



**Berkshire Institute  
*for* Christian Studies**

**2019-2020  
Academic Catalog**



***Christian Discipleship Within A Caring Community***

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## *A Word from Our President*



**Andy Rice**  
**President**

The Berkshire Institute for Christian Studies offers a unique learning experience for emerging adults. We provide a year of academic instruction not unlike a freshmen year in college, and yet we are far more than a school.

The BICS experience is designed to ground students in the truth of God's Word, to cultivate their Christian growth through community, and to encourage ordered living according to the wisdom of God. A year spent at BICS is a year invested in serious spiritual and life development.

Our students engage in church ministry, formal learning, mentoring, vocational planning, and firsthand exploration in the Lands of the Bible. These dimensions and more make BICS one of the most formative years in the lives of our students.

One of the key ingredients in our program is community. For nine months our students are embedded in the life of a local church, fully embraced by the faculty and staff, and knit together as brothers and sisters in Christ. These relationships form the heart of the Institute and create the ideal environment for the ongoing redemption of both heart and mind.

Since 1988, our mission has meant challenging emerging adults to commit themselves to a one-year intense experience of study, travel, and personal growth within the context of a Christian community. Together, these elements of our program are designed to help students lay hold of the biblical worldview to inform all aspects of their thinking, whether they pursue vocational ministry or establish careers in other venues as expressions of their obedience to Christ.

Thank you for your interest in the mission of BICS. If you have further questions after reading the description that follows, please let me know how we can assist you in learning more about our program.

In Christ,

A handwritten signature in black ink, which appears to read "Andrew J. Rice". The signature is stylized and cursive.

Andrew J. Rice  
President

*"...the word of his grace... is able to build you up."*  
Acts 20:32

## **I. GENERAL INFORMATION**

### **Mission Statement**

The Institute provides intensive learning experiences for Christian young people that emanate from the biblical worldview. God has spoken truth in His Word and through His Son; therefore, by systematic accountability within intellectual and behavioral disciplines, the Institute encourages theological reflection for the acquisition of wisdom and ethical living.

This means, above all, that graduates of the Institute should understand God's design for personal development and the responsibility to use their giftedness in lifelong commitment to serve Him in the family, the church (the family of families), the community, and the world.

### **A Brief History and Summary of BICS**

The Institute, founded in 1988, is a one-year program averaging between 12 and 18 students per year. Typically, two-thirds of the graduates will further their education at Christian colleges and universities, many of them pursuing theological and biblical studies in preparation for ministry vocations. Still others enter specialized training for vocations suited to their passions and giftedness.

From the beginning, the curriculum included a 20-day Bible Lands Seminar (now 15 days) as an integrated component of the program. Staff and faculty have decades of combined experience leading groups in the Middle East. These tours have included the following countries: England, Italy, Greece, Turkey, Egypt (including the Sinai), Jordan, and Israel.

The Institute operates as an independent 501(c)(3) religious organization but maintains a symbiotic relationship with Hope Church, a community church. The church provides venues for in-service learning for BICS students.



The founders and leaders of BICS are people committed to the church as the primary instrument in God's plan to further His Kingdom. Adjunct faculty members are engaged in local church ministry as pastors or vocational missionaries. BICS is an affiliate member of the Advent Christian General Conference, but governed by an independent Board of Directors.

### **Location**

The Institute is located at 249 Kemble Street, in Lenox, in the heart of the beautiful Berkshire hills of western Massachusetts. The area is rich in cultural and recreational opportunities--an ideal setting for learning. Boston is about 2 hours to the east on I-90. New York City is 2 1/2 hours south via the Taconic Parkway or I-87.

## **Summary of Doctrinal Belief**

The Institute endorses the doctrinal statement of The Association of Biblical Higher Education as expressing the evangelical faith we seek to advance:

1. We believe there is one God, eternally existing in three persons--Father, Son and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe that man was created in the image of God, that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the Church is empowered to carry out Christ's great commission.
6. We believe in the bodily resurrection of both the saved and the lost: those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

In addition, in 1990 the Board of Directors adopted the New England Congregationalist's adaptation of the Westminster Confession with some non-essential emendations (in terms of evangelical orthodoxy), which reflected convictions commonly held by the BICS incorporators. That expanded doctrinal statement, entitled "The Savoy Declaration of Faith and Order, The Berkshire Amendment" is available upon request.

## **BICS Community Covenant**

As members of the BICS family, we covenant together to:

- † **Love God** with heart, soul, mind, and strength, and to express that love through obedience to His Word, the practice of the spiritual disciplines, and a commitment to the local church.
- † **Love others** in word and deed by putting the interests of others above our own, encouraging one another, forgiving and bearing with one another, participating joyfully in community life, and by using our gifts to build up the body of Christ.
- † **Live for the honor of Christ** in all that we do by exercising godly wisdom, pursuing humility, integrity, unity, purity, and self-control, and by stewarding our time, talents, and treasures for the glory of God.

Being mindful of our own weakness and insufficiency and that of ourselves we can do nothing, we humbly implore God's help and guidance at all times in our earnest endeavor to uphold this Covenant with integrity. May the grace of the Lord Jesus Christ, the love of God, and the fellowship of the Holy Spirit be with us all.

