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2021-2022



# LABI COLLEGE

## Catalog Year

### August 1<sup>st</sup> 2021- July 31<sup>st</sup> 2022

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## **LABI College**

### ***Accreditation***

LABI College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the Associate and Baccalaureate levels. 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822, Telephone: 407-207-0808. LABI College was accreditation by ABHE for the next five years until 2025.

### ***Endorsement***

LABI College of California is endorsed by the Alliance of Christian Higher Education of the General Council of the Assemblies of God, Springfield, Missouri and the Southern Pacific District of the Assemblies of God.

### ***Disclosure Statement***

LABI College is a nonprofit religious corporation under the Corporations Code as required by CEC 94330 (n).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

LABI does not have any pending petitions in bankruptcy, nor operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

### ***CA Bureau for Private Postsecondary Education***

The California Bureau for Private Postsecondary Education (BPPE) has granted LABI College approval to operate and grant degrees within the State of California. Approval to operate means compliance with minimum standards set forth by the BPPE. For more information, call the Bureau for Private Postsecondary Education at (916) 574- 8900, or toll free at (888) 370-7589, or visit its website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818; [www.bppe.ca.gov](http://www.bppe.ca.gov); phone number: (888) 370-7589; fax number (916) 263-1897.

***Non-Discriminatory Policy***

LABI College recruits, hires, and promotes upon the basis of merit and relevant qualifications, without regard to age, sex, race, color, national origin, veterans or disabled status. As a religious non-profit, LABI College reserves the right to discriminate on the basis of religious belief for all positions.

***Employment***

LABI College does not express or imply that you will make a certain income or gainful employment after graduating. The following degree programs prepare students for the related occupations according to the US department of Labor Codes.

Degree Program	Related Occupation	SOC Code
Certificate in Biblical Studies; Associate Degree in Bible and Ministry; Bachelor Degree in Theology	Religious Workers	21-2099
Certificate in Biblical Studies; Associate Degree in Bible and Ministry; Bachelor Degree in Theology	Clergy	21-2011
Certificate in Biblical Studies; Associate Degree in Bible and Ministry; Bachelor Degree in Theology	Directors, Religious Activities and Education	21-2021

***Catalog Annual Update***

The LABI catalog is updated annually each fall by the academic staff. All information in the catalog has been verified for accuracy. However, information may be subject to change without notice and does not constitute a contract between LABI and a student or applicant for admission. Since the catalog is prepared annually, an addendum may be published in the spring for the most recent updates. Students are advised to consult the academic office whenever questions or problems pertaining to the catalog arise. The catalog may be found online at labi.edu under the academics tab. Students who desire to have a copy of the catalog can download it at labi.edu or receive a hard copy from the academic office in the main administrative building of the campus.

### ***Mission Statement***

We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the Church and world.

### ***Goals***

#### Academic

Students will develop a biblical and theological foundation from a Pentecostal perspective.

#### Intellectual

Students will gain critical thinking and effective communication skills that will enable them to articulate the Christian faith in the Church, academy, and society.

#### Spiritual Formation

Students will experience biblical spiritual formation practices that will form their character in Christ and assist them in discovering their call for the ministry.

#### Service

Students will learn a biblically-based servant style of leadership and develop competency in ministry skills that will prepare them for credentials with the Assemblies of God.

### ***Values***

#### Truth

Pursuing truth and a biblical foundation through academic learning.

#### Service

Experiencing servant leadership through ministerial and professional opportunities that develop gifts for service.

#### Culture

Commitment to cultural integrity and embracing diverse ethnicities.

#### Character

Developing Christ-like identity, habits, gifts, and cultivating a love for others.

### ***Vision***

To be a 21st Century Pentecostal school where students matter, ministry is emphasized, the Spirit is emphasized, teachers care, gifts are developed, theory and hands on meet, curriculum is delivered through non-traditional methods, and where classes are accessible through virtual classroom, online resources, and extensions.





## **LABI Statement of Faith**

LABI College accepts without reservation the Statement of Fundamental Truths of the General Council of the Assemblies of God. This statement of faith is as follows:

- ...the Bible is the inspired and only infallible and authoritative written Word of God.
- ...there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.
- ...in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection and His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- ...in the blessed hope, the rapture of the Church at Christ's coming.
- ...the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- ...regeneration by the Holy Spirit is absolutely essential for personal salvation.
- ...in water baptism by immersion.
- ...the redemptive work of Christ on the cross provides in healing of the human body in answer to believing prayer.
- ...the baptism in the Holy Spirit, according to Acts 2:4, is given to believer who ask for it.
- ...in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- ...in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## **History of the College**

LABI College is an educational institute that holds the distinction of being the oldest existing Hispanic college in the United States. The leading founder of LABI was an Assemblies of God missionary named Alice E. Luce. She was born in England on January 22, 1873 and was formally an Anglican missionary to India. After experiencing the baptism of the Holy Spirit, she left the Anglican Church and joined the Pentecostal movement. It was in Canada that she received a call to evangelize in Mexico. However, the Mexican Revolution was just beginning and there was a strong Catholic opposition that was brewing against Pentecostals. As she journeyed south, she realized that she could not effectively evangelize in Mexico. As a result, she settled in Los Angeles to open a mission church called *El Aposento Alto*. During her early ministerial years in Los Angeles, she faced much gender discrimination and resistance from Oneness Pentecostals, Catholics, and Spiritism. But this challenge did not wane Luce's desire to convert and disciple new believers. She was even more committed to her goal of educating Latinos so that they might enter the mission field.

Along with other Latino/a evangelists, preachers, and ministers, they noticed that there was a lack of Mexican ministers who were adequately prepared to continue the mission churches and evangelize Mexicans in both the United States and Mexico. At the time, most Mexican ministers had no formal education given that they worked in the plantations. When they did convert, the first book they began to read was the Bible. Then, on October 1, 1926, Alice E. Luce joined Ralph and Richard Williams to establish LABI in San Diego, California which at first was called Berean Bible Institute. Luce wrote many of the curriculums and taught the classes in Spanish.

While experiencing a time of growth, the institute moved in 1935 from San Diego to nearby La Mesa, California and then again in November 2, 1941 to Los Angeles. Meanwhile, as more students enrolled for ministerial training, overcrowded conditions made it imperative to find larger facilities. Under the leadership of Theodore Bueno, who was a former LABI graduate and missionary, the school moved to La Puente, California in 1949 - the site of the present facilities. It was in La Puente that the school's focus changed from being a missionary emphasis school to one that prepares ministers to meet the needs of society.

LABI not only became a ministry training school, but also a great educational opportunity during a time in which segregation and barriers to education opportunities in California were evident. In the 1950's, Jesse Miranda, who was a teacher and later became a President, recognized that LABI was becoming one of only a few options for Latinos to enter college. But the intellectual shift and need to raise academic standards led LABI in the 1980's seek to become an accredited college, teach courses in English, and change its name to LABC. However, not enough support was developed and, as a result, partnerships were developed with other Christian liberal Arts colleges in order to meet the students' demands for higher education opportunities. While keeping the distinct Pentecostal and ministry formation as its central goal, LABC was changed back to LABI and remained this way throughout the 1980's until 2013. In 2013 LABI's name was changed to LABI College to reflect the Associate degree that it offers.

Alice E. Luce believed in the indigenous principle in that the goal of missionary work was to leave the church with its own self-supporting, self-propagating, and self-governing leadership. Her missionary method and vision remained an underlying factor in the success and identity of LABI as an autonomous and Hispanic serving college. Yet, as the needs of Luce's context have changed over the years, so have the identity of students who come to LABI. Historically, we can observe that LABI was once a school in which Latinos learned how to be missionaries (1926-1949), then pastors and evangelists (1950-1978), ministers who desired to enroll in higher education (1980-2010). Currently, students who attend wish to attain an accredited degree while also recognizing that an integral part of what it means to be equipped for ministry is to gain a college education (2010-present).



## **About LABI College**

LABI College is located in the city of La Puente, California, 12 miles east of Los Angeles at the entrance of the beautiful San Gabriel Valley. The beautifully landscaped campus includes newly completed dormitories which accommodate 124 students, administrative offices, classrooms and library complex, cafeteria, and chapel. LABI is within one hour driving distance of ocean beaches and snowy mountains. Other Southern California attractions include Disneyland, Knott's Berry Farm, and Universal Studios.

### ***Campus Address, Phone Number and Website***

14209 E. Lomitas Ave., La Puente CA 91746 || P: (626) 968-1328 || [labi.edu](http://labi.edu)

### ***Administrative Office Hours***

The administration is available to meet with students on an appointment basis during office hours. Hours are 9:00am to 5:00pm Monday through Friday. Students are encouraged to schedule an appointment with the administrative staff during work hours.

### ***Campus Facilities***

The buildings on the LABI campus are proximate to each other and reflect the architecture of the Hispanic culture. The Alice E. Luce Memorial Chapel remains open afternoons and evenings for those who desire a quiet place for prayer and meditation. The Library contains 20,000 well-selected volumes in English. LABI has a two story U-shaped dormitory unit with a capacity of 124 students. Just a short distance away is the cafeteria, with a capacity of 150 people. The maximum on-campus occupancy level for the residential housing is currently 124.

Each LABI College classroom contains a projector, projection screen(s), and operational remotes for the system. Each classroom has room for all students to sit comfortably, with adequate tables and safe and reliable chairs. Each classroom is equipped for laptop projection (Mac/PC). All classrooms, chapel, offices, library, and writing center are air conditioned, ensuring a comfortable learning environment.

All offices and library are accessible via the unified phone system and campus-wide Wi-Fi system. Wireless internet access is available throughout the entire campus, providing accessible internet to professors, administrators, and students at all times.

### ***Location of Classes***

All classes for the degree programs are held at the LABI College campus at 14209 E. Lomitas Ave., La Puente CA 91746.

### ***Language of Instruction***

All degree seeking students are expected to be English proficient in reading and writing. All degree seeking courses are offered on campus and in English. LABI does not offer English language proficiency examinations such as the Test of English as a Foreign Language (TOEFL) nor does it provide ESL courses. Students need to show high school diploma or college courses to show proficiency in English.





RESIDENCE LIFE



LABI COLLEGE



## **Student Life and Services**

### ***Student Room and Board***

LABI provides optional room and board for currently enrolled students. Dorm rooms and/or studios are available on a first-come, first-serve basis. Each dorm room can accommodate 1-4 students and includes a shared closet and dresser. Only LABI students who are at full time status are eligible for on-campus housing. The cafeteria serves food 3 times a day Monday through Friday and Saturday morning.

### ***Off-Campus Housing***

Students who desire to live off-campus may do so at their own expense and leisure. Availability of off-campus housing is limited in the La Puente and City of Industry. One bedroom non-furnished apartments range between \$1,550-\$1,950.

Please note that off-campus residential properties are not provided nor does the College assume responsibility for placing students in off-campus housing. It is the responsibility of the prospective tenant to seek out off-campus housing, investigate security, safety and suitability of any off-campus residential property. LABI College is not affiliated with any off-campus housing.

### ***Chapel and Spiritual Life***

The goal and focus of LABI's spiritual life is for students to be well educated leaders for the next generation. LABI's educational paradigm emphasizes important areas such as chapel, counseling, church internships, discovery of spiritual gifts, and relationships. Students are given time to mature and grow in each one of these areas through vibrant chapels, mentoring, discipleship, and morning and night prayer options.

Chapel services are conducted three times a week and attendance is required for on and off campus students. Worship, prayer, and the Word of God are emphasized as students take a leading role in the administration of the service. Many exciting speakers are featured throughout the year, including missionaries, pastors, faculty, alumni, students, and administration. See the Student Handbook for further details regarding absences and attendance policies.

### ***Student Ministries and Clubs***

At LABI, we believe God desires to reveal himself in various ways, and even through culture: media, fine arts, athletics, and the list goes on! Students may be led to take an active part in a particular ministry or to explore their God-given talents by forming a club. These clubs are student led and fall under the supervision of assigned departments and administrators at LABI.

