripts
- A spiritual profile including a basic overview of doctrinal beliefs and a brief explanation of their personal salvation experience.
- Insurance information
  - It is your responsibility to ensure that each student has proper medical insurance on your campus.

**Records**

*Good record keeping is essential!* By becoming a school, you have committed to honest and accurate record keeping. It is a practical ministry to the students and can be a practical testimony of honesty and accountability to colleges and other official institutions.

Any electronic records should be backed up regularly. All records should be kept at a church or school office and should never be taken home or elsewhere.

In the event of school closure, the supporting Calvary Chapel church is responsible for all school records indefinitely. The church must be able to provide transcripts, enrollment verification, and any other records as readily and completely as while the school was in operation.

***School Records:***

If your location requires any government approval or has regulations, be sure to keep any necessary paperwork. Keep instructor résumés and course syllabi on file. Financial records should be kept and students should be provided with receipts for their own records. Keep any pertinent correspondence records so that any future staff will be able to track archived information.

***Student Records:***

Student applications, class grades, transcripts, financial information, and any disciplinary information should be kept on file.

***Transcripts and Grade Reports:***

Each CCBC Affiliate is responsible for providing grade reports for their students. Official transcripts are also the responsibility of each Affiliate. Official transcripts often require the Registrar’s signature and a school seal to be considered official.

**IMPORTANT:** CCBC cannot accept credit directly from any extension programs of a CCBC Affiliate (i.e. an extension campus under a CCBC Affiliate, an online, video or correspondence program of a CCBC Affiliate) or from any other ministry of the church. If you are operating extension campuses, you must be responsible for maintaining student records and communicating directly with CCBC Murrieta. If the extension campus desires to operate independent of your campus, they must apply for Affiliate status through the CCBC Affiliate Registrar office.

**Credit Transfer**

Beginning Spring 2019 students are limited to transfer of 18 credits from an Affiliate towards CCBC’s D.B.S, A.B.S and 36 credits towards B.B.S. –A maximum of 25 credits per semester is allowed for transfer. NOTE: No General Education credits may be transferred from an Affiliate.

**Websites**

***CCBC Affiliates Webpage***

All CCBC Affiliates need to check the CCBC Affiliates page on CCBC’s main website regularly for information updates, useful resources, etc. You will be provided with login information that is to be used by *CCBC Affiliate staff only*.

**Affiliate Websites**

It is required that each CCBC Affiliate have its own website, unique logo and name. All websites must be kept up to date and accurate. The information posted on the website must be consistent with the information contained in this handbook. Please read and use the sample texts that have been provided by CCBC on the CCBC Affiliate page in order to avoid common miscommunications and/or possible legal issues concerning CCBC policies, accreditation, and affiliation. It is imperative that each Affiliate is committed to the proper disclosure of Affiliate status as independent and autonomous from CCBC. Thus, the use of “CCBC” apart from its application to each Affiliate School’s name, CCBC’s official logo or seal is prohibited. Affiliates may use the official Affiliates logo and seal, however as is required above, Affiliates should develop and utilize their own unique logo and name. A digital file of the official Affiliates logo and seal are available upon request via email.

**Disclaimer:** In addition to all of the above requirements, each Affiliate is responsible to abide by all state and federal laws that govern higher education and the granting of degrees in whatever state or nation they operate (see p. 7). CCBC is not responsible for legal issues that arise at Affiliates since they are independent educational institutions. CCBC does not accredit or approve the school, only the courses for transfer. Affiliation is for fellowship in like-minded ministry.

## **Academic Requirements**

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### **Course Credit**

CCBC operates on a semester system. For each semester credit given, the following minimum standard must be adhered to:

*1 credit = 15 hours or more of live taught lecture + 15 hours or more of homework.  
This is the minimum, so more is better.*

So, for each semester credit, there must be 15 hours of live taught lecture and 15 hours of homework planned and scheduled on the course syllabus. For example, a two-credit class must meet for a minimum total of 30 hours with approximately 30 hours of homework. A three-credit class must meet for a minimum total of 45 hours with approximately 45 hours of homework. Please keep in mind this is the minimum, so more is even better.