## **Social Principles and Standards**

The Institute gives the student an opportunity to personally experience the BICS motto: “Christian discipleship within a caring community.” One’s physical, intellectual, psychological, social, and devotional progress becomes “discipleship” when one advances in maturity as a believer, doing everything “unto the Lord.” Elaboration on these principles and standards are found in *The Student Handbook*, available upon request.

## **II. ADMISSIONS**

### **Who May Apply to BICS?**

The Berkshire Institute for Christian Studies educates students who confess Jesus Christ as Savior and who plan to serve Him in the Church and in the community, whatever their vocations. The Institute is intended for those who desire a quality, Christian education on the college level that presents a biblical world view and that offers direction for spiritual growth. Each applicant must have earned a high school diploma or a General Equivalency Diploma (GED).

### **Non-Discrimination Policy**

In keeping with biblical ethics, BICS is committed to the policy of nondiscrimination on the basis of race, color, national or ethnic origin, sex, age, or physical handicap. This policy pertains to application and selection for admission as well as for employment and all other personnel actions. This is in compliance with Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972, and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106A (Title IX), and Part 104 (Section 504).

### **Academic Requirements**

The Institute requires the satisfaction of at least two of the following criteria:

- A minimum high school grade point average of 2.6 (based on a 4.0 system)
- A ranking in the upper 40<sup>th</sup> percentile of one’s high school graduating class
- A minimum combined average of 1000 on the Scholastic Aptitude Test (SAT) or 20 on the American College Test (ACT)

In cases where individuals do not quite meet the stated admission standards, the Administration may find justification in a student’s record for granting provisional acceptance. As a result, limitations may be placed on the student’s academic load and extracurricular activities.

### **Previous College Experience**

Those who have already completed college or have attended professional schools should submit transcripts from them in addition to their high school transcripts. Otherwise, the admission procedure is the same.

## **Tuition and Fees**

Annual costs and estimates are as follows:

### **TUITION & PROGRAM FEES**

#### *Fall Semester*

Tuition	\$6,400
Books/Materials	\$300
Student Activities Fee (orientation costs, group meals/events, trips, etc.)	\$350

#### *Spring Semester*

Tuition	\$6,400
Books/Materials	\$300
Student Activities Fee	\$350
Bible Lands Tour	\$4,000
Bible Lands Scholarship*	-\$4,000

**Total Tuition/Program Expenses: \$14,100**

\* Available for students who meet all academic and financial requirements and who travel on the Bible Lands Tour. Neither the tour nor the scholarship will appear on student account statements.

### **DORM RENT & FEES**

Dorm Rent	
\$70/week for 36 weeks (1 <sup>st</sup> week in September to the 2 <sup>nd</sup> week in May)	\$2,520
Dorm Security Deposit (refundable)	\$85

**Total Dorm Expenses: \$2,605**

**TOTAL COSTS PAYABLE TO BICS: \$16,705**

### **OTHER COSTS**

Application Fee (payable to BICS upon submission of application)	\$25
Passport (payable to U.S. Dept. of State & processing facility; must be obtained prior to the start of the fall semester)	\$145
Meals – self-prepared, estimated cost	\$1,800

**Total Other Costs: \$1,970**

### **Student Employment**

Room and board may be earned through local employment at a minimum rate of \$12.00 per hour for a maximum of 24 hours per week. The Institute will normally discourage Sunday employment since part of the curriculum will involve weekend ministries. Of course, one may augment his/her costs for tuition and room and board with personal savings and/or help from one's parents. Students must handle their own health insurance.

### **Financial Aid**

BICS is committed to an ideal of debt-free education for its students. Student loans merely postpone the debt. Thus the Institute has designed a program that is low-cost to begin with, and also offers assistance in personal fund raising, procurement of employment, and housing.

### **Application Process**

One must submit to the Institute's Admissions Office the following items before he or she may be considered for enrollment:

- An application, including a written autobiography
- A transcript from high school (also from college, if applicable) or a GED grade record
- A statement of one's SAT or ACT scores (if not on one's transcript)
- Two recommendations
- A premedical form
- After acceptance, a medical examination may be required

Applications are available to be completed online or downloaded from our website:  
[www.berkshireinstitute.org](http://www.berkshireinstitute.org).

## **III. ACADEMIC INFORMATION**

### **Curriculum Overview**

Freshmen have the opportunity to learn in these areas through courses and seminars: Bible • Theology • Christian Philosophy • Communications • English Writing and Composition • Evangelism • History of Worship & Music • World Missions • Spiritual Disciplines • Stewardship • Personal Planning & Management • 15-day travel seminar in Israel.

The normal academic program consists of 34 hours of classroom instruction, of which a minimum of 30 hours is required for the Certificate in Biblical Studies. The courses meet the ordinary standards of Bible and Christian liberal arts colleges for transfer credit.

### **Educational Distinctives**

In addition to the academic program, each student participates in Christian service to churches, in cultural field trips and personalized counseling. The Institute aims to integrate learning from a

conservative, biblical perspective. Theological/biblical tenets of conditionalism, embraced by Advent Christians and others, are presented for the student's consideration and edification. The core faculty at BICS is united in its belief that biblical prophecy is best understood from the historicist perspective, with special focus on God's redemptive design for Israel.