### ***Interested in Starting a Club?***

The Student Life department and SGA team will approve each club once a proposal has been submitted and presented in the weekly SGA meeting. This proposal must contain a mission, purpose, goals, and identified student leadership. A specific staff or administrator must be willing to oversee each club, as well. Within each club, students are able to lead others in various extracurricular activities and gain hands-on experience beyond the classroom. All are welcome to join! However, there are requirements for club leaders and members to ensure that each club agrees with and does not contradict LABI's ultimate Christian purpose.



### *Student Ministries Eligibility and/or Requirements*

Eligibility varies for different clubs and specific standards/requirements vary for each context. However, all students must maintain these minimal standards in order to be considered as an applicant in taking a leadership role or participating in the club. These standards do not guarantee that the student will be approved to participate within a club.

1. Students must submit any required application materials to join a specific student-led club or ministry team.
2. Students must earn higher than a C average and maintain a GPA above a 2.0 each semester in order to be eligible to participate.
3. Students must be in good standing with the Spiritual Formation and Student Life offices.
4. Students must reflect a good testimony and godly character both on and off campus.

For specific eligibility guidelines, please consult the Student Manual and/or the Dean of Students.

### *Student Government Association*

The Student Government Association (SGA) is a body of students who collectively represent LABI College and facilitate that culture throughout the campus. They are given the authority to act in the name of the greater student body. Being part of the Student Government is more than a title; it is a position of service and sacrifice. The Student Government Association of LABI College will work together with the college on spiritual, intellectual, and social levels under the supervision of the appointed staff members.

Each year the student body elects three to four officials: The President, Vice President, Secretary, and Treasurer. These leaders serve as representatives for student activities, class elections, banquets, and to serve as a bridge between the students and the administration. SGA activities are funded by an activity fee paid each semester. SGA holds regular weekly meetings with the Dean of Students in order to address student ideas, concerns, and events.

### *Activities on Campus*

Each semester, all student leaders (SGA leaders and RA's) gather together for fellowship, discipleship, and bonding at a Student Leadership Retreat, and then begin a week of training and planning for the semester's events. The following are a few of the events you can expect each semester at LABI.

#### *Fall Events*

- ✓ Beach Day: This is a day in the sun, fun in the waves, and delicious food and games!
- ✓ Spirit Week: Now is your chance to show your school spirit! With each day as a different theme, you might dress as a twin with your best friend, a nerd, or your favorite superhero. The possibilities are endless!
- ✓ Thanksgiving Banquet: Time to give thanks for each other, and enjoy a night of dining and games!
- ✓ Christmas Banquet: It's time to celebrate with your LABI family (and a holiday feast) that Jesus is the reason for the season!

- ✓ Campus Clean-Up Day: Time to give back! Let's show God we're thankful for our blessed institution by loving the campus with cleaning and beautification!

### *Spring Events*

- ✓ Spirit Week: Time to dress as your favorite teacher, or maybe your favorite animal! Who knows? Every day of Spirit Week is always a fun surprise!
- ✓ Park Day: Time to relax in the park, throw a Frisbee, chat with friends, and enjoy some tasty BBQ!
- ✓ Valentine's Day Events/Grams: Typically, SGA may hold a fun event to entertain students during Valentine's Day week. Also, you might just receive a special note with candy or a flower from a friend, or purchase one yourself! How sweet!
- ✓ Yearbook Signing Party: Come dressed to impress, and keep the tissues and pens ready. Make your notes memorable, and remember these are friends for a lifetime!

### ***HeBrews Lobby Café***

HeBrews Lobby Café seeks to provide snacks, drinks, and other goods to the LABI community throughout the semester weekdays and special events in order to raise funds to support activities for students throughout the year. Therefore, HeBrews Lobby Café is an extension of SGA instituted by students, run by the students, and purposed originally for the students. Even more, HeBrews recognizes its capacity as an evangelistic business, and intends to shine as a light to the surrounding community as well, providing an open door for anyone to experience LABI College and the God we serve through excellent service and product, warmth, and love.

### ***Media Team***

The Media Team is a growing and popular ministry on LABI campus. Students have the ability to develop their creativity through videography, photography, video editing, green screen shooting, yearbook designing, news reporting, student newsletters, website design, chapel media, and many other forms of communication. The media team is involved in District Youth Conventions. All of these avenues of media are new ways that the Spirit of the Lord is using to minister to this new tech-savvy generation.

### ***Student Missions***

Missions are the heartbeat of LABI. Students are involved in mission prayer groups and also in various mission outreaches, both stateside and in other countries. Each year, the students raise money for missionaries and mission trips in the summer with mission organizations. One of these missions' teams is the "Invasion Ministry" which was created by an LABI student. Since its conception, it has grown into an incredible ministry. Invasion's goal is to walk faithfully in God's Word, doing His perfect will through prayer, fasting, and the reading of His word. In obedience to His calling, the Invasion Team aims to spread the gospel by "invading" hospitals, orphanages, rehabs, the addicted, the prideful, the rich and poor—all so they can encounter God's everlasting love in their lives. Invasion will also provide opportunities for LABI students to engage in real life ministry, building their faith and service to God.

### ***Student Conduct***

The formation of Christian character and conduct in the lives of the students is very important at LABI. The school administration, at its discretion, dismisses a student from school for serious incidence or repeated incidences of an intoxicated or drugged state of behavior, possession of illegal weapons on school premises, behaviors that create a safety hazard to other persons at school, and disobedient or disrespectful behavior to other students, an administrator, faculty member, or any other stated or determined infraction of conduct. Admission signifies that all students agree to abide by all rules and regulations of the school. Further information concerning student conduct and discipline is stated in the Student Handbook.

### ***Placement Services***

LABI provides job placement assistance for all students who wish to use this service. This includes:

- ✓ Workshops on preparing for employment interviewing
- ✓ Workshops on preparing resumes
- ✓ Direct employer referrals
- ✓ Information regarding job market and employment trends

No guarantee of placement can be made.

### ***Student Grievance Procedures***

If student has a grievance LABI will have fair and prompt resolution. Legitimate grievances are a vital part of the school's professional and ethical commitment to its community members. The grievance process is confidential and LABI College does not tolerate any retaliation in terms of those sharing their complaints. All grievances shall be addressed within 1-2 business days. The grievance form will require the student to the nature of the complaint, date and time of occurrence, location of occurrence, and any attempts to resolve this issue informally. The steps involved in addressing student grievances include the following:

1. A formal grievance is presented in writing to the head administrator of the relevant department.
2. The administrator will investigate the dispute. Interviews will be used to gather relevant information of the complainant, respondent, witnesses, etc.
3. If the nature of the complaint, as warranted, can be resolved by mediation, the appropriate administrator will attempt to bring a quick resolution between the involved parties through a meeting with all those effected present.
4. A Restorative Justice Hearing can be requested if the grievance and mediation process did not bring full resolve.
5. If the complainant and the respondent do not agree on the outcome of the resolution recommended by the Restorative Justice Committee, an appeal in writing can be made to the President of LABI College.
6. After the grievance is completely resolved, it will be filed in the appropriate Grievance File record, along with the Plan of Action and all other relevant materials and findings.

Please see Student Handbook for further information concern filing a Student Grievance.



## **Admission Information**

### ***Admission Requirements for Associate and Bachelor Program***

1. **Religious Experience:** A relationship with Jesus Christ must be established prior to admission. It is strongly recommended that the applicant be a born again Christian for at least one year before attending LABI. By signing the application, students confirm their agreement with the doctrinal statement of the College.
2. **Education:** Applicants must have an earned a high school diploma with 2.5 GPA or above, or its equivalent. Applicants who have earned below a 2.5 will be admitted on a conditional basis.
3. **References:** All applicants must have a pastoral reference that gives witness to the applicant's spiritual maturity, promise, and vocational calling.
4. **Essays:** Associate degree students must write a personal testimony essay. Bachelor degree seeking students must submit an essay that describes how the degree program fits with their vocation and/or calling.

### ***Application Process for Associate and Bachelor Program***

Formal application for admission should be made on regular forms available through the Admissions office. Applicants must complete the application process by the first day of class. Students interested in applying an associate or bachelor degree must follow these guidelines.

The following forms are required:

1. Application form, photo, and \$25.00 non-refundable application fee
2. Pastoral reference (This reference must be sent by the pastor in a sealed envelope)
3. Personal testimony or vocational essay
4. All previous official academic transcripts including High School/GED transcript

All applications will be held for one year. After the one year has passed, the applicant must reapply.

### ***International students***

LABI does not have the authority to provide I-20 visas for international students. It does not provide any visa services, nor vouch for student status. International students would have to meet the minimum admissions requirements and provide proper documentation of residency in California in order to enroll in courses.

### ***Admission Requirements for Certificate Programs***

Please see the certificate programs for the specific admissions requirements in the academic section of this catalog.



### ***Ability to Benefit***

Each student must possess a high school diploma or its equivalent in order to be enrolled. LABI does not award credit for prior experiential learning, nor do we provide assessment procedures to assess these experiences.

### ***Transfers students***

If you have taken courses at an accredited college or university and wish to transfer into an Associate degree, we accept units under the following conditions:

1. The student must send an official transcript to the admissions office.
2. Transferable courses only include those higher than a grade of “C-”.
3. All courses taken at an accredited college or university are eligible to meet the LABI General Education courses. Units taken from an unaccredited bible institute are neither accepted nor transferable.
4. A maximum of 18 units can be transferred into any associate degree program.
5. A maximum of 36 units can be transferred into any bachelor degree program.
6. All Bible/Ministry/Theology courses must be taken at LABI College.
7. Transferrable courses must be comparable in nature, content, and level of credit.
8. LABI does not award credit for prior experiential learning.

If you have taken lower division courses with an unaccredited bible school, certain units are accepted under certain conditions:

1. The course must have been taught with the equivalent number of hours, class rigor, and with associate degree faculty requirements. It is the student’s responsibility to furnish evidence for course equivalency.
2. The student must have earned credit for courses higher than a grade of “C-” in order to transfer.

All transcripts submitted become the property of LABI and will not be returned or duplicated, but kept within the student’s records.

## **Library & Writing Center**

The LABI College Library contains over 20,000 volumes, primarily composed of books and is organized by the Library of Congress call number system (LCCN). The records for the cataloged items are made available through an online public access catalog (OPAC) *Library World*. The writing center is adjunct to the library and is available of tutoring appointments and study groups.

### ***Library Hours***

The library is open Monday through Saturday with closures occurring during chapel, lunch and dinner times.

Monday	9:00am - 12:30pm    1:30 - 5:00pm    5:30pm - 9:00pm
Tuesday	9:00am - 12:30pm    1:30 - 5:00pm    5:30pm - 9:00pm
Wednesday	9:00am - 12:30pm    1:30 - 5:00pm    5:30pm - 9:00pm
Thursday	9:00am - 12:30pm    1:30 - 5:00pm
Friday	9:00am - 12:30pm

Phone: 626-968-1328 || ext. 3008

Email: [library@labi.edu](mailto:library@labi.edu)

### ***Library Services***

The library department also hosts three orientation sessions each semester. During the orientation, the library staff provides instruction, overview of references, and an introduction to the writing center procedures, resources, and events, such as monthly writing workshops.

### ***Circulation and Reference Service***

The library provides reference, technical, and circulation services to LABI College students. Reference services include many books that are held on reserve on behalf of faculty, and dictionaries that are added yearly. Students are also able to check out books with a valid LABI College student identification card. The library staff provides and utilizes an online cataloging system called [libraryworld.com](http://libraryworld.com). Libraryworld provides resource information on catalog holdings in the library.

### ***Online Resources***

The LABI Library has available several online resources for students and faculty.

### ***Writing Center***

In particular, the writing center offers:

- ✓ Writing Appointments - Students may schedule a thirty-minute or one-hour appointment with a trained tutor Monday through Friday, at least forty-eight hours in advance.
  