If a semester is 15 weeks long a two-credit class could meet once a week for two hours and a three-credit class could meet once a week for three hours. If the semester is 14 weeks long, then add 10 minutes to the two-credit class and 15-20 minutes to the three-credit class. (Please keep in mind that you'll need to compensate for breaks.)

CCBC offers block classes throughout the semester in addition to weekly classes. Block classes meet everyday for just two or three weeks rather than once a week. In this case, a two-credit class, for example, meets every weekday for three weeks for two hours at a time for a total of 30 hours of instruction. You may or may not choose to offer block classes.

Students may only repeat academic-type classes that were not passed with a C- or better. Classes such as Practical Christian Ministry, Morning Chapel, Community Worship, or other attendance-based classes may be repeated.

### **Resident Credits**

Students must complete a minimum number of resident credits through CCBC Murrieta, CCBC Costa Mesa, CCBC Distance Learning or one of their teaching sites in order to be eligible for graduation. The minimum resident credits are 54 for the D.B.S., A.B.S. and 84 for the B.B.S.

## **Course Content**

**Important note:** We highly recommend teachers grade and evaluate students' work. It is important that the teacher knows where his/her students are academically in order to better minister to the students. If your campus will have TAs grade student's work, it is essential for them to receive guidance and supervision from teachers and staff. It is also important for the student to receive feedback from the teacher and to know where their strengths and weaknesses are and to receive guidance, encouragement, and constructive criticism.

### **Bible Core Courses (8 Courses Required)**

All Bible Core courses are all required for graduation. These classes must be taught by experienced pastors/teachers. *Note: The credits listed for each class are a minimum in order to fulfill that requirement.*

**OT History (2cr.):** One or any combination of Old Testament History books Joshua through Esther. This course will be a verse-by-verse study through the book(s) of choice. We will be looking to "see" Jesus as we study Old Testament history. As the Holy Spirit leads, exposition will be given and application made.

**OT History Poetry or Wisdom (2cr.):** One or any combination of Old Testament Poetry books or Ecclesiastes & Song of Solomon. This course will be a verse-by-verse study through the book(s) of choice. We will be looking to "see" Jesus as we study Old Testament Poetry or Wisdom. As the Holy Spirit leads, exposition will be given and application made.

**OT Prophets (2cr.):** One or any combination of Old Testament Prophets. This course will be a verse-by-verse study through the book(s) of choice. We will be looking to "see" Jesus as we study Old Testament Prophets. As the Holy Spirit leads, exposition will be given and application made.

**Acts (3cr.):** The book of Acts is to be a verse-by-verse expositional study of the entire book of Acts. This class is to be worth three credits. Students should gain a better understanding of the early church and its growth and the practical function of the church, ministry, and missions.

**Genesis or Pentateuch (3cr.):** The book of Genesis is to be a verse-by-verse expositional study of the entire book of Genesis. This class is to be worth three credits. Through this book of beginnings, students should learn the foundational truths of the origin of creation, man, sin, sacrifice, worship, languages, races and nations of the world, and redemption.

**Gospel (2cr.):** Any gospel book or combination of gospel books may be taught to fulfill this requirement. This class should be a verse-by-verse expositional study and should be worth two or three credits. (While a "Life of Christ" class has met this requirement historically, prior approval to meet this requirement specifically must be given.)

**Revelation (3cr.):** The book of Revelation is to be a verse-by-verse expositional study of the entire book of Revelation. This class is to be worth three credits. It should be taught contextually and literally. Students should see Jesus revealed throughout the book, learn how the Old Testament prophets fit into the book of Revelation, and gain a better understanding of eschatology.

**Romans (3cr.):** The book of Romans is to be a verse-by-verse expositional study of the entire book of Romans. This class is to be worth three credits. Topics covered should include the sovereignty of God, salvation, predestination, sanctification, justification, free will, the Jews, the Gentiles, Israel, and the grace of God.