### **Bible Lands Seminar**

The Institute is committed to an integration of classroom instruction in Bible and personal exploration of the lands of the Bible--especially Israel. By standing at the crossroads and walking the ancient paths, students are confronted with the reality of the Lord of glory moving in space and time. They are given not only the opportunity to appreciate God's activity in history, but are also challenged to lay hold of the prophetic significance of the signs of the times which anticipate the return of Christ.

### **Academic Program for The Certificate of Biblical Studies**

#### **FALL SEMESTER (15 weeks)**

BIB	105	Survey of the Old Testament
THE	107	Survey of Biblical Theology I
BIB	112-A	Bible Lands Seminar [Section A]
ENG	117	English Grammar and Composition
PHI	210	Worldview Apologetics
DIS	149	Biblical Stewardship for All of Life
DIS	151-A	Discipleship Seminar

#### **SPRING SEMESTER (15 weeks)**

BIB	106	Survey of the New Testament
BIB	112-B	Bible Lands Seminar [Section B]
THE	108	Survey of Biblical Theology II
BIB	201	Biblical Interpretation for Life
COM	129	Basic Skills in Communication
PHI	229	Ethics : Contemporary Views
DIS	151-B	Discipleship Seminar

## **Additional Program Requirements**

### **Supervised In-Service Ministry (SIM)**

We believe that students learn best by doing. Therefore, every student is required to be involved in Supervised In-Service Ministry on a weekly basis throughout both semesters. It is the application of information that is the crux of all experiential learning, and is, thus, very important to the BICS philosophy of education and ministry.

As students incorporate in-service learning into their education, it is the hope of the Institute that the students will mature and develop in character and in desire to serve and minister. The application of in-service learning should, therefore, not be limited to specific times of service only, but should carry itself into all elements of the students' lives as they mature and serve.

Supervised In-Service Ministry assignments shall require a minimum of **25 hours per semester**. On average, the time requirement is fulfilled by serving for 2 hours per week (including any advanced preparation time) for 13 weeks of the 15 weeks in the semester.

Within the first two weeks of the first semester, the Administration will help to place each student in an approved ministry assignment that is mutually a good fit. Each student will have a supervisor/mentor who will be required to submit paperwork on his/her behalf at the beginning of the first semester and the end of each semester. It is the student's responsibility to provide the mentor with the necessary paperwork with enough notice to meet deadlines.

It is expected that the student shall continue with the same ministry assignment for the second semester. In the event that either the mentor or student desires a change, this must be arranged prior to the end of the first semester.

Evaluation for in-service learning shall be on a pass/fail basis, with a passing grade awarded only to those who complete the minimum required hours of service with a favorable evaluation from the mentor. Two semesters of successfully completed ministry assignments will be required for graduation. These ministry assignments cannot be paid positions.

### **Ministry Team**

Each student is required to participate in the BICS Ministry Team, which consists of a weekly rehearsal and several opportunities throughout the year to provide a ministry of encouragement to churches primarily through song. The Ministry Team component may also include additional group service opportunities. Participation in this aspect of the program is a requirement to receive the Certificate in Biblical Studies.

## **Accreditation and Transfer Credit**

The Institute's one-year program is non-accredited. However, several colleges have granted transfer credit for students applying for admission. Credit has been awarded in various ways depending on the major selected. In several instances, graduates of the Institute are able to matriculate on the sophomore level.

The following schools have accepted BICS students granting full or partial credit for the courses completed with at least a C average. This partial list does not imply an endorsement of BICS by these

colleges nor does the list necessarily indicate an articulated agreement with the institutions.

The Antioch School  
Gordon College  
Eastern Nazarene College  
Houghton College  
Lancaster Bible College

Nyack College  
Shorter College  
Thomas College  
Toccoa Falls College

If a graduate intends to transfer courses to a specific school, contact should be made with the Registrar's office of that college for an assessment of transfer options. For assistance with this process or for questions related to transfer credit, contact the Director of Admissions.

### ***Church Integration***

The Institute understands its mission to be church-oriented. Faculty and staff are actively engaged in local ministry, with several serving as pastors. Our students are encouraged to integrate into the life of Hope Church, a community evangelical church in Lenox. In addition, during the academic year, students from the Institute are organized as a team to travel to churches for weekend and retreat ministries, presenting the Gospel in music, drama and personal testimony.

### ***Extracurricular Studies***

The faculty of the Institute has a broad and rich experience in college-level teaching of a number of courses besides those scheduled in the program above. In addition, a wide selection of courses is offered locally by qualified institutions. The following is a sampling of courses in areas previously taught by the BICS' faculty and others that have drawn interest.

THE	110	Advent Christian History, Polity, and Doctrine
ENG	220	Selections from English Literature
MUS	140	Hymnology
MUS	148	Choral Conducting
MUS	227-A	Music Theory I
MUS	227-B	Music Theory I [cont.]

## **IV. ACADEMIC POLICIES**

### ***Registration and Course Changes***

Course Registration: Each student is expected to report for registration on the appointed day(s) during the designated hours. No course grade can be recorded on one's permanent record, nor can a student receive credit for it unless the student has registered for the course according to the established procedure. No instructor may authorize a student to matriculate in a course until the student has been officially enrolled or has been authorized for matriculation by the administration.