- ✓ Workshops -The writing center offers multiple hour-long writing workshops on specific writing topics throughout each semester. Each workshop is repeated for five sessions for student convenience. These workshops are intended to assist students

with the formation of clear communication through skillful writing. In particular, the writing center's goals are to:

- ✓ Teach students to effectuate successful writing formats and paper types (Turabian, APA, MLA, SBL styles, and Research, Exegetical, Biographical formats)
- ✓ Cultivate skills for developing successful execution and connection of each section of a paper (thesis, body, and conclusion).
- ✓ Provide students with proper skills and online and offline tools for each paper type (research, exegesis, etc.).
- ✓ Embolden students to regard writing as necessary for the marketplace and ministry.
- ✓ Encourage and affirm each student for growth in personal confidence as a writer.

### ***Placement Services***

All incoming students and specifically chosen existing students are able to visit the writing center for best English class placement. LABI College uses Compass placement services, which measures reading and writing comprehension, basic grammar and English skills, as well as critical thinking skills.

Although Compass placement services are currently discontinued, LABI still has available Compass testing opportunities. A placement test determines the level of your first classes in English. Students will meet with an academic staff member after placement testing to decide the right classes for the program and skill level.

## **Library Policies**

Access, Circulation, and Request Services for LABI College Students, Faculty, Staff, and Affiliates.

### ***Purpose***

To report the enrollment, employment, identification, and login requirements for access, circulation, and request services provided by the University of Kansas Libraries for LABI College Students, Faculty, Staff, and Affiliates enrolled and/or employed on the LABI College Campus.

### ***Applies To***

Members of the LABI College community with access to the Simon Melendres Library facility, services, collections, and/or equipment on the La Puente, California campus including: 1) LABI Undergraduate, 2) LABI Faculty, 3) LABI Support Staff, and Affiliates (including Emeritus and Retirees). This policy applies to collections and services in Simon Melendres Library and Simon Melendres online databases.

### ***Returns and Renewals***

Return all books and media to the return slot at the Information Desk or to the separate return slots outside the library.

Most renewals can be made unlimited times by going to the Information Desk in the Simon Melendres Library. Faculty can renew their items in person or by emailing the library. Renewal policies for Interlibrary Loan items may vary. Please contact the library for more information at [steve.valdez@labi.edu](mailto:steve.valdez@labi.edu). You may not renew an item if the item is excessively overdue, on hold for another patron, or if you have unpaid fines or charges. No renewals may be made by telephone or by a third party.

### ***Circulation***

Checking out materials, all patrons need to be entered into our computer system and must show a valid picture ID, such as a current student ID or a current driver's license. There is no separate library card.

### ***Course Reserves***

Course reserves items are library use only and are checked out for two hour intervals. Pages can be scanned and saved to a USB or on your phone or tablet. There is no charge to use the scanner. Photocopiers are also available. Copies costs 10 cents per page. Due to copyright law, it is illegal to scan or copy the entire book. Only 10% of the book can be reproduced.

Course reserves can be found in the library at the circulation desk.

### ***Interlibrary Loans***

Interlibrary Loan is a library request service through which members of the LABI College community may obtain material that is needed for research and is not available in the Simon Melendres Library collections. This service is limited to LABI College faculty, students, and staff. All non-LABI College users, including those with library-issued borrower cards, should

contact their local public library, workplace library, or other appropriate institution to obtain Interlibrary Loan service.

The Interlibrary Loan Office is located within the Simon Melendres Library and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Materials borrowed through Interlibrary Loan may be retrieved by Circulation and Reserve Desk staff.

All Interlibrary Loan items are on a strict 3 week borrowing period.

### ***Databases***

We subscribe to a growing number of online databases. These are accessible off campus for currently enrolled LABI College students, faculty and staff. Ask a librarian for more information. Guests must come to the library to use the databases.

Databases are also organized by subject and resource type. Databases can be accessed on-campus and off-campus through licensed electronic resources including databases, e-journals, and e-books through the Simon Melendres online web portal.

Please contact the Librarian for resource needs at [steve.valdez@labi.edu](mailto:steve.valdez@labi.edu) or call (626) 968-1328 ext. 3008.



## Financial Information

LABI reserves the right to change tuition, fees, and/or charges without advance notice should the conditions so warrant. The below costs are approximate charges for the semester and degree seeking programs.

### Fall Semester (August 1, 2021) through Summer (July 31, 2022)

<b>Approximate Cost per Semester</b>	<b>On Campus</b>	<b>Off Campus</b>
Tuition @ 14.5 Units	\$4,060	\$4,060
Registration	\$270	\$175
Payment Plan	\$50	\$50
Room & Board	\$3,280	\$0
Dorm Security Deposit	\$125	\$0
Student Fees	\$350	\$275
Parking Fee	\$50	\$50
Student Tuition Recovery Fund	\$2.50*	\$1.50*
<b>Per Semester Total</b>	<b>\$8,187.50</b>	<b>\$3,330</b>

<b>Approximate Cost for Entire Program</b>	<b>On Campus</b>	<b>Off Campus</b>
Certificate Program: 4 Semesters Full Time	\$32,750	\$13,320
Associate Degree Program: 4 Semesters Full Time	\$32,750	\$13,320
Bachelor Degree Program: 8 Semesters Full Time	\$65,500	\$26,640

\*The Student Tuition Recovery Fund (STRF) only applies to students residing in California during their studies and is charged at \$0.50 per \$1000 rounded to the nearest \$1000. Please see page 25 of the Catalog to read more about the STRF.

### Other Fees:

Audit per course	\$75	Transcript Fee	\$10
Returned check Fee	\$35	Rushed Transcript Fee	\$25
Late Registration Fee	\$25	Late Payment Fee	\$25
Graduation App Fee	\$125	Cap and Gown - prices may vary	

### Method of Payment

All charges for each semester are payable at the time of financial registration. The following payment plan can be arranged: Fifty percent down payment and the balance in 3 installment payments. *Note: Please understand that the prices above do not include any books. A 3% bank fee will be added for credit card payments.*

### Students Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, except for \$250 in applicable fees. Cancellation is effective on the date the written notice of cancellation is received in the registrar's office at: 14209 E. Lomitas Ave., La Puente, CA 91746.

### ***Refund Policy***

If a student cancels after the first class session, or the seventh day after enrollment, whichever is later, he/she will receive a refund of unearned charges paid (minus \$250 non-refundable fees). This refund is only for students who have completed 60 percent or less of the period of attendance and will be a pro rata refund. Cancellation is effective on the date the written notice of cancellation is received in the registrar's office. Failure to follow official withdrawal procedures will result in debt owed and possibly failing grades in all courses. The applicable refund will be paid to the student within 45 days of receiving the written notice of cancellation from the student. The pro-rated refund system is the following:

1. The amount owed to the institution equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.
2. The refund will equal the amount the student paid minus the amount owed to the institution. No refunds will be issued after the student has completed 60% of the semester.

### ***Unpaid Balance Policy***

Students will have 5 days (business) after the due date to make payments without a penalty. After the fifth day, late payment is subject to a \$25 late fee. If the responsible party does not meet financial obligations 10 days after the due date, the student will be dismissed from school and withdrawn from all courses. If this were to occur, reinstatement is possible but only after all financial balances have been made.

### ***Student Tuition Recovery Fund***

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education 1747 North Market Blvd, Ste. 200, Sacramento, CA, 95834, 888) 370-7589; fax number (916) 263-1897.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Federal Student Aid**

LABI College students may apply for federal student aid by completing and submitting the Federal Student Aid application (FAFSA). Students may be eligible of Pell Grants and/or Direct Student Loans. Please contact the LABI College financial aid office for any questions by calling 626-968-1328, or by emailing [financialaid@labi.edu](mailto:financialaid@labi.edu).

### ***Return to Title IV Policy***

Students that completely withdraw from all classes either officially or unofficially, are dismissed/expelled, or leave LABI College prior to completing more than 60% of the semester must repay some or all of the Federal financial aid funds received or paid on their behalf.

Federal student aid regulation 34 CFR 668.43 requires the LABI College Office of Financial Aid to calculate an amount of money the student may be required to return that they received in Federal Title IV Aid (Federal Pell Grant, Federal SEOG, and Federal Direct Stafford Student Loans). The withdrawal date is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the quarter/semester for a student who leaves without notifying the institution. The Federal Title IV programs covered under this policy include Federal Pell Grant, Federal SEOG, Federal Stafford Loans, and Federal PLUS Loan (Parent Plus Loan).

The College has 30 days to calculate the Title IV refund, and 15 days to return the funds to the U.S. Department of Education. Once the funds are returned by LABI to the Department of Education, LABI will contact the student for the funds owed to the College. If no funds are paid to LABI, the College may take on further actions. The student is responsible for paying back the Department of Education the loans that were earned and under the Master Promissory Note procedures, or any Pell grant overpayment that were above the threshold.

LABI College and the student share the responsibility for returning Title IV aid. LABI College returns "unearned" Title IV funds that have been paid to the school to cover the student's institutional charges received from Title IV grant and/or loan programs. If the student owes funds back to the Title IV programs, the institution will advise the student. The student has 45 days from the date of notification from the institution to take action on the overpayment.

No additional disbursements may be made to the student for the enrollment period. If the student does not repay the amount owed to the Title IV programs or does not make satisfactory payment arrangements with the U.S. Department of Education, LABI College may report to the National Student Loan Data System (NSLDS) that the student received an overpayment. The student loses eligibility for further Title IV aid until resolved.

Recalculation is based on the percent of earned aid using the following formula: Percent earned = Number of calendar days completed up to and including the withdrawal date/ total calendar days in the quarter/semester.

Scheduled Break: In accordance with regulation 34 CFR 668.22(f)(2)(i), LABI College will exclude all breaks exceeding five days or more from the return calculation. For example,

Christmas break will be excluded from the Return calculation as a period of non-attendance and, therefore, do not affect the calculation of the amount of Federal student aid earned.

Federal Title IV financial aid is returned to the federal government (reducing student loan debt) based on the percent of unearned aid using the following formula:

Aid to be returned = (100% - percent earned) x the amount of aid disbursed toward institutional charges.

### Return of Funds

LABI College will return funds to the Department of Education in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loans
3. Direct PLUS
4. Pell Grant
5. FSEOG

### Post-Withdrawal Disbursements

If it is determined that a student is eligible for Federal Title IV financial aid funds that have not been disbursed, grant funds that the student is eligible for will be disbursed first. Federal aid that the student is eligible for will be credited to the student's account for outstanding charges. If the student has no outstanding charges or if there is a balance due the student after disbursement, LABI College will notify the student of his/her eligibility for the loans. The student must respond within 14 days of the date of the letter as to whether they want all, part, or none of the loan(s). If the student fails to respond within 14 days, no loan disbursement will be made.

Before calculating the amount of financial aid that must be cancelled, the following is taken into consideration:

- If a promissory note for a Stafford Loan has not been signed and submitted by the student prior to the withdrawal date, the loan(s) is automatically cancelled.
- If an entrance loan interview has not been completed by the student prior to the withdrawal date, the Stafford Loan is automatically cancelled.
- If the student is a first-time attendee of LABI College and withdraws during the first 30 days of the semester, the Stafford Loan is automatically cancelled.
- Students who have not completed verification are not eligible for financial aid and are not included under this policy.

### Loan Exit Counseling

Loan Exit Counseling is a requirement for everyone who has borrowed funds from the Federal direct student loan program. It is designed to prepare you for repaying your student loans and help you with personal financial management.

In exit counseling you will learn your rights and responsibilities and the consequences of not repaying your student loans. In addition, repayment options, debt management possibilities, and loan consolidation is discussed in more detail. You will need to know which types of federal student loans you have borrowed during your years of attendance at LABI College. You may

obtain this information online at [www.nslds.ed.gov](http://www.nslds.ed.gov). Your FSA User ID will be required to access the system.

If you borrowed under the Federal Direct Stafford Loan Program (either a Subsidized or an Unsubsidized Stafford Loan, or both), please complete your loan exit counseling online at [www.studentloans.gov](http://www.studentloans.gov).