### **Foundations Courses (5 courses required)**

The Foundations Requirements are all required for graduation. A total of five (5) Foundations courses are required for graduation. Three courses (Bible Study Methods, Missions and Theology) are mandatory for all students to be eligible to graduate. Two additional courses may be selected from the list of elective Foundations courses. These classes must be taught by experienced pastors/teachers. *Note: The credits listed for each class are a minimum in order to fulfill that requirement.*

### **Required Foundations Courses (3 courses required)**

**Bible Study Methods (2cr.):** This class should be designed to equip students with the inductive skills needed to arrive at a proper understanding of Scripture. In addition, students should be introduced to a variety of study methods that will make time spent in God's Word both enjoyable and profitable. This course should include aspects of inductive bible study and hermeneutics.

**Missions (2cr.):** This class should be a study of the Biblical basis and principles of missions. Using Paul, his epistles, and the book of Acts as an example of missionary work in the early church, a proper understanding of God's heart for missions, the purpose, preparation, and practical aspects of ministry should be discussed.

**Theology / Major Bible Doctrines (2cr.):** Theology course in which the main doctrines of the Christian faith are discussed. The student should learn the importance of studying theology and be further equipped to defend the Christian faith. Attention should be given to the theology of God, Christ, Holy Spirit, man, sin, salvation, church, and personal eschatology.

### **Elective Foundations Courses (2 courses required, courses must be 2 cr.)**

Prayer, Christian Living / Discipleship / Formation, Apologetics / Worldviews, History of Redemption / The Biblical Narrative, Church History, Bible Study Methods II / Hermeneutics, \*Life and Teachings of Christ (\*LoC I-IV fulfills requirements for one Gospel Bible Core AND one elective Foundations course), Evangelism, Disciple Making.

**NOTE:** *No combination of 1 credit courses may be used. Only 2 credit courses count towards this requirement.*

**Old Testament & New Testament Surveys (3cr. each):** The C2000 Series recordings of Pastor Chuck Smith's "Through the Bible" messages delivered at Calvary Chapel Costa Mesa are available through podcast and Blue Letter Bible. As students take these courses, they will study the Bible verse-by-verse from Genesis through Revelation. Examples of how we do this in Murrieta are available upon request. **NOTE: Multiple enrollments of Bible Surveys may not occur in the same semester.**

**Practical Christian Ministry (1-2cr.):** This class is to be an opportunity for practical ministry for each student. This is to be a one or two credit class: one credit for 30 hours of ministry per semester or two credits for 60 hours of ministry per semester. In a 15 week semester, this breaks down to two hours a week for one credit or four hours a week for two credits. Some academic instructional time may be incorporated into the CM199 course. *Four semesters* of Practical Christian Ministry are required for graduation regardless of credits. **NOTE: Multiple enrollments of Practical Christian Ministry may not occur in the same semester.**

**Electives:** *All other classes must be theological or religious in nature.* Based on our agreement to voluntarily comply with the BPPE standards, CCBC cannot accept classes from Affiliates that are secular or non-religious. Elective classes may include Cults & World Religions, New Testament Greek, Children's Ministry, Church Planting, etc. General Education classes (ie, English, Math, Drama, Biology, etc.) cannot be accepted from Affiliates.

**NOTE:** *A copy of the CCBC Graduation Worksheet is available through download on the Affiliates webpage.* You will be provided with login information that is to be used by *CCBC Affiliate staff only.*

**Attendance-based classes** may be offered, but should not exceed 3 credits total for all combined attendance classes per semester. No one class should exceed 2 credits. Examples may include Community Worship (Sunday Night or Wednesday Night Chapel), Morning Chapel, and Discipleship. **Example:** Community Worship (1 credit) + Morning Chapel (1 credit) + Devotions (1 credit) = 3 total semester credits; Community Worship (2 credit) + Morning Devotions (1 credit) = 3 total semester credits.