Adding/Dropping: To add or drop a course, the student should first consult with the instructor and then obtain the approval of the Administration. Signed forms are to be filed with the Administrative Office. A student may add or drop a course (without notation on the transcript) during the first three academic days of the course. Forms for dropping courses are available in the Administrative Office. They must be signed by the instructor(s) concerned and the Administration, and then submitted to the administrative office. In cases of withdrawal, faculty and administrative signatures do not necessarily imply agreement with the student's decision. When a student formally withdraws from a course, after three weeks but prior to its closing week, the course title followed by the letter "W" will appear on the student's permanent record. Anyone dropping a course without submitting the appropriate forms to the Administrative Office may receive a failing grade for the course.

Auditing Privileges: One may audit a course with permission from the Administration, provided that the instructor can accommodate him or her in the class and believes that the student may benefit from it. The audited course will not be recorded on the student's transcript.

### ***Classification of Students***

Students pursuing academic credit at The Berkshire Institute for Christian Studies are classified as 1) full-time, 2) part-time, 3) probationary, or 4) special students. Occasionally a student may be identified by more than one of these terms.

Full-time Student: A student carrying twelve (12) or more hours of academic credit per semester

Part-time Student: A student carrying less than twelve (12) credit hours per semester

Probationary Student: Occasionally the data on an applicant's academic background and aptitude is not extensive or clear enough to make a decision on the applicant's potential. In such cases the Administration may admit the student on a probationary basis for a period of one term. In cases where the application is still incomplete at the time classes begin, a student may be placed on probation until the missing data arrives.

A student on probation must earn a minimum grade point average of 2.0 during the probationary period in order to be removed from probation. In cases where the applicant has demonstrated effort and improvement throughout the probationary period without earning a 2.0 GPA, the Administration may extend the probation status for the second term.

Special Student: This term denotes 1) a college graduate who desires additional undergraduate study without receiving a certificate, or 2) any adult wishing to take one or more classes without working toward a certificate. Continuance is at the discretion of the Director.

### ***Student Employment and Academic Load***

Most students must work for at least part of their educational and living expenses. The Institute will assist students in securing suitable employment where it can. Outside employment can have a positive impact on one, including opportunities for Christian witness and development of habits of thrift and industriousness. It is also true, however, that work which requires excessive time

demands may be detrimental to the student's academic progress. For this reason, students should plan on limiting their workload to a maximum of 24 hours per week while attending classes.

If a student wishes to work more than twenty-four hours per week, special permission may be given at the discretion of the Administration. The Administration reserves the right to review or restrict the work schedule of any student. Students should avoid work on Sundays.

Students must engage only in work that will be in harmony with their Christian profession and role as Bible students, for "...whatsoever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father by Him" (Colossians 3:17).

### **Attendance**

Students are expected to attend all classes regularly unless prevented by acceptable reasons such as serious illness, extreme personal circumstances, or for scholarly activities approved by the instructor whose class is missed and by the Administration. To receive attendance credit, students must notify the BICS office or the instructor of the reason for the absence before noon on that same day.

Excused absentees have the privilege of making up missed work within one week of return to class. Additional time for prolonged absences may be allowed. Grades will be assigned according to the quality of the make-up work. Unexcused absentees may not have the privilege of making up work that has been missed. Notations of unexcused absences may be levied at the discretion of the instructor.

Additionally, students are expected to arrive for all classes and activities *on time*. Time lost by tardiness or by leaving a class early may be treated as an unexcused absence except when prior permission of the instructor is obtained. Reasons of employment, preparation for chapel programs, class work, etc. are not acceptable reasons for entering or leaving classes at irregular times without permission.

A student whose absences from a course exceed three days must explain to the instructor why he or she should be allowed to continue in the course. Except in unusual circumstances, the instructor will recommend to the Administration that the student be dropped from the course. The Administration will make the final decision after consulting with the student and the instructor.

### **Class Cancellation**

Students should expect classes to be held even in times of harsh weather. If it becomes necessary to cancel or delay classes or any scheduled activity, decisions will be made by the Administration as early as possible and students will be notified through an agreed upon means (e.g. email, text message, etc.). If a student believes that road conditions are too severe for driving to class, he will be expected to call the Institute to inform the staff as soon as possible.

### **Tests and Quizzes**

Tests and quizzes afford the primary means of determining academic ranking in a class. It is essential for one's honor and integrity that he or she avoid looking on another person's work during

a test-taking period. Tests and quizzes must be taken at the times and places designated by the instructor. It is especially important that final examinations be taken as scheduled by the Institute in collaboration with the instructors.

All written work shall conform to the latest edition of the MLA Handbook. BICS will provide the student with *MLA Rules for Format & Documentation: A Pocket Guide* by Jim Rossiter as a handy reference for writing papers.

### **Written Work and Printing**

All written work shall conform to the latest edition of the MLA Handbook. BICS provides each student with *MLA Rules for Format & Documentation: A Pocket Guide* by Jim Rossiter as a handy reference for writing papers.

Students are expected to print their own assignments and materials. Printing/copying is available in the BICS office with the following considerations: 1) printing will be charged to a student's account at a rate outlined in the Student Handbook; 2) printing is subject to staff/prINTER availability. Our staff is not obligated to prioritize a student print request to accommodate assignment deadlines.