It is important that you understand the seriousness of repaying your student loans. If you have any difficulties in making your loan payments, please contact your loan servicer that you can also find at [www.nslds.ed.gov](http://www.nslds.ed.gov).

You are encouraged to visit the LABI College Office of Financial Aid or your Advisor to discuss your situation and options prior to withdrawing. You may wish to avoid owing a repayment on the Federal student aid you received by staying in some or all of your classes.

Failure to pay your Federal aid overpayment as a result of withdrawing officially or unofficially from LABI College may result in you not being eligible for Federal student aid at any school in the country until the repayment is made. Also, please be aware that if financial aid funds are returned to the US Department of Education by LABI College, you will be responsible for immediate repayment for any balance due that appears on your student account.

Please visit the LABI College Office of Financial Aid for more information on the Return of Title IV Refund Policy and procedures.

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

The U.S. Department of Education requires all students who receive financial aid, including loans, to make satisfactory academic progress established by LABI College toward their program of study. Satisfactory Academic Progress standards apply to all Title IV programs. The Financial Aid Satisfactory Academic Progress policy is separate from the College's Student Academic Standing Policy.

#### Evaluation of Student's Academic Progress

Satisfactory Academic Progress (SAP) is the measure of a student's overall academic progress. LABI College will use annual SAP evaluations. The student's entire academic history will be reviewed for the purposes of determining SAP compliance, including credits not paid for by financial aid. Students who fail to meet these standards may not receive financial aid, including loans. Evaluated students who are not making satisfactory academic progress will be notified in writing and advised that they may submit an appeal to continue receiving financial aid under the terms of "Federal Probation." The students will be placed on an academic plan that will require them to complete 100% of attempted courses (no failures "F", withdrawals "W", incomplete "I" grades or no credit "NC") and earn a term GPA of at least 2.00.

#### Satisfactory Academic Progress Standards

SAP policy includes three components: qualitative, quantitative, and timeframe.

Requirements of the SAP Policy:



1. Qualitative: The required cumulative grade point average (GPA) a student must earn (including institutional and transferred grades).
2. Quantitative: The required completion percentage of credit hours attempted.
3. Timeframe: The maximum timeframe in which the student must complete his or her educational program.

#### Minimum Cumulative Grade Point Average

The minimum cumulative grade point average for a student at the end of each term to maintain eligibility for financial aid is 2.0.

#### Minimum Percentage of Credit Hours Attempted to Earned

The required completion percentage of credit hours attempted will be 67%.

#### Maximum Time Frame

The maximum time frame in which a student must complete his or her program cannot exceed 150% of the published length of the program. All credit and clock hours attempted are used towards the maximum time frame allowance regardless of whether the student received financial aid during the time frame.

#### Appeal Process

Students who have been placed on Academic Federal Probation for not meeting the SAP standards may appeal in writing 15 days before first day of the affected semester. The appeals are reviewed by the Appeals Committee based on extenuating circumstances. Once the Appeals Committee reviews the appeal, the Financial Aid director notifies the students within 15 days of receiving the appeal if the appeal is approved or denied.

Extenuating circumstances include:

- Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time
- Death of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Withdrawal due to military service
- Second degree, double major, change of major (maximum timeframe only)
- Other unexpected circumstances beyond the control of the student

Along with the appeal, any available supporting documentation should be submitted (e.g., Doctor's note, death certificate, etc.).

All appeals and supporting documentation should be mailed or emailed to the following address:

Financial Aid Appeals Committee  
LABI College  
14209 E. Lomitas Avenue  
La Puente, CA 91746

Email: [financialaid@labi.edu](mailto:financialaid@labi.edu)

## **Institutional Aid**

LABI College provides the following institutional aid for students who meet the eligibility requirements. All institutional aid recipients must have received their admissions letter of acceptance before applying and qualifying for institutional aid. This includes a submission of all admission forms along with the admission confirmation deposit. Failure to successfully matriculate, or academically register for returning students, may delay the student's opportunity to receive institutional aid. Only those students who maintain a grade point average of 2.0 or above and maintain an outstanding Christian testimony in the areas of Residence Life and Spiritual Formation will be able to renew their scholarship for the following semester. All students must apply by filling out an Institutional Aid Application. A submitted application does not guarantee an award of scholarships. Submitting the application before the deadline increases your chances of being awarded, as funds are available. Institutional Aid Scholarships require that students enroll in at least 16 units. Endowment Scholarships require that student enrolls in at least 12 units. Students cannot be awarded more than one of each type of scholarship but may receive one of each kind (Institutional Aid and Endowment), if eligible.

### ***Institutional Award Deadline***

The priority deadline for all institutional aid award recipients is the final Friday of May. All Youth Convention and/or District Conference incentives must be redeemed by this deadline. If there are any remaining available funds to be awarded the student must apply by the final Friday of June. Final deadline for institutional aid applications are due by the last day of registration.

## **Endowments Scholarships**

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The Dina & Augie Lopez Endowment Scholarship  
The Bessie Huerta Endowment Scholarship  
The Drs. George and Shalini Pallil Endowment Scholarship  
Alliance for Higher Education Minority "Making The Difference" Scholarship  
The Arsenio Mora Endowment Scholarship

## **Institutional Scholarships**

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### **Dean's List Scholarship**

This is a scholarship for current students who have completed at least one semester at LABI with a cumulative GPA over 3.0. To be considered for renewal the recipient must maintain the required cumulative GPA and the above eligibility requirements.

### **Missionary and Pastoral Family Scholarship**

These are scholarship that are awarded and applied to student accounts per semester. To receive award the student must submit the institutional aid application and be a child of a licensed Senior Pastor or a child of an active missionary.

### **Sibling Scholarship**

This is a scholarship awarded to both siblings if they are both enrolled full time and are living on campus. To receive an award both students must submit the institutional aid application.

### **Alumni Scholarship**

These scholarships are awarded and applied to student accounts. To receive the award students must submit the institutional aid application and be a child of an LABI alumnus.

### **Out of State Scholarship**

This scholarship is given to students who are from out of state. Eligibility for renewal will depend upon available funds. For those who come from Arizona, Oregon, or Nevada the student will be awarded \$250 per semester. All other states are awarded \$500 per semester

### **President's Inclusion Scholarship**

Awards may include up to a 25% tuition scholarship discount for those that live on campus (resident) and can be up to 50% for those that are commuting (off campus students). Expectation is that students awarded the scholarship will contribute positively to our LABI mission, but also bring a diverse perspective and enriching experience to our community. Students who have been traditionally underrepresented within our LABI College community and have a demonstrated interest, experience or plan to serve in diverse ministry experiences are welcome to apply. Students must submit a two-page essay on how they believe their diversity experience will contribute to or advance the mission of LABI.

## **Work Study**

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This award allows the student to work on campus to help pay for a portion of the cost of his or her studies. To receive funding students must submit the Work Study Application and meet institutional aid eligibility. Those students who fail to satisfactorily meet obligations will be charged a pro-rated amount for the uncompleted work. To renew the work study award students must complete all work study hours and maintain their eligibility as described above.



## 2021-2022 Academic Calendar

The school year consists of a 16-week fall semester (August through December), a 16-week spring semester (January through May), and an 8-week summer semester (June through July).

### Fall Semester 2021

Open Online Registration  
Move-In Days  
New Student Orientation  
Classes Begin  
Late Registration  
Last Day to Add/Drop w/o Penalty  
Midterm Exams  
Thanksgiving Break  
Final Exams  
Last Day of Semester

### [16 Week Semester]

Aug 2  
Aug 12-13  
Aug 13  
Aug 16  
Aug 16-27  
Aug 27  
Oct 4-8  
Nov 25-26  
Nov 29-Dec. 3  
Dec 3

### Spring Semester 2022

Open Online Registration  
Move-In Days  
Classes Begin  
Late Registration  
Last Day to Add/Drop w/o Penalty  
Midterm Exams  
Spring Break  
Final Exams  
Last Day of Semester  
Commencement

### [16 Week Semester]

Dec. 13  
Jan. 20-21  
Jan. 24  
Jan. 24-Feb 4  
Feb. 4  
Mar. 14-18  
Mar. 21-25  
May 16-20  
May 20  
May 21

### Summer Semester 2022

Open Online Registration  
Classes Begin  
Late Registration  
Last Day to Add/Drop  
Final Exams  
Last Day of Semester

### [8 Week Session]

May 3  
Jun. 6  
Jun. 6-17  
Jun. 17  
Jul. 25-29  
Jul. 29

### No School on these Holidays for Fall 2021 & Spring 2022

Labor Day  
Thanksgiving Break  
Martin Luther King Day  
Good Friday  
Memorial Day  
Independence Day

Sep. 6  
Nov. 25-26  
Jan. 17  
Apr. 15  
May 30  
Jul. 4





## **Certificate Program Information**

LABI offers a certificate program for students who seek basic competency in biblical studies. These certificates are geared for students who are already in ministry, want to enhance their professional development, or are seeking to gain credentials with Southern Pacific of the Assemblies of God or other related denominations.

### ***Program Requirements:***

1. **Religious Experience:** A relationship with Jesus Christ must be established prior to admission. It is strongly recommended that the applicant be a born again Christian for at least one year before attending LABI. All students, by signing the application, show themselves to be in agreement with the doctrinal statement of the institute.
2. **Pastoral Reference:** All applicants must have a pastoral reference that gives witness to the applicant's spiritual maturity, promise, and vocational calling.
3. **Essays:** Certificate students must write a personal testimony essay describing their Christian experience and ministerial goals.

### ***Certificate in Biblical Studies Program Learning Outcomes (PLO's)***

The Certificate on Biblical Studies at LABI College is designed to provide sufficient depth, breadth and scope generally expected of a specialized education program for ministers. This program is designed for students who are already in ministry or are seeking ministerial training, personal development, and a foundational theological education. Graduates from our program will be able to demonstrate:

#### ***1. Ministerial Foundation***

Students will be exposed to foundational knowledge of ministry for a Christian setting. They will also be able to understand the basics of pastoral leadership.

#### ***2. Pentecostal Theological Knowledge***

Students will gain a basic competency in theological knowledge from a Pentecostal perspective.

#### ***3. Appreciation of the Bible***

Students will develop competency skills in reading biblical texts for preaching and teaching. They will also be able to communicate, discuss, and present interpretations of the biblical text for a ministerial context.

***Certificate in Biblical Studies Core Curriculum (60 Units)***

**Division of General Education**

**Required: 15 units**

- SPE106 Public Speaking (3)
- ENG126 Persuasive Writing (3)
- PSY112 Marriage and Family (3)
- MAT163 Math and Personal and Financial Management (3)
- HIS165 US History (3) or HIS180 Latinos in US History (3)

**Division of Ministry**

**Required: 12 units**

- MIN126 AG His/Miss & Gov (1)
- MIN122 Introduction to Missions (2)
- MIN156 Effective Leadership (2)
- MIN161 Disciple Making (2)
- MIN182 Practicum I (.5)
- MIN183 Practicum II (.5)
- MIN184 Practicum III (.5)
- MIN185 Practicum IV (.5)
- MIN115 Spiritual Disciplines (3) or  
MIN199 Evangelism in a Post-Christian Context (3)

**Division of Theology**

**Required: 12 units**

- THE103 Introduction to Systematic Theology (3)
- THE124 Pentecostal Theology (3)
- THE256 Theological Ethics (3)
- THE242 Eschatology (3)

**Division of Bible**

**Required: 15 units**

- BIB110 Old Testament Literature (3)
- BIB120 New Testament Literature (3)
- BIB220 Biblical Exegesis (3)
- BIB213 General Epistles (3) or BIB300 Gospel of John (3)
- BIB295 Romans (3) or BIB233 Acts (3)

**Electives**

**Required: 6 units**

## **Associate Degree Program Information**

LABI offers an associate degree programs that are designed to introduce students to a foundational level of Christianity and ministry. The coursework includes general education requirement for the degree which reflects the conviction that students of the ministry must expand their knowledge across various disciplines. This includes courses in English, Math, History, Psychology, and Speech. The degree requirements also include the completion of a student portfolio that includes essays and coursework that aim to demonstrate the completion of the program objectives.