**NOTE:** *Sunday morning church services will not be accepted for class credit.*

### **Course Syllabi**

Each CCBC Affiliate is required to submit a syllabus for each class to the Affiliate Schools Registrar for approval PRIOR to the start of your semester. Syllabi are due a minimum of two weeks prior to the CCBC semester start. As each syllabus submitted must be reviewed and if necessary, returned to the issuing Affiliate for revision, submitting them prior to the due date is expected. Please see "Affiliate Packets & Due Dates".

Syllabi that have been submitted and approved previously do not need to be resubmitted unless there has been a change in content, instructor, or course credits, but communicating this with Murrieta is helpful.

Every syllabus must include the following items:

- ▶ Course title
- ▶ Course code (this will be given upon approval and must be on the syllabus before given to students)
- ▶ Instructor name (contact information is optional)
- ▶ Day, time, and location of class
- ▶ Start date and end date of class
- ▶ Required texts (a list of recommended texts is optional)
- ▶ Course description
- ▶ Course objectives
- ▶ Grading and course requirements—include all assignments and their point value/weight.
- ▶ Course schedule—this should include a general outline of instruction and assignment due dates.
- ▶ Attendance policy (should Never be over 10%, except for Chapel and CM199)

### **Course Materials**

Every instructor is responsible for planning his/her course and creating a syllabus. The instructor's material should be original, not material from another instructor, speaker, teacher, or book. CCBC does not offer recorded classes or course material such as exams or other assignments.

## **Programs Offered through CCBC**

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### **Bachelor of Biblical Studies (B.B.S.)**

The B.B.S. requires 120 semester credits including all course requirements of the A.B.S. Of the 120 credits required, a minimum of \*36 credits must be earned in General Studies courses completed through Murrieta or transferred to CCBC from a DOE recognized, accredited college.

***NOTE:*** International transcripts must be accompanied by an official evaluation. Various elective courses are also available. No prior college education is required for this program, only a complete high school transcript or GED.

### **Associate of Biblical Studies (A.B.S.)**

The A.B.S. requires 72 semester credits and is composed primarily of eight Bible Core Classes (each representing a section of the Bible), foundational courses in Theology, Missions and Bible Study Methods plus two additional electives, Bible Survey courses, verse-by-verse studies of Bible books and Practical Christian Ministry. Of the 72 credits required, a minimum of \*18 credits must be earned in General Studies courses completed through Murrieta or transferred to CCBC from a DOE recognized, accredited college.

***NOTE:*** International transcripts must be accompanied by an official evaluation. Various Elective courses are also available. No prior college education is required for this program, only a complete high school transcript or GED.

### **Diploma in Biblical Studies (D.B.S.)**

The D.B.S requires 72 semester credits and follows the same basic course of study as the A.B.S. but does not require the General Studies component. No prior college education is required for this program, only a complete high school transcript or GED.

\*A minimum of 54 credits for the D.B.S., A.B.S. and 84 credits for the B.B.S. must be earned through CCBC Murrieta, CCBC Costa Mesa, CCBC Distance Learning or teaching site in order to be eligible for graduation.

Transcripts from institutions outside the U.S. must include an evaluation by a service such as World Education Services ([www.wes.org](http://www.wes.org)) or Educational Credential Evaluators, Inc. ([www.ece.org](http://www.ece.org)).

### **Certificate of Completion:**

The Certificate of Completion is intended for students who have not completed high school or have learning difficulties. The same graduation requirements for the A.B.S. are followed but students are graded on a Pass/Fail system based on ability and effort. Once a student is placed in the Certificate of Completion program they may not transfer to a degree program, unless they start completely over and retake classes.

### **Audit:**

Off-campus students may audit classes for personal enrichment. Students earn an “AU” if he/she attended a minimum of 70% of the class, otherwise they will receive a “UA”(unsuccessful audit). Audit students must sign the sign-in sheet prior to each class. No college credit is given and students who audit a class may not change the class to a credit class at any point in time. There is no degree or certificate awarded for classes that are audited. A student may take classes for credit and audit, but only the classes taken for credit will apply toward a program.

## **Graduation Requirements**

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All CCBC graduation requirements apply to all students graduating through CCBC whether in Murrieta, through Distance Learning, or through a CCBC Affiliate.