### **Academic Integrity**

As Christians, our desire is that truthfulness and integrity would characterize all that we do. As an institution committed to both the spiritual and academic development of our students, BICS upholds a high standard of academic integrity. In our pursuit of Christian integrity, the following forms of dishonesty must be avoided:

#### **Plagiarism**

Simply put, plagiarism is defined as using someone else's words as your own. This may include submitting a paper/assignment in which all or part of the work has been copied, paraphrased, or purchased from another source without proper citation of that source. Instructors reserve the right to filter written assignments through online plagiarism tools to verify integrity. This form of dishonesty may also occur unintentionally when works are improperly cited (e.g. without the use of quotations). Students are encouraged to follow carefully the guidelines set forth by the MLA rules.

#### **Cheating**

This may include the use of unauthorized materials on a quiz or exam, unauthorized collaboration on assignments, or any other form of unfair advantage used in the completion of an academic exercise.

#### **Facilitating/Tolerating the dishonesty of others**

This includes helping/enabling a student with the violation of these guidelines (e.g. providing answers to an assignment/test, sharing one's own work, concealing the dishonesty of another, etc.).

#### **Consequences**

If it is suspected that a student has violated the BICS standards of academic integrity in any way, the student will be notified and a meeting will be scheduled to discuss the infraction. If it is determined that a violation occurred and that it was minor and unintentional, the student will receive a failing

grade on the assignment/exam. If it is determined that a violation occurred that was flagrant and willful, the student will receive a failing grade in the course. Repeat violations of these standards will result in dismissal from the Institute.

## **Grading**

Continuance in and graduation from the Institute depend upon the quality of work completed. The quantity is measured by the hours of credit earned, and the quality is measured by the grades earned (each of which is equated with a grade point value as noted below).

### **The Letter-Grade System**

The purpose of the letter-grading system is to remove the evaluation of student achievement from a rigid numerical system that would fail to take into account the student's total performance. This philosophy recognizes that the measurement of one's academic achievement is an inexact art.

Each instructor may use some numerical system of preliminary grading for evaluation of a student's work within a course. The final course grade will be given as a letter grade according to the definitions that follow. Alternatively, an instructor may submit a numerical grade that will be converted to a letter grade using the conversion chart below.

Grades are recorded according to the following system: Grades of A, B, and C are assigned for satisfactory work; a grade of D is given for performance that is only minimally acceptable, but still passing; NC denotes unsatisfactory performance for which zero credit is awarded.

### **Defining the Letters**

Each instructor may use some numerical system of preliminary grading for evaluation of a student's work. Numerical with the final grade for the test, unit, and/or semester awarded as a letter grade according to the definitions accompanying the letter grades as follows:

**A (Excellent):** Outstanding accomplishment, showing distinction in intellectual achievement. This grade is not automatically or necessarily assigned to those students who have received the highest numerical ranks in class.

**B (Very Good):** Performance of consistently high quality.

**C (Good):** Performance that fulfills all essential course requirements both in quality and quantity, and that meets the acceptable standard for graduation from the Institute.

**D (Passing):** Performance that falls below the standard for level of achievement and is only minimally acceptable.

**P (Passing/INC):** Certain components of the program (Ministry Team, Discipleship and Supervised In-Service Ministry) will be evaluated as "passing/INC." To qualify for the Certificate, the student must complete all requirements to the satisfaction of the supervisor.

**NC (No Credit):** Performance which does not meet minimal standards, and for which zero credit is recorded.

**INC (Incomplete):** This grade is granted only temporarily for work that has not been completed when due because of illness, extreme personal circumstances, or for necessary absence for scholarly or ministerial reasons. This grade is allowed at the discretion of the instructor. If it seems that the student's record is such that he or she could not pass the course regardless of the missing work, the student will receive an NC.

The incomplete work must be made up within two weeks of resuming class work. The grade of incomplete will be converted to an NC where no effort has been made to make up the missing work.

The initiative for removal of an INC rests with the student, although faculty members who give an INC grade must assume responsibility for making suitable arrangements for its removal.

An INC on a final grade report will be calculated as an NC in arriving at a temporary grade point average. After the INC has been converted to a grade, the student's grade record will be changed accordingly.

Letter grades may also be recorded with plus or minus notations except that there is no plus sign (+) for the grade A. The NC, of course, will have neither plus nor minus designations.

### Grade Conversion

Grades shall be converted from numerical/letter grades to a 4.0 scale as follows:

Numerical Grade	Letter Grade	4.0 Scale
93-100	A	4.0
90-92	A-	3.6
87-89	B+	3.4
83-86	B	3.0
80-82	B-	2.6
77-79	C+	2.4
73-76	C	2.0
70-72	C-	1.6
67-69	D+	1.4
63-66	D	1.0
60-62	D-	0.6
0-59	NC	0.0

### Grade Point Evaluation

Grade points per credit hour are assigned according to the chart above. To compute the grade point average (GPA) for a class, the total of the grade points earned is divided by the total hours attempted whether passed or failed. Withdrawals (W) recorded for classes dropped officially during the course of a term are not included in GPA computation.

The GPA is carried to the nearest hundredth. In computing grade point averages, the following will not be included:

- a. Any courses for which no letter grades are assigned, such as grades recorded as "Satisfactory" or "Passing";
- b. Grades that are not earned at the Institute, but may be transferred for hourly credit toward the Certificate;
- c. An original NC grade recorded for a course that was subsequently retaken and passed.