### ***Associate in Bible and Ministry: Program Description and Learning Outcomes (PLO's)***

The associate degree in Bible and Ministry at LABI College will provide students with the essential biblical, theological, and ministerial knowledge that will prepare one for ministerial service. This program is designed for students who want to attain a foundational degree and knowledge in Bible, ministry, and Christian theology from a Pentecostal perspective. Students entering into this program have a clear focus to be future scholars, teachers, and communicators of the gospel. There are five core learning outcomes for graduates of our program. Graduates from our program will be able to demonstrate:

1. *Christian and Pentecostal Theological Knowledge*

The graduate from our program will be able to demonstrate competency in fundamental theological concepts. Students will be able to identify and articulate the core theological views of the Christian church and Pentecostalism.

2. *Applied Ministerial Practice*

The graduate from our program will be able to demonstrate a wide range of knowledge and experiences related to applied ministerial practice. This includes skills such as preaching, administration, teaching, counseling, leadership, and supervised practicums. Graduates will value diverse cultural contexts and gain knowledge in how to minister effectively within Christian settings.

3. *Critical Analysis of the Bible*

The graduate from our program will be able to assess and evaluate biblical texts which include the historical and literary composition of the text. They will also be able to communicate, discuss, and present interpretations of the biblical text.

4. *Information and Writing Literacy*

The graduate from our program will be able to demonstrate information and writing literacy skills; write effectively and within a research format, generate theories, and be able to effectively articulate their reasoning in written format.

5. *Communication Effectiveness*

The graduate from our program will be able to integrate awareness and knowledge of various Biblical concepts, theological perspectives, and ministerial principles through an effective verbal communication approach. Appropriate communication will include but is not limited to course presentations, paper presentations, teaching, video development, preaching, and success through the communication components of the portfolio project.

***Associate in Bible and Ministry Core Curriculum: 60 Units***

**Division of General Education**

**Required: 15 units**

- SPE106 Public Speaking (3)
- ENG126 Persuasive Writing (3)
- PSY112 Marriage and Family (3)
- MAT163 Math and Personal and Financial Management (3)
- HIS165 US History (3) or HIS180 Latinos in US History (3)

**Division of Ministry**

**Required: 12 units**

- MIN126 AG His/Miss & Gov (1)
- MIN122 Introduction to Missions (2)
- MIN156 Effective Leadership (2)
- MIN161 Disciple Making (2)
- MIN182 Practicum I (.5)
- MIN183 Practicum II (.5)
- MIN184 Practicum III (.5)
- MIN185 Practicum IV (.5)
- MIN115 Spiritual Disciplines (3) or  
MIN199 Evangelism in a Post-Christian Context (3)

**Division of Theology**

**Required: 12 units**

- THE103 Introduction to Systematic Theology (3)
- THE124 Pentecostal Theology (3)
- THE256 Theological Ethics (3)
- THE242 Eschatology (3)

**Division of Bible**

**Required: 15 units**

- BIB110 Old Testament Literature (3)
- BIB120 New Testament Literature (3)
- BIB220 Biblical Exegesis (3)
- BIB213 General Epistles (3) or BIB300 Gospel of John (3)
- BIB295 Romans (3) or BIB233 Acts (3)

**Electives**

**Required: 6 units**

**Associate Degree in Bible and Ministry Suggested Paradigm**

Below is a suggested paradigm that will enable students to successfully complete the program within the allotted years. The paradigms below are meant to serve the student as a guide. It is the responsibility of the student to ensure that he or she is enrolled in the appropriate courses. Please contact your advisor for information or questions.

<b>ASSOCIATE DEGREE IN BIBLE AND MINISTRY</b>	
<b>First Year Fall Semester</b>	<b>First Year Spring Semester</b>
<input type="checkbox"/> BIB110 Old Testament Literature (3) <input type="checkbox"/> ENG126 Persuasive Writing (3) <input type="checkbox"/> MIN199 Communicating the Gospel/Post-Christian (3) <input type="checkbox"/> MIN122 Introduction to Missions (2) <input type="checkbox"/> THE103 Introduction to Systematic Theology (3) <input type="checkbox"/> MIN182 Practicum I (.5)  <b>Total Units: 14.5</b>	<input type="checkbox"/> BIB120 New Testament Literature (3) <input type="checkbox"/> THE256 Theological Ethics (3) <input type="checkbox"/> THE124 Pentecostal Theology (3) <input type="checkbox"/> MIN156 Effective Leadership (2) <input type="checkbox"/> MIN183 Practicum II (.5) <input type="checkbox"/> Elective (3)  <b>Total Units: 14.5</b>
<b>Second Year Fall Semester</b>	<b>Second Year Spring Semester</b>
<input type="checkbox"/> BIB300 Gospel of John (3) or BIB295 Romans (3) <input type="checkbox"/> BIB220 Biblical Exegesis (3) <input type="checkbox"/> PSY112 Marriage and Family (3) <input type="checkbox"/> SPE106 Public Speaking (3) <input type="checkbox"/> MIN126 Asm of God His/Miss/ & Gov (1) <input type="checkbox"/> MIN161 Disciple Making (2) <input type="checkbox"/> MIN184 Practicum III (.5)  <b>Total Units: 15.5</b>	<input type="checkbox"/> HIS165 US History (3) or HIS180 Latinos in US History (3) <input type="checkbox"/> BIB233 Acts (3) or BIB213 General Epistles (3) <input type="checkbox"/> THE242 Eschatology (3) <input type="checkbox"/> MAT163 Math and Personal and Financial Management (3) <input type="checkbox"/> MIN185 Practicum IV (.5) <input type="checkbox"/> Elective (3)  <b>Total Units: 15.5</b>

## **LABI Student Portfolio**

The LABI student portfolio is a required component of all associate degree programs. It is a direct assessment tool that helps the faculty determine whether the student has achieved the program objectives. Students will compile their portfolios throughout their time in the program. The portfolio will include a sampling of the student's work, feedback and comments from professors in each of the divisions of Bible, Theology, Ministry, or Youth Ministry. In addition, the students will reflection on her or his growth in selected divisions and demonstrate with evidence how they have met the program objective.

*In Preparation For The Student Portfolio For Graduation, Students Must:*

- Collect one graded exegesis paper from any bible class which demonstrates evidence of meeting the bible goal.
- Collect one graded paper, assignment, or project from any theology class which demonstrates evidence of meeting the Theology goal.
- Collect one graded reflection paper, essay, or project from any ministry class which demonstrates evidence of meeting the Ministry or Youth Ministry program goal.
- Write a reflection paper on each of the bible, theology, ministry or youth ministry program objectives by using the portfolio questions below.
- Compile and submit portfolio to portfolio@labi.edu. Faculty members will review the student portfolios before an interview with the student. These portfolios will be collected within the student's permanent academic record.

### ***Portfolio Questions for the Associate in Bible and Ministry***

- In 200-300 words, in what way do you believe that the assignment chosen demonstrates your ability to be an interpreter of scripture? How have you improved as an interpreter and communicator of the bible? What skills or methods have helped you read scripture better? How have you met the bible objective of the program?
- In 200-300 words, in what way do you believe that the assignment chosen has helped you communicate the core theological teachings of Christianity and the Pentecostal tradition? How has it helped you articulate the gospel? How has it helped you understand the importance of the Pentecostal tradition? How have you met the theology objective of the program?
- In 200-300 words, in what way do you believe that the assignment chosen reflects your knowledge of ministry? How does the assignment reflect your ability and preparation to do ministry? In what way have you been prepared for ministry in a variety of church settings and leadership roles? How have you met the ministry objective of the program?

### ***Portfolio Guidelines and Instructions***

- Please email one document to portfolio@labi.edu
- The document submitted will include a cover page and table of contents including an appendix. Each of the questions should be answered separately with their own introduction, body, and conclusion.
- All three assignments must be attached to the one document as an appendix
- This is not a graded assignment but will be assessed on a pass or fail scale.



## **Bachelor Degree Program Information**

LABI offers a bachelor degree that is designed to introduce students to urban theology with an emphasis that focuses on biblical, theological, and ministerial knowledge. The coursework includes general education requirement for the degree which reflects the conviction that students of the ministry must expand their knowledge across various disciplines. The degree requirements also include the completion of a guided thesis that aim to demonstrate the completion of the program objectives.

### ***The Bachelor degree in Theology Program Learning Outcomes***

The Bachelor degree in Theology with an urban emphasis will provide students with the essential biblical, theological, and urban ministerial skills necessary for various types of service in the multicultural context. Additionally, coursework and a guided thesis will provide students with the skills for higher education. There are five core learning outcomes for graduates of our program.

#### ***1. Applied Urban Ministerial Practice***

The graduate from our program will be able to demonstrate a wide range of knowledge and experiences related to applied urban ministerial practice. This includes skills such as understanding and ministering to the contemporary problems and realities of race, justice, culture, environment, and poverty issues that impact the contextual setting of urban ministry. Graduates will value an urban context and gain knowledge in how to minister within this setting.

#### ***2. Contextual Theological Knowledge***

The graduate from our program will be able to demonstrate competency in contextual theological concepts. Students will be able to identify and articulate theology from a Pentecostal and urban context.

#### ***3. Critical Analysis of the Bible***

The graduate from our program will be able to assess and evaluate biblical texts; assess and evaluate the historical and literary composition of the text. They will also be able to communicate, discuss, and present contextual interpretations of the biblical text.

#### ***4. Information and Writing Literacy***

The graduate from our program will be able to demonstrate information and writing literacy skills, write effectively and within a research format, generate theories, and in written format able to effectively articulate their reasoning.

#### ***5. Communication Effectiveness***

The graduate from our program will be able to integrate awareness and knowledge of various biblical concepts, theological perspectives, and contextual issues through an effective verbal communication approach. Appropriate communication will include but is not limited to, course presentations, paper presentations, teaching, video development, preaching, and success through the communication components of the portfolio project.

## ***Bachelor Degree in Theology Core Curriculum***

**Total Required Units: 120 completed units required for the program**

***Emphasis: Urban Theology***

### **Division of General Education**

**Required: 30 Units**

- SPE106 Public Speaking (3)
- ENG126 Persuasive Writing (3)
- ENG220 Research Writing (3)
- PSY112 Marriage and Family (3)
- PSY101 Introduction to Psychology (3)
- MAT163 Math and Personal & Financial Management (3) or Data Analysis or Statistics
- HIS165 US History (3) or HIS180 Latinos in US History (3)
- HIS204 World Civilization (3)
- SOC240 Introduction to Sociology (3)

### **Division of Urban Ministry**

**Required: 30 Units**

- MIN122 Introduction to Missions (2)
- MIN126 AG His/Miss & Gov (1)
- MIN155 Spiritual Disciples (3)
- MIN156 Effective Leadership (2)
- MIN161 Disciple Making (2)
- MIN182 Practicum I (.5)
- MIN183 Practicum II (.5)
- MIN184 Practicum III (.5)
- MIN185 Practicum IV (.5)
- MIN199 Gospel/Post-Christian (3)
- MIN330 Introduction to Urban Ministry (3)
- MIN350 Expository Preaching (3)
- MIN400 Cross Cultural Ministry (3)
- MIN430 Race, Poverty, and the Environment (3)
- MIN450 Ministry and Social Justice (3)

### **Division of Theology**

**Required: 24 Units**

- THE103 Introduction to Systematic Theology (3)
- THE182 Comparative Religions (3)
- THE124 Pentecostal Theology (3)
- THE256 Theological Ethics (3)
- THE242 Eschatology (3)
- THE300 Introduction to Public Theology (3)
- THE352 Pneumatology (3)
- THE400 Contextual Theology (3)

### **Division of Bible**

**Required: 24 Units**

- BIB110 Old Testament Literature (3)
- BIB120 New Testament Literature (3)
- BIB220 Biblical Exegesis (3)
- BIB213 General Epistles (3) or BIB300 Gospel of John (3) or
- BIB295 Romans (3) or BIB233 Acts (3)
- BIB350 Kingdom of God in the Testaments (3)
- BIB460 Social World of the New Testament (3)

### **Electives**

**Required: 12 Units**

***Bachelor Degree in Theology Paradigm***

Below is a suggested paradigm that will enable students to successfully complete the program within the allotted three years. The paradigms below are meant to serve the student as a guide. It is the responsibility of the student to ensure that he or she is enrolled in the appropriate courses.