It is the student’s responsibility to read the CCBC catalog, know CCBC graduation requirements, track their graduation progress, and enroll in classes needed for graduation. Students are encouraged to check with the CCBC Registrar’s Office to be sure they are on track. Students may enroll in classes through Distance Learning if needed. All Distance Learning fees apply.

All course requirements must be completed as listed. A Graduation Worksheet may be downloaded from the CCBC website on the Affiliate's webpage. You will be provided with login information that is to be used by *CCBC Affiliate staff only*.

Graduates must participate in an Evangelistic Outreach at some point while attending CCBC or its Affiliates and submit an Evangelistic Outreach form. If a student has not already submitted this form to CCBC, it will be part of the Graduation Packet sent to the student by CCBC during the student's final semester.

***Associate of Biblical Studies (A.B.S.)***

**Course Requirements:**

Genesis or Pentateuch:	3 credits
Old Testament History Book ( <i>Joshua-Esther</i> ):	2-3 credits
Old Testament Poetry & Wisdom Book ( <i>or Ecclesiastes &amp; Song of Solomon</i> ):	2-3 credits
Old Testament Prophets Book ( <i>Isaiah-Daniel or Minor Prophets</i> ):	2-3 credits
Gospel ( <i>any of the four gospels</i> ):	2-3 credits
Acts:	3 credits
Romans:	3 credits
Revelation:	3 credits
Bible Study Methods:	2 credits
Missions:	2 credits
Theology / Major Bible Doctrines:	2 credits
Additional Foundations Courses (2):	2-3 credits
Elective Courses*:	
Old Testament Survey I:	3 credits
Old Testament Survey II:	3 credits
New Testament Survey I:	3 credits
New Testament Survey II:	3 credits
Practical Christian Ministry**:	1-2 credits/semester

In addition to the course requirements above, the following General Education courses are required (18 cr. total): *English Communication and Critical Thinking* (3 cr.); *Arts and Humanities* (3 cr.); *Natural Sciences and Mathematics* (3 cr.); *Social and Behavioral Sciences* (3 cr.); *Additional General Studies/Liberal Arts Courses* (6 cr.). Credit requirements are minimums.

**Bachelor of Arts in Biblical Studies (B.B.S.)**

In addition to the course requirements for the A.B.S. above, the following General Education courses are required (36 cr. total): *English Communication and Critical Thinking* (6cr.); *Arts and Humanities* (6cr.); *Natural Sciences and Mathematics* (6cr.); *Social and Behavioral Sciences* (6cr.); *Additional General Studies/Liberal Arts Courses* (12cr.). Credit requirements are minimums.

\* **Electives** (*Bible Books, Biblical Language, Emphasis/Topical, Campus Req.*) are usually 2 or 3 credits each.

**\*\*Four semesters** of Practical Christian Ministry are required for graduation regardless of credits.

### **Graduation Policy**

Calvary Chapel Bible College trains persons for Christian ministry and leadership; it demands a high standard of character and conduct as measured by the Scriptures. Students who by the evaluation of the faculty and administration do not demonstrate these qualities during their degree or certificate program will not be recommended for graduation. Students must be recommended by the faculty to obtain graduate status prior to graduation. Fulfillment of degree requirements does not guarantee a recommendation to graduation. Calvary Chapel Bible College reserves the right to dismiss students at any time for any reason deemed appropriate by the administrative staff. Prior to degree completion the student may be required by Calvary Chapel Bible College to furnish additional and/or updated information to ensure accuracy and a complete file.

Calvary Chapel Bible College does not ordain ministers or directly place graduates in ministry positions outside the College. Occasionally, when Christian ministries announce openings for positions, the College makes the information available to students to apply for these positions if they wish to do so. However, making this information available does not constitute an endorsement of any ministry by the College.

## **Affiliate Packets & Due Dates**

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Prior to each semester the Affiliate Registrar will email due dates to each CCBC Affiliate. There are three things that Affiliates are required to send to CCBC each semester. Any late or incomplete information will delay processing and/or approval.