### **Reports and Transcripts**

The office will issue grades at the end of each semester. Grades may be withheld from students who have outstanding charges with the business office until their debts are paid or an arrangement for paying them has been made with the business office to its satisfaction.

Official transcripts of a student's record will be furnished without cost. No transcript will be issued without the student's written permission. A student may receive an unofficial copy from the office.

Diplomas and transcripts of record may be withheld until all financial obligations to the Institute have been satisfied or arrangements for their payment made with the business office.

### **GPA Requirement**

The minimum standard for academic performance is a 2.0 grade point average (GPA). If a student falls below the 2.0 GPA for a semester, he is automatically subject to probationary status and will continue as a probationary student until his GPA rises to the 2.0 level.

While on academic probation the student should seek help from his teachers, and should make an effort to limit his outside activities. He must remember that the 2.0 GPA is the bottom line for meeting the academic requirement for the Certificate in Biblical Studies.

### **Academic Honors**

High-ranking students will graduate with distinction and will be so noted in the commencement exercises.

<b><i>Summa Cum Laude:</i></b>	Cumulative average of 3.9 or higher
<b><i>Magna Cum Laude:</i></b>	Cumulative average of 3.6 through 3.8
<b><i>Cum Laude:</i></b>	Cumulative average of 3.4 through 3.5

### **Graduation Requirements and Procedures**

To qualify for graduation with the Certificate in Biblical Studies, a student must:

- a. Earn a cumulative grade point average of at least 2.0
- b. Fulfill all course requirements for a minimum of 30 semester hours
- c. Satisfy all of his or her financial obligations to the Institute, or arrange for their payment with the financial office prior to commencement
- d. Give evidence of a genuine, steadfast, and growing spiritual life; and in the judgment of the

Institute demonstrates commendable conduct, having made satisfactory progress toward the spiritual and ethical standards of holiness set forth in the Scriptures; and receive a “passing” evaluation for Discipleship, Ministry Team and Supervised In-Service Ministry

- e. Participate in commencement exercises

### **Readmission**

A student who leaves the Institute in good standing, without having completed the required courses for a certificate, is eligible for readmission upon applying to the Admissions Office. A reapplication fee will be required.

## **V. FACULTY**

**Stephen C. Brown, M.Div.** Rev. Brown earned a B.A. in Theology at Berkshire Christian College and an M.Div. degree at Gordon-Conwell Theological Seminary. He studied an additional year at the Westminster Theological Seminary. Candidate for the D.Min. at Gordon-Conwell Theological Seminary. (Denomination: Advent Christian)

**Jimmy R. Caron, D. Min.** Dr. Caron earned B.A. and B.S. degrees at the University of Maine and both an M.A.R. and an M.Div. degree at Westminster Theological Seminary. He holds the D.Min. degree from Gordon-Conwell Theological Seminary. (Denomination: Advent Christian)

**Eve E. Droma, M.A.** Mrs. Droma received the Certificate in Biblical Studies from The Berkshire Institute for Christian Studies before earning her B.S. in Intercultural Studies at Nyack College. She earned the M.A. in Scripture Engagement from the Graduate Institute of Applied Linguistics (now Dallas International University). Mrs. Droma has worked with SIL in Russia, then in the Caucasus region of the former Soviet Union, and finally in West Asia. (Nondenominational Evangelical).

**Douglas J. Foss, D.Min.** Dr. Foss received his B.A. degree from Berkshire Christian College and M.Div. and D.Min. degrees from Reformed Theological Seminary. (Denomination: Advent Christian)

**Corey McLaughlin, M.A.N.T./M.A.T.H.** Mr. McLaughlin received the Certificate in Biblical Studies from The Berkshire Institute for Christian Studies and a B.S. in Bible from Lancaster Bible College. He earned two M.A. degrees in New Testament and Theology at Gordon-Conwell Theological Seminary. (Denomination: Advent Christian)

**J. Dennis Moore, Ed.D.** Dr. Moore earned his B.A. degree at Fordham University, an M.S. degree from Niagara University, and his Ed.D. from Columbia University. (Nondenominational Evangelical)

**Christopher C. Raker, M.A.T.S.** Mr. Raker holds the B.A. from Kenyon College and earned the Master of Arts in Theological Studies from Gordon-Conwell Theological Seminary. He has also done graduate work at Ashland Theological Seminary. (Nondenominational Evangelical)

**Andrew J. Rice, M.A.N.T./M.A.T.H.** Rev. Rice received the Certificate in Biblical Studies from The Berkshire Institute for Christian Studies and a B.S. in Bible from Lancaster Bible College. He earned two M.A. degrees in New Testament and Theology at Gordon-Conwell Theological Seminary. (Denomination: Advent Christian)

**Stephen A. Ross, M.S.W.** Mr. Ross holds the M.S.W. from SUNY Albany and the B.A. in Theology from Berkshire Christian College. (Denomination: Advent Christian)

**Wesley A. Ross, M.M.** Prof. Ross has a B.A. degree from Berkshire Christian College and an M.M degree from the University of Massachusetts. (Denomination: Advent Christian)

**Michael F. Tuttle, M.A.** Mr. Tuttle earned his B.A. degree at Berkshire Christian College. He holds the Master of Arts in Religion from Liberty University. (Denomination: Advent Christian)

**Stephen P. Vannah, D. Min.** Mr. Vannah earned a B. S. Degree from the University of Maine. He holds a Masters Degree in Theology from Wheaton Graduate School and an M.Div. from Trinity Evangelical Seminary. He graduated with the D.Min. from Gordon-Conwell Theological Seminary. (Denomination: Advent Christian)

## **VI. COURSE DESCRIPTIONS**

Some of the courses below apply to the program for the one-year Certificate in Biblical Studies and the rest to the two-year junior college program. Course levels vary in difficulty from freshman level to upper division levels (junior and senior level) in a four-year, Bible college curriculum. The 100-level courses will indicate, normally, freshman-level courses; 200 will indicate sophomore level or higher level courses.