<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
<b>Fall</b>	<b>Fall</b>	<b>Fall</b>
<input type="checkbox"/> BIB110 Old Testament Literature (3) <input type="checkbox"/> ENG126 Persuasive Writing (3) <input type="checkbox"/> MIN199 Gospel/Post-Christian (3) <input type="checkbox"/> MIN122 Introduction to Missions (2) <input type="checkbox"/> THE103 Introduction to Systematic Theology (3) <input type="checkbox"/> MIN182 Practicum I (.5) <p style="text-align: right;"><b>Total: 14.5 Units</b></p>	<input type="checkbox"/> BIB300 Gospel of John (3) or BIB295 Romans (3) <input type="checkbox"/> BIB220 Biblical Exegesis (3) <input type="checkbox"/> PSY112 Marriage and Family (3) <input type="checkbox"/> SPE106 Public Speaking (3) <input type="checkbox"/> MIN126 Asm of God His/Miss/ & Gov (1) <input type="checkbox"/> MIN161 Disciple Making (2) <input type="checkbox"/> MIN184 Practicum III (.5) <p style="text-align: right;"><b>Total: 15.5 Units</b></p>	<input type="checkbox"/> SOC101 Intro to Sociology (3) <input type="checkbox"/> THE400 Contextual Theology (3) <input type="checkbox"/> MIN400 Cross Cultural Ministry (3) <input type="checkbox"/> MIN430 Race, Poverty, and the Environment (3) <input type="checkbox"/> BIB295 Romans (3) or BIB213 General Epistles (3) <p style="text-align: right;"><b>Total: 15 Units</b></p>
<b>Spring</b>	<b>Spring</b>	<b>Spring</b>
<input type="checkbox"/> BIB120 New Testament Literature (3) <input type="checkbox"/> THE256 Theological Ethics (3) <input type="checkbox"/> THE124 Pentecostal Theology (3) <input type="checkbox"/> MIN156 Effective Leadership (2) <input type="checkbox"/> THE182 Comparative Religions (3) <input type="checkbox"/> MIN183 Practicum II (.5) <p style="text-align: right;"><b>Total: 14.5 Units</b></p>	<input type="checkbox"/> HIS165 US History (3) or HIS180 Latinos in US History (3) <input type="checkbox"/> BIB233 Acts (3) or BIB213 General Epistles (3) <input type="checkbox"/> THE242 Eschatology (3) <input type="checkbox"/> HIS202 Church History I (3) <input type="checkbox"/> MAT163 Math & Personal Financial Management (3) <input type="checkbox"/> MIN185 Practicum IV (.5) <p style="text-align: right;"><b>Total: 15.5 Units</b></p>	<input type="checkbox"/> BIB 460 Social World of the New Testament (3) <input type="checkbox"/> MIN450 Ministry and Social Justice (3) <input type="checkbox"/> MIN 155 Spiritual Disciples (3 Units) <input type="checkbox"/> Elective (3) <input type="checkbox"/> Elective (3) <p style="text-align: right;"><b>Total: 15 Units</b></p>
<b>Summer</b>	<b>Summer</b>	
<input type="checkbox"/> ENG220 Research Writing (3) <input type="checkbox"/> PSY101 Introduction to Psychology (3) <input type="checkbox"/> THE300 Introduction to Public Theology (3) <input type="checkbox"/> MIN330 Introduction to Urban Ministry (3) <input type="checkbox"/> Elective (3) <p style="text-align: right;"><b>Total: 15 Units</b></p>	<input type="checkbox"/> HIS204 World Civilization (3) <input type="checkbox"/> BIB350 Kingdom of God in the Testaments (3) <input type="checkbox"/> MIN350 Expository Preaching (3) <input type="checkbox"/> THE352 Pneumatology (3 Unit) <input type="checkbox"/> Elective (3) <p style="text-align: right;"><b>Total: 15 Units</b></p>	

## **Bachelor Guided Thesis Assignment**

The LABI student thesis is a creative interpretive project supported by research that offers evidence of an original point of view. Students will demonstrate a capacity for independent research, an ability to organize, and present evidence logically and proficiency. The thesis demonstrates originality, critical and independent thinking, appropriate format, and documentation. Students will compile their thesis guided by a faculty member who has mutual interest, knowledge, and expertise in the area of the selected topic. The guided thesis is not completed within one semester, but under the guidance of the faculty member, will be developed on a continual basis in the student's final year.

### *In Preparation for the Thesis:*

- Student must select a thesis topic and faculty member who is willing to serve as an advisor by the end of the sixth semester.
- Begin research, bibliography, and literature review by the beginning of the seventh semester.
- Submit thesis proposal to faculty advisor by the beginning of the seventh semester.

### *Thesis Topic Instructions*

The thesis must focus on a specific biblical text, theological theme, or ministerial topic related to urban theology. The student can apply a certain biblical, theological, or ministerial perspective to an issue or problem related to urban theology. The thesis may build upon and elaborate work done in a previous paper. The thesis may be written within the context of a course in which the student is currently enrolled, or as part of a directed study, or as an additional paper outside of current coursework.

### *Thesis Proposal Instructions*

After the student has found a faculty member who will guide his or her thesis, the student must submit a thesis proposal form before the second week of the seventh semester to the academic office or email to [portfolio@labi.edu](mailto:portfolio@labi.edu). Graduation applications will not be approved without thesis proposals. The thesis proposal must include:

- Student name
- Paper topic or title
- One-page description of thesis
- Faculty adviser signature
- Expected completion date

### *Description of Approved Thesis*

- Written according to the format of SBL or Chicago Manual of Style
- Following formatting guidelines
- Ranges between 5,000 to 7,500 words (20-30 pages double spaced)
- Approved with all faculty committee signatures
- Submitted to academic office
- Assessed on a pass or fail scale

## Academic Policies

### *Grading Scale*

The grading system is as follows:

<b>A</b>	= <b>100% - 93%</b>	<b>Excellent</b>
<b>A-</b>	= <b>92% - 90%</b>	
<b>B+</b>	= <b>89% - 88%</b>	
<b>B</b>	= <b>87% - 83%</b>	<b>Above Average</b>
<b>B-</b>	= <b>82% - 80%</b>	
<b>C+</b>	= <b>79% - 78%</b>	
<b>C</b>	= <b>77% - 73%</b>	<b>Satisfactory</b>
<b>C-</b>	= <b>72% - 70%</b>	
<b>D+</b>	= <b>69% - 68%</b>	
<b>D</b>	= <b>67% - 63%</b>	<b>Low Pass</b>
<b>D-</b>	= <b>62% - 60%</b>	
<b>F</b>	= <b>59%- 0%</b>	

The grade average required for certifying completion of a course of study is 60%. No credit will be given for courses below this percentage.

<b>WF</b>	= <b>Withdrawal Failure</b>
<b>W</b>	= <b>Withdrawal</b>
<b>P</b>	= <b>Passing</b>
<b>I</b>	= <b>Incomplete</b>

### *Student Records*

A student's academic performance is recorded as permanent. Once a letter grade is issued to a student, it is recorded in his or her permanent record. A grade can only be changed by the faculty member that issued it (see section on grade change). The time limit for this type of grade change is six months. After this time no one can make any changes to the student's permanent record. Once a grade is issued and recorded in the student's permanent record, it will appear in every transcript issued by the school. For this reason, students should pay careful attention to their academic transcript. A student may dispute any record by filling out a general academic petition. A student may also fill out a transcript request form in order to receive an official transcript by mail or in person pick up.

### *Incomplete*

An incomplete is available to a student if he or she does not submit all course assignments by the end of the class for unexpected reasons. There are no automatic extensions for late work. To request for an incomplete the student needs to officially request for an extension by filling out the incomplete form. This form must have both student and professor signatures and be submitted to the registrar by the end of the semester. The incomplete will appear as an "I" on the student's transcript until all course work is submitted, at which time the letter grade of "I" will be changed to the new grade given. If no assignments are turned in after the second week, the student will receive an automatic "F" and it will be recorded in the student's permanent academic record.

### *Grade Changes*

A grade can only be changed by the faculty member that issued the grade within six months. A faculty member may change a grade if the original grade given had a typographical error or if by petition of the student the faculty member reevaluates course work and discovers that a grade change is in order.

### ***Withdrawal Policy: Adding/Dropping Courses***

During the first 10 days after the start of each semester, a student may withdraw from a course without financial penalty. To add/drop a course, the student must fill out an add/drop form. The form must be filled out and submitted to the academic office to officially drop from the course. Courses are not automatically dropped. The student is responsible for making sure that the drop was registered with the Academic Office. If the student fails to follow the appropriate steps to drop or add a course, he or she will still be responsible for paying the full tuition and will be issued a letter grade for the course. Last day to drop a course is two weeks before the last day of the semester. The student who drops a course will receive a "W" on his or her transcript. However, the student will be responsible for any fees or loss of scholarship.

### ***Repeat Courses***

Any grade below a "D-" may be repeated for a higher grade. However, both grades will be recorded on the student's transcript and calculated into the GPA.

### ***Academic Warning, Probation and Expulsion***

A full-time student must achieve a cumulative grade point average (GPA) of 2.0 in order to be in good academic standing. If an applicant has a high school GPA of 2.49 or below, he or she will automatically be placed on Academic Warning as a part of their conditional acceptance and will be advised regularly throughout the semester to help them maintain the academic minimum requirements.

Students who are in good academic standing may be placed on Academic Warning after their first semester with a cumulative GPA below a 2.0. Upon the second semester with a cumulative GPA below a 2.0, the student will be placed on Academic Probation. Students in Academic Probation will not be able to register for more than 13 units, and are not eligible to participate in extracurricular student ministries. Students on Academic Probation are also not eligible for federal financial aid and institutional aid. For more information on federal financial aid eligibility, please see the Student Academic Progress policy on page 29.

If a student completes a third straight term with a cumulative GPA below a 2.0, he or she will be disqualified from the degree programs.

### ***Plagiarism Policy***

Plagiarism is the act of taking the writings of another person and passing them off as if they were one's own, or reusing one own work from a previous course again for another course (also called self-plagiarism). LABI maintains its commitment for a high ethical standard in both one's lifestyle and academic integrity. For this reason, the school does not tolerate plagiarism. If a student has been found to have plagiarized any text, presentation, or sermon, whether it is written or oral, he or she will receive an automatic zero for the assignment. Further action may include academic probation, the inability to pass the class, and the possibility for expulsion if the plagiarism continues.



### ***Instruction Credit Hours***

A semester credit hour is defined as the quantity of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates the amount of work required by one hour (minimum 50 minutes) of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week. LABI's traditional program follows a semester (sixteen week) track, or an equivalent quantity of work over a term of different length (compressed 8 weeks). An equivalent quantity of work may also be achieved by other academic activities established by the college, including internships, practicum, service work, and any other academic work leading to the award of credit hours.

### ***Attendance Policy***

Attendance in class is required. All absences are unexcused except for those under the following circumstances: illness, death or birth in the immediate family, or other valid reasons substantiated in writing and at the discretion of the academic office. A student may not be absent more than 20% of the class time, which is three weeks of absences. Absences beyond the amount allowed result in failure for the course.