### **Course Approval Packets**

The following items need to be sent:

1. A class list including all classes to be taught that semester (regardless of whether or not they have been taught previously)
2. Class syllabi
3. Updated Faculty list and new instructor résumés and a signed copy of CCBC's Doctrinal Statement for each new instructor.

The due date for these is generally two weeks prior to the start of the semester for the Main Campus. *Course Approval Packets should be emailed to the Affiliate Department and be in PDF or Word Doc format.*

### **Semester Packets**

The Semester Packet needs to include the following items:

1. Semester packet checklist
2. A list of all classes to be offered that semester.

3. A student body list (this is to include all current credit students at your school)
4. Graduate list—list all students planning to graduate THROUGH CCBC MURRIETA using the Affiliate School Graduate List document only. Be sure to include a VERIFIED email address for each student; the Registrar will use this email to send a Graduate Packet to each student.
5. Any semester syllabi, instructor resumes, and faculty doctrinal statements that have not been turned in.
6. Affiliate Dues— \$100 per Affiliate, due no later than March 31<sup>st</sup> of each year.

Semester packets are usually due about two weeks after the beginning of the Main Campus semester. The Semester Packet may be mailed **or** emailed.

### **Final Grades**

CCBC Affiliates are to send final grades for all students who wish to receive transfer credit. Please ensure that there are no missing grades. We cannot accept “Incomplete” as a grade.

Final Grades are usually due about two or three weeks after the CCBC graduation date. These may be mailed **or** emailed to the Affiliate Registrar.

## **Student Discipline**

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As students transfer from CCBC to Affiliates or between Affiliates, it is important that administrators stay in communication with CCBC and with each other regarding matters of student discipline, financial locks, academic suspension, doctrinal concerns, etc. In the past, some students have tried to avoid resolving these kinds of issues by transferring to different schools. Each Affiliate is free to choose whether or not to accept any student, but it is important to communicate with the leadership at the student’s previous school regarding matters such as those listed above. Students should be encouraged to resolve these issues before continuing to study at any campus.

CCBC Murrieta will not recognize credits earned by a student at an Affiliate if there are unresolved issues such as those listed above or unmet conditions for reenrollment at CCBC Murrieta or any Affiliate. Thus, credits earned while a student is currently on the Denied Enrollment list are not transferrable and will not count towards degree completion through CCBC. Once a student has resolved any issues and met conditions for reenrollment, they may resume earning credit towards degree completion through CCBC.

**NOTE:** A current list of students who are on “Blocked” status can be viewed on the CCBC Affiliates webpage. Due to the confidential nature of this information the Denied Enrollment page is visible only with administrative password. Affiliate Schools admissions department should regularly visit the Denied Enrollment page for updates. Contact the CCBC Dean of Men’s or Dean of Women’s departments if you have questions or concerns regarding a student’s status.

CCBC's Doctrinal Statement of Faith and policies for student discipline, academic suspension, dismissal, and graduation are found in the General Catalog, which may be downloaded from the CCBC Website.

## Fees

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### **Affiliate Fee**

CCBC Affiliates must submit a \$100 annual Affiliate fee. This is to be paid no later than March 31<sup>st</sup> of each year. The fee may be paid by check or online by following the link on the Affiliate Website: [Annual Affiliate School fee](#)

**Paperwork cannot be processed if there are outstanding fees.**

## Contact Information

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All correspondence needs to be directed to the Affiliate Schools Department. Please use the following information when sending inquiries, packets, fees, etc.

### **Mail:**

Calvary Chapel Bible College  
ATTN: Affiliate Registrar  
39407 Murrieta Hot Springs Road  
Murrieta, CA 92563

### **Email:**

ccbcaffiliates@calvarychapel.com

### **Phone:**

951-696-5944

### **Office Hours:**

Monday-Thursday  
8:30am-5:00pm PST

Friday  
8:30am-3:00pm

\*Closed daily 11:45am-1:00pm

If you have questions or would like more information please feel free to ask. We are available to help in any way we can. We hope that you will keep us updated on the things that the Lord is doing with your school. Please let us know of any prayer requests you may have.