### GENERAL CLASSIFICATION GUIDE:

- 00-18 Bible/Theology
- 19-48 General Arts/Science
- 49-68 Professional

### **Current Courses**

#### **BIB 105 Old Testament Survey 3 s. hrs.**

This course is designed to give the student a grasp of the key people and events of Old Testament history. An understanding will be developed of the major themes and principles of the OT and the progression of God's saving plan through Israel's history, which culminates in the person and work of Jesus Christ. Basic principles of biblical interpretation will be addressed with special attention being given to gaining a confidence in the authority and relevancy of the Bible and having an ability to answer those who seek to undermine the OT on literary and ethical grounds.

#### **BIB 106 New Testament Survey 3 s. hrs.**

A study of the 27 books of the New Testament from the perspectives of their historical and cultural backgrounds, their literary characteristics and interrelationships, and their distinctive themes and messages. The student will learn the chronology, the history, the biographies of Jesus and Paul, and will discover the major doctrines of the New Testament. The instructor will point out important

principles of biblical interpretation.

**BIB 112A, 112B Bible Lands Seminar 1, 2 (total 3) s. hrs.**

The BICS Bible Lands Seminar consists of a two-semester one-hour weekly class session, a major research project on a selected archaeological site in Israel, and a fourteen-day intensive group travel experience in Israel. The student will acquire a realistic and integrated understanding of a biblical history, archaeology, geography, and culture (ancient and modern) of Near Eastern Bible Lands to enrich his/her understanding of Scripture.

**BIB 201 Biblical Interpretation for Life 3 s. hrs.**

This course integrates the three main approaches to inductive Bible study (synchronic, diachronic, existential) with various Scripture engagement practices of a more devotional nature, in addition to a complement of spiritual disciplines such as meditation, silence, solitude, fasting and prayer, into one holistic journey to help the student encounter God in and through His anointed Word, learning key skills for rightly dividing the Word of God and giving the Holy Spirit a myriad of opportunities to *reform* their desires in hope that they may *perform* a more God-honoring life-worship to Him.

**COM 129 Basic Skills in Communication 3 s. hrs.**

This is essentially a course in which students plan and deliver speeches. In addition, students develop their communication skills through reading, composition, discussion, performance, and critiquing classmates in an open and friendly laboratory workshop environment.

**DIS 149 Biblical Stewardship for All of Life 3 s. hrs.**

Everything we have belongs to the Lord and has been entrusted to our care as His stewards. When it comes to God's gifts, resources, and time, will we be faithful stewards? As a key component in the discipleship curriculum, this course is designed to deepen the student's understanding of the principle of stewardship, and to impart the skills necessary and to instill a desire for faithful stewardship. The course will focus on four key areas (wisdom, work, giftedness, and finances) and explore the Scriptures in order to develop a robust understanding of stewardship for all of life.

**DIS 151A, DIS 151B Discipleship Seminar 1/2, 1/2 (total 1) s. hr.**

This is a nonacademic course which is designed to promote spiritual development through interaction and accountability. An emphasis will be placed on laying a solid foundation in the elementary principles of the faith (first semester). In addition, students will explore the biblical directives regarding singleness, marriage, and relationships (second semester).

**ENG 117 English Grammar and Composition 3 s. hrs.**

This course is designed to instill an appreciation for written language as a gift from God and to help students master the basic grammar and related language skills necessary to write effectively at the college level. Instruction will focus on the basic skills of written expression while encouraging the use of critical thinking skills.

**THE 107 & THE 108 Survey of Biblical Theology I & II 3 s. hrs. each (total 6)**

The purpose of these courses is to provide the student with a working knowledge of the major elements underlying Systematic Theology. Together, these two courses will survey the biblical teaching concerning Scripture, God, man, sin and salvation, the person and work of Christ, the Holy Spirit and application of redemption, the Church, the return of Christ, the resurrection, judgment, and Kingdom of God. Being survey courses, the main goal is to enable the student to lay a

foundation on which to build a more thorough and complete understanding of theology as he matures in Christ. A supporting goal for these courses is to help the student begin to think and reason from a sound theological perspective so that he will learn how to bring every thought under the lordship of Christ. It is further hoped that the student will learn to use his/her mind in a loving and earnest pursuit of the knowledge of God.

**PHI 210 Worldview Apologetics: Understanding Contemporary Culture 3 s. hrs.**

This course is designed to help students think about peoples' goals, motives, outlook on life, morals, and answers to the big questions of life in terms of worldview. Understanding issues of worldview is key to having a biblical perspective on life. In addition, understanding worldview helps emerging believers to grasp perspectives and thought movements in the culture around them and how best to witness to the Gospel.