### ***Leave of Absence Policy***

Students who wish to leave the College for a semester, after which they intend to return, should take a leave of absence. If a student leaves campus during a semester without completing the proper forms receives grades of F in all courses except completed block courses. Besides a regular leave of absence, students can apply for a leave for medical or emergency reasons. The granting of a leave of absence guarantees readmission and permits the student to graduate by complying with the degree program requirements. If the student is enrolled in classes, taking a leave of absence by the withdrawal deadline date published in the academic calendar results in grades of "W" (withdrawn) in all courses other than completed block courses. Taking a regular leave of absence after the last date to withdraw as published in the academic calendar results in grades of "F" in all courses.

### ***Tardiness Policy***

Tardiness is a disruption of a good learning environment and is discouraged. Our teachers have the authority as to when to consider a student tardy. If a student is more than 15 minutes late for a class, he or she will be considered absent for that class period, whether or not he or she remains in class.

### ***Independent Study Policy***

Independent Studies are allowed only under extremely special circumstances with the approval of the academic office. An application must be filled out and turned into the registrar along with the registration form. If the registration is received without the approved form it will be returned to the student.

### ***Student classification***

A student's status is determined by the number of credit hours completed: a freshman student is 0-30 units, sophomore student is 31-60 units, junior student are 61-90 units, and a senior student is 91 units and above.

### ***Enrollment Status Definition***

For both associate and bachelor students, the following number of units are required for enrollment classification.

Full-time student = 12+ semester hours

3/4-time student = 9 semester hours

Half-time student = 6 semester hours

Less than half-time student = 3 semester hours

### ***Academic Honors***

Students who graduate with a GPA above 3.85 will graduate with the honors of *summa cum laude*, 3.65-3.84 will graduate with the honor of *magna cum laude*, and 3.5-3.64 will graduate with the honor of *cum laude*.

## Graduation Requirements

### *Submitting an Application*

In order to be considered for the Baccalaureate or Commencement, the student must meet these requirements before submitting an application.

1. Earn a cumulative grade point average of 2.0
2. A minimum of 54 earned units for the associate degree program by the end of the semester
3. A minimum of 114 earned units for the bachelor degree program by the end of the semester
4. Submit a graduation application

### *Participating in Baccalaureate or Commencement*

After applications are approved by the faculty, students who wish to participate in the baccalaureate or commencement must satisfy all requirements for the program in the final semester of the program. To be a candidate one must meet the following requirements:

1. An approved application for graduation
2. Cumulative grade point average of 2.0
3. A minimum of 54 earned units for associate degree /114 units for bachelor degree
4. Candidates must have successfully passed the graduation portfolio/guided thesis.
5. Candidates must maintain a good character reflective of the Christian life.
6. Candidates must not have an outstanding financial balance.
7. Students must be in good standing with the Student Life and Spiritual Life offices.

### *Receiving your Degree*

1. A grade point average of 2.0 is required.
2. Successful pass of portfolio/guided thesis evaluations.
3. All degree requirements met

4. All outstanding financial balance met



## CLEP (College-Level Examination Program)

LABI accepts CLEP exams for students who seek to earn college credit. CLEP helps students save money, save time, and achieve their college goals. Skip general introductory courses and move on to more advanced classes or explore new and challenging academic areas.

Students who achieve required credit-granting scores on these exams can earn the credits and course exemptions listed below.

LABI College will grant a total of 19 credits (Associate Degree) and 37 credits (Bachelor Degree) for successful performance on CLEP examination.

Below are the exams that LABI accepts for college credit.

CLEP EXAMINATION	CREDIT-GRANTING SCORE	CREDIT HOURS GRANTED	EQUIVALENT COURSE
<b>Composition and Literature</b>			
College Composition	50	3 hours	ENG126 Persuasive Writing
<b>History and Social Sciences</b>			
American Government	50	3 hours	HIS165 U.S. History
History of the United States I: Early Colonization to 1877	50	3 hours	HIS165 U.S. History
History of the United States II: 1865 to Present	50	3 hours	HIS165 U.S. History
Introductory Psychology	50	3 hours	PSY101 Introduction to Psychology
Western Civilization I: Ancient Near East to 1648	50	3 hours	HIS204 World Civilization
Western Civilization II: 1648 to Present	50	3 hours	HIS204 World Civilization
<b>Science and Mathematics</b>			
Biology	50	4 hours	SCI101 Earth Science Lecture and Lab
Chemistry	50	4 hours	SCI101 Earth Science Lecture and Lab
College Algebra	50	3 hours	MAT163 Math & Personal & Financial Management
College Mathematics	50	3 hours	MAT163 Math & Personal & Financial Management
Natural Sciences	50	4 hours	SCI101 Earth Science Lecture and Lab

See the Advisement Office for more information or help finding testing centers nearby, practice exams, study guide workbooks, etc. More information available at the CLEP® College Board website: <https://clep.collegeboard.org/>

## **Transfer Policy and Articulation Agreements**

Students who desire to transfer to a four year school are strongly encouraged to meet with the academic staff to ensure that the courses are best suited for their intended major. Each university or college however reserves the right to admit and accept students and courses on a case by case situation. However, LABI holds articulation agreements with the following schools for specific degree programs and with different transfer options.

### ***Notice Concerning Transferability of Credits and Credentials Earned at our Institution***

The transferability of credits you earn at LABI College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the associate degree you earn in Bible and Ministry is also at the complete discretion of the institution to which you may seek to transfer. If the units that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending LABI College to determine if your units will transfer.

#### **Vanguard University**

Vanguard University of Southern California is an accredited, private, non-profit Christian university of liberal arts and professional studies in Costa Mesa, California. LABI students are able to transfer up to 60 units for the School of Professional Studies program and up to 30 units to fulfill General Education requirements for the traditional undergraduate college.

Credit can only be granted after the application of the student to Vanguard University is approved and with written documentation certifying the student has met with and has the recommendation from LABI.

Students interested in the program may contact Vanguard at [gpsadmissions@vanguard.edu](mailto:gpsadmissions@vanguard.edu) or call (714) 668-6130 or (888) 9-DEGREE

#### **Northwest University**

Northwest University is a regionally accredited private Christian liberal arts college in Kirkland, Washington. If you would like to know how many of your credits will transfer to NU, please contact the Transfer Counselor for an unofficial transcript review. After receiving an unofficial review our Transfer Counselor will be able to explain approximately how long it will take you to complete your degree at NU, and which classes you have left to take

Norwest University usually limits 30 units of transfer work from LABI College.

Students interested in the program may contact Northwest Contact the Transfer Counselor at [transfer@northwestu.edu](mailto:transfer@northwestu.edu) or 1-800-669-3781.

### **Southeastern University**

Southeastern University is a private Christian liberal arts university located in Lakeland, Florida. As a transfer student, SEU still requires high school transcripts, and you must submit test scores to be eligible for financial aid.

Students who wish to transfer credits from LABI transfer up to 60 credits and applied to SEU's general education requirements an awarding of a baccalaureate degree. Students will need to submit an official transcript from all previous institutions in a sealed envelope from the college or university. All credits accepted in the process must be graded as a "C" or higher, and these courses will be calculated into your GPA.

Online Enrollment Counselor: JP Whalen || Phone: 800.293.7075 ext. 7576 || Email: [jwhalen@seu.edu](mailto:jwhalen@seu.edu)

SEU Phone: 844.738.7381 (Toll Free) || Email: [online@seu.edu](mailto:online@seu.edu) || Southeastern University, 1000 Longfellow Blvd., Lakeland, FL 33801

### **American Indian College**

American Indian College is a private Christian college in Phoenix, Arizona. Created for the purpose of "equipping Native Americans for Christian service," AIC educates students from about 25 tribes but welcomes students of all ethnicities.

Depending on which courses students took at LABI in their associate program, they may receive up to 62 credit hours of transfer from LABI although most will likely have completed 59 hours of credit. This means that LABI transfer students will need to take any remaining credit hours at AIC to cover the balance of the B.A. in Christian Ministry curriculum, including courses within General Education and the Degree Core Requirements (which includes the student's specific concentration) to bring the total up to the required 128 credit hours.

Address: 10020 N 15th Ave, Phoenix, AZ 85021 || Phone: (602) 944-3335

## Course Description

The courses are broken down into FOUR areas of study: Bible, Ministry, Theology, and General Education. Within these are different subdivisions which define the type of courses offered.

### *Course Numbers*

The letters before each number indicate the area of study. The first figure of each number indicates the year in which the course should be taken. The second and third numbers are for the purpose of assigning the class a numerical identification. The institute reserves the right to offer courses in alternate semesters or years or substitute another class as deemed necessary.

#### **Course Letter**

**BIB** Bible Courses  
**MIN** Ministry Courses  
**THE** Theology Courses

#### **Course Number**

**0-99** Remedial Non-Transferable Courses  
**100-199** First Year Freshman Courses  
**200-299** Second Year Sophomore Courses  
**300-399** Third Year Junior Courses  
**400-499** Fourth Year Senior Courses

### *Division of the Bible*

#### *Old Testament*

**BIB102 Introduction to the Bible (2)** This course surveys both the Old and New Testament. Special attention is also given to the theology and background of selective books.

**BIB105 Interpreting Biblical Narratives (2)** An introduction to the principles of biblical interpretation for biblical narratives. Special focus in on the Old Testament and Gospel narratives.

**BIB107 Life of Jesus (2)** A survey on the historic life of Jesus as found in the gospels. Special emphasis is given to the Jesus' teachings and ministry within his social setting.

**BIB110 Old Testament Literature (3)** A survey of the Old Testament stress the major features of each book and emphasizes the practical value for our modern context. Special attention is also given to the theology, chronology, archeology, and historical background of each book.

**BIB120 New Testament Literature (3)** A survey of New Testament literature stressing the major features and genre of each book. Special attention is also given to the theology, historical context, and background of each book.

**BIB121 Pentateuch (3)** Prerequisite: BIB110; A study of Genesis, Exodus, Leviticus, Numbers, and Deuteronomy. This course focuses on the literary structure, hermeneutical approaches and issues, and theological themes such as, but not limited to: Law, Land, Sin, Covenant, and Election.

**BIB124 Synoptic Gospels (3)** Co-requisite: BIB120; Prerequisite: BIB110; An in-depth look at the three Gospels with a view of understanding the life of Christ. Special emphasis is given to the theology, interpretation, and teachings of Jesus in the first century historical contexts.

**BIB201 Psalms (3)** The course will combine a study of some of the broader issues of the Book of Psalms such as the history of interpretation, the Hebrew poetry, the Psalter as a collection, and the use of the Psalms in worship with an exegetical study of individual Psalms.

**BIB203 Pauline Epistles (3)** Prerequisite: BIB110, BIB120; A study of the acts, literature, and thought of the Apostle Paul within the historical cultural setting. Emphasis is placed on Paul's role in the New Testament church.



**BIB213 General Epistles (3)** Prerequisite: BIB110, BIB120; James, I and II Peter, I, II, III John and Jude are studied in relation to their content, interpretation, distinctive teaching, and significance to the canon of the New Testament.

**BIB220 Biblical Exegesis (3)** Prerequisite: BIB120; This course introduces the principles and methods by which a faithful meaning of the Scriptures may be obtained. Its primary focus, but is not limited, to New Testament interpretation. This course also introduces the student to both essential research tools such as critical commentaries, dictionaries, lexicons, and serves as a foundational course for biblical preaching and teaching.

**BIB223 Jesus and the Gospels (3)** Prerequisite: BIB110, BIB120; An in-depth look at the gospels with a view of understanding the life of Jesus. Special emphasis is given to the gospel's distinct perspectives, the study of the historical Jesus, and the teachings of Jesus in their social setting.

**BIB231 Poetic Books (3)** Prerequisite: BIB110; A literary study of the Hebrew Poetic books: Job, Psalms, Proverbs, Ecclesiastes, and Song of Songs with an emphasis on understanding the form, structure, and interpretation of Hebrew poetry. This course covers the historical, theological, and ministerial application of the topics of suffering, death, wisdom, praise and worship.