**PHI 229 Ethics: Contemporary Views & Challenges 3 s. hrs.**

This course will survey ethical theories as a prelude to discussion of current ethical and moral issues in society. The aim is to understand the twin biblical principles of being "in the world and not of it" (Jn 17:11-16) and of being "all things to all men" (1 Cor 9:19-23). Through philosophic and cultural analysis, we will struggle with the challenge of being relevant to and understandable by our contemporaries without compromising the Gospel.

**Previous Courses**

**BIB 208 The Book of Romans 3 s. hrs.**

Romans is the key to the whole Bible. Bible 208 is an expository and theological study of Paul's epistle, focusing on its answer to the question "What is the Gospel?" The student will gain a knowledge of the progress of Paul's thought and encounter many of the great doctrines of the faith. Some attention will be paid to responding to modern criticism of Romans and developing sound hermeneutical techniques that can be applied to all of Scripture. Special emphasis will be made concerning the connection between good theology and right behavior, both personally and in relationships. The student should come away from the course seeing Romans as vital to developing a sound Christian world view.

**BIB 212 The Book of Acts 3 s. hrs.**

This course exposes the biblical principles of ministry that laid the foundation of the early Church and enabled it to carry out the Great Commission. Students will discover Luke's purpose in writing the book to Theophilus by examining his selection and ordering of material, by detecting particular themes and by noting the significant people and events by which the story of Jesus spread throughout the Roman Empire. A significant component of the course will be the development of a philosophy of ministry for the proper functioning of the church going forward in the postmodern era.

**EVA 150 Evangelism and Christian Apologetics 3 s. hrs.**

In this study, one is introduced to the methods and materials of effective personal evangelism within the larger context of world mission. It will include biblical evangelism, the theology of evangelism, and a brief overview of the history and objectives of the mission of the Church. The student will also gain a basic understanding of Christian apologetics in general and be introduced to Reformed

apologetics as the system most biblical in its content and approach. The course will consist of lectures, audio-visual presentations, reading and writing assignments, and practicum.

**HIS 142 History of Worship & Music in the Church 3 s. hrs.**

The students will be introduced to the history of worship and music in the Church from biblical times to the present. The course will survey the major periods of church history and will deal with the contributions of David, Paul, Justin Martyr, Augustine, Luther, Calvin, Wesley, Watts, and American leaders. Special attention will be given to liturgical practices from high church to free. In addition to class lectures and field trips, the students will be asked to prepare book reports and class presentations on the background of hymns. Analysis of various worship forms and orders of worship will give the student exposure to worship planning.

**PLA 149 Personal Planning and Management 3 s. hrs.**

This course will teach the student to manage personal time and finances from a Christian perspective. It will also deal with the major factors of operating within the context of God's will and of the determination and development of one's own spiritual gifts. The course will be taught in two modules: Learning the Will of God, and Time Management and Financial Planning. Instruction will include lectures, audio-visual presentations, reading and writing assignments, and the preparation of personal plans and schedules.

**THE 209 Major Bible Doctrines 3 s. hrs.**

A selection of major doctrines of the Bible will be studied. The aim will be to give the student a balanced view of the essential teaching of the Bible. The goal of this course will be to give the student a basic understanding of Christian apologetics in general and to introduce Reformed apologetics as the system most biblical in its content and approach. The course is more theologically and philosophically oriented than evidential. Some consideration will be given to classical philosophical thinking and to the history of apologetics as well as to current world views. The goal will be met through a series of class lectures, reading and written assignments, and a practicum. The purpose is to help nurture and build up Christians--both ordained Christian workers and laymen--equipping them to defend their faith in Christ in their daily encounters.

## VII. ADMINISTRATIVE INFORMATION

### Corporation Officers and Board of Directors

Mr. Larry Knowles, Chairman  
Mr. Curtis Beveridge, Secretary  
Rev. David E. Ross  
Rev. Andrew J. Rice  
Rev. Nate Hasty  
Rev. Stephen C. Brown, President Emeritus

Rev. John Tate, Vice Chairman  
Mr. Dean I. Shaw, Treasurer  
Rev. Dr. Douglas J. Foss  
Rev. Michael F. Tuttle  
Rev. George Karl, Jr.  
Prof. Wesley A. Ross, Vice Pres. Emeritus

### Administration

Rev. Andrew J. Rice, President  
Rev. Michael F. Tuttle, Vice President of Student Development  
Mr. Benjamin D. Boehm, Director of Admissions

[arice@berkshireinstitute.org](mailto:arice@berkshireinstitute.org)  
[mtuttle@hopechurchlenox.com](mailto:mtuttle@hopechurchlenox.com)  
[bboehm@berkshireinstitute.org](mailto:bboehm@berkshireinstitute.org)

### Support Staff

Mrs. Cynthia Foss, Executive Assistant  
Mr. Thomas Zikan, Bursar  
Mr. Carlos Merle, Properties Manager  
Mr. and Mrs. Tyler and Sadie Swicker, Residence Directors  
Mr. and Mrs. Tim and Grace Tarr, Residence Directors

[cfoss@berkshireinstitute.org](mailto:cfoss@berkshireinstitute.org)  
[tzikan@berkshireinstitute.org](mailto:tzikan@berkshireinstitute.org)

## **APPENDIX**

### **Contents:**

- 1. Academic Calendar**
- 2. Semester Course Schedules**
- 3. Current Syllabi**