**BIB233 Acts (3)** Prerequisite: BIB110, BIB120; An analytical study of the book of Acts in relation to the purpose, structure and history of the New Testament church. Special emphasis is placed on the ministry of the Holy Spirit and the missionary journeys of Paul.

**BIB235 Prison Epistles (3)** Prerequisite: BIB110, BIB120; An analysis of Paul's epistles to the Churches: Ephesians, Philippians, Colossians, and Philemon. Emphasis is placed on interpreting the biblical genre, the historical circumstances, theology, and application for our modern context.

**BIB243 Daniel & Revelation (3)** Prerequisite: BIB110, BIB120; An individual and comparative study of the history and prophecies of these two books showing the relationship and role of the Jewish people and the Church in God's plan with special emphasis on interpretation of the prophetic messages.

**BIB244 Corinthian Correspondence (3)** Prerequisite: BIB110, BIB120; A study of 1 and 2 Corinthians with an emphasis on the theology, historical circumstances and issues of the Corinthian church, and practical application for our modern context.

**BIB295 Romans (3)** Prerequisite: BIB110, BIB120; This course is designed to introduce the student with Paul's epistle with consideration of his doctrinal teachings. Special emphasis is in learning the historical, linguistic, and Jewish context of the first century.

**BIB300 Gospel of John (3)** Prerequisite: BIB110, BIB120; This course is designed to introduce the student to the Gospel of John, its theological themes, and its historical background. Special emphasis is given to interpreting the text and learning the life of Jesus within the Jewish context of the first century.

**BIB323 Prophets of Israel (3)** Prerequisite: BIB110; A study of the historical background, lives, and messages of the Prophets of Israel. Special attention is given to the prophetic and theological aspects of each book. The prophets are considered and expounded upon in the light of their distinctive messages, times, places of ministry, and circumstances surrounding them.

**BIB350 Kingdom of God in the Testaments (3)** Prerequisite: BIB110, BIB120; An exploration of the historical, theological, and ethical significance of the kingdom of God within the Old and New Testament. Topics focus on the biblical witnesses to the kingdom, the mission

and message of Jesus, the role of the people of God, and the ongoing significance of the kingdom for society and the church's mission.

**BIB383 Introduction to Greek (3)** This class is an intensive introduction to New Testament Greek. It includes learning basic grammar, translating, and memorization of common verbs. The course also introduces students to the working tools of exegesis which include word study dictionaries, critical commentaries, and lexicons.

**BIB390 Introduction to the Historical Jesus (3)** BIB110, BIB120; Students will learn the scholarly study for the Jesus of history, its methods, and its results in New Testament studies. This includes the historical analysis of his life, ministry, and impact upon history and Christianity.

**BIB398 Introduction to Hebrew (3)** This class is an intensive introduction to Old Testament Hebrew. It includes learning basic grammar, translating, and memorization of common verbs. The course also introduces students to the working tools of exegesis which include word study dictionaries, critical commentaries, and lexicons.

**BIB460 Social World of the New Testament (3)** Prerequisite: BIB110, BIB120; This survey course will explore the social and cultural world of the New Testament. Special attention will be given to social concepts such as honor, shame, kinship, race, and purity as a basis for understanding the meaning and message of the New Testament.

### *Division of Ministry*

**MIN115 Spiritual Disciplines (3)** A study of the biblical and theological foundations of spiritual formation. The course seeks to establish a sound theological framework for a functioning spirituality within the Pentecostal tradition. Such topics as prayer, worship community, and other such disciplines will be considered.

**MIN122 Introduction to Missions (2)** An in-depth look at the biblical basis for missions, the responsibility of the Christian and the church to carry out the Great Commission. Issues such as methodology, theology, historical and cultural problems, and indigenization are discussed with an emphasis placed on Latin America and the Assemblies of God missions program.

**MIN126 Assemblies of God History, Mission, and Governance (1)** This course will cover the history, doctrine and governance of the Assemblies of God. Attention is given to the General Council Constitution and Bylaws in relation to credentialed ministers, district councils, and local churches.

**MIN156 Effective Leadership (2)** This course introduces the various styles and methods of leadership. Special attention is given to the leader's spiritual life, role within the context of ministry, and biblical examples of leadership.

**MIN157 Leadership for Youth Ministers (2)** This course focuses on leadership for a youth minister. Special attention is given to the leader's style, methods, spiritual life, role within the context of youth ministry, and biblical examples of leadership.

**MIN161 Discipleship Making (2)** This course teaches students the interpersonal relationship skills that are necessary in mentoring new believers in their faith. It also teaches students how to lead small groups, organize and plan discipleship courses and events, and how to teach the fundamentals of the Christian faith and practice.

**MIN162 Pastoral Theology (2)** Introduction to pastoral ministry which includes topics on the biblical and theological foundations of pastoring, organizational duties such as governing, discipleship and spiritual formation programs, and the challenges of leading the church.

**MIN182 Christian Ministry Practicum I: Introduction to Ministry**

Topics covered in this course include: Defining Ministry, Five offices of the church (prophet, evangelist, teacher, pastor, apostles), women in ministry, urban ministry, seeker friendly ministry, missional ministry, incarnational ministry, mega/small church ministry.

**MIN183 Christian Ministry Practicum II: Spiritual Gifts in Ministry**

Topics covered in this course include: spiritual gifts, prophecy, speaking tongues, healing, service, hospitality

**MIN184 Christian Ministry Practicum III: Personal Ministerial Development**

Topics covered in this course include: Character, integrity, accountability, conflict management, problem solving, professionalism in social media, the personal life of a minister, the influence of a minister, the responsibility of a minister, reproducing ministers, insights from Paul and other biblical examples.

**MIN185 Christian Ministry Practicum IV: The Sacred Rites of the Church**

Topics covered in this course include: Learn How to Baptize, Marry, Bury, Administer Communion, Alter Prayer, Laying on Hands, Impartation of Spiritual Gifts, and Praying for the Sick, Healing and exorcism.

**MIN186 Internship Component (3)** This course is designed to serve as an opportunity to integrate academic learning with practical ministry experience. Students are required to be under the supervision of both a minister and faculty member as they serve in a local parish. Topics covered in this course include but are not limited to conflict management and personal leadership development.

**MIN199 Communicating the Gospel in a Post-Christian Context (3)** A study of the methodology of engaging in a conversation with people who come from different context, religious backgrounds, worldviews, philosophies, and moralities. This includes learning the art of communicating effectively the gospel message to our culture and audience without compromising the integrity and truth of the Gospel.

**MIN203 Ministerial Ethics (3)** This course is a study of the development of the moral aspects of the Christian's life. It involves considerations of personal integrity and the application of Christian ethics to the life and behavior of a believer. Special consideration is given to the implications of the "fruit of the Spirit" to one's life and relationships.

**MIN213 Introduction to Youth Ministry (3)** An analysis of the church's ministry to youth, emphasizing organization, administration, and program development. Also discussed are the needs and problems facing youth in the church today.

**MIN217 Women in Ministry (3)** This course intends to introduce the student to the necessity of overcoming the gender discrimination and inequality that occurs within ministry and leadership. Various issues, problems, challenges, and social complexities that revolve around the role of a women in leadership are addressed.

**MIN224 Spiritual Care and Healing (3)** This course is designed to give the student an opportunity to discover the vital link between spiritual care and inner healing. The student will acquire the skill to minister to the needs of the people seeking help for deep spiritual problems and articulate the teachings and practices of the Pentecostal movement in the area of spiritual warfare and deliverance.

**MIN234 Current Issues in Youth Ministry (3)** This course explores the influence of contemporary issues that face teenagers and families in the context of culture. Personal and social problems of youth studied would include school environment, issues with social media, friendships, family, and other relevant social issues. Students analyze various components of the youth culture with the goal of developing sound ministry strategies.

**MIN236 Counseling in Youth Ministry (3)** This course is designed as an introductory course in counseling and serves as an introduction to understanding the basic Christian perspective and methods. The course will look at counseling theories, techniques, and the conditions that facilitate an effective counseling relationship in youth ministry.

**MIN260 Serving Special Needs in Ministry (3)** This course surveys a range of high and low incidence disabilities and focuses upon the essential skills that will equip ministers to serve all of God's children.

**MIN313 Pastoral Ministry in Care and Counseling (3)** This course deals with the responsibilities of the Pastor in counseling and in the spiritual oversight of pastoral care. It includes various models of counseling problems faced by the counselor, and an emphasis on the role of the Holy Spirit.

**MIN330 Introduction to Urban Ministry (3)** Prerequisite: MIN 122, MIN161, MIN182, MIN183, MIN199; This course will provide an overview of the various approaches to urban ministry with a particular focus on inner-city ministry with the poor and marginalized. Topics include exploring the various issues involved in inner-city life, discovering what various ministries are doing in urban settings, learning how to approach ministry in an urban context, and designing effective ministry with marginalized people.

**MIN332 Church Planting (3)** This course will instruct the students in the various ways of starting new churches with emphasis on accountability, working with denominational or church leaders, and hands-on experience. How to survey a community, plans, objectives, and goals will all be discussed as well as the need for commitment, sacrifice, work, faith, and results.

**MIN350 Expository Preaching (3)** Prerequisite: MIN 122, MIN161, MIN182, MIN183, MIN199; An introduction to the principles and process involved in the preparation and delivery of expository sermons. This course will give particular concentration on the mechanics of sermon construction, biblical interpretation, and public speaking skills.

**MIN400 Cross Cultural Ministry (3)** Prerequisite: MIN 122, MIN161, MIN182, MIN183, MIN199; This course seeks to expose students to the models of cross cultural ministry. Students will learn how to minister in multi-cultural settings, understand cultural boundaries, learn how to communicate the gospel in diverse settings, and appreciate the value of cross cultural ministry.

**MIN430 Race, Poverty, and the Environment (3)** Prerequisite: MIN 122, MIN161, MIN182, MIN183, MIN199; This course provides an introduction to the biblical and ministerial responsibilities in addressing social issues revolving race, poverty, and the environment. Students will learn the ministerial responsibility of social change, how to address these social challenges from a ministerial perspective, and develop models for ministry that will teach, bring awareness, and impact the community on these issues.

**MIN450 Ministry and Social Justice (3)** Prerequisite: MIN 122, MIN161, MIN182, MIN183, MIN199; This course will explore the rich history of social justice in the Christian tradition and examine its implications for ministry today. Students will also review the biblical witness of social justice, theological themes of justice and social change, and the role of the minister in doing evangelism, missions, and ministry in the community.

### ***Division of Theology***

**THE103 Introduction to Systematic Theology (3)** This course introduces the student to systematic Christian doctrine as expressed through the perspective of the larger evangelical tradition. This includes an in-depth study of the methodology, Bibliology, Theology proper,

Christology, Pneumatology, Soteriology, Ecclesiology, and Eschatology. Special emphasis is placed on the articulation of theology for our modern context.

**THE124 Pentecostal Theology (3)** An introduction on the tenets of the Assemblies of God. Emphasis is placed on the foundation of Pentecostalism, an examination of the four cardinal doctrines of the Assemblies of God such as the role and work of the Spirit in relation to baptism, salvation, healing, and the second coming of Christ.

**THE182 Comparative Religions (3)** A study of the origins, fundamental principles, and holy writings of the various religions and cults of the world. The course will provide the student with an introductory understanding of the various religious views and customs of various beliefs.

**THE220 Introduction Pentecostal Theology (2)** An introduction on the foundation of Pentecostalism, its history, and distinguishing theology of the Spirit.

**THE222 Theology I (2)** An in-depth study of the methodology and content of systematic theology. Theology proper, anthropology, and bibliology are examined in this course.

**THE223 Theology II (2)** An in-depth study of the methodology and content of systematic theology. An in-depth study of Christology, soteriology, and ecclesiology

**THE231 Theology of Prayer Worship (3)** An examination of the theology of prayer and worship with an emphasis on developing an intimacy with Christ in both communal and private settings. This course includes, but is not limited to, an examination of biblical passages and figures in the history of the church that have experienced common challenges of prayer, hearing God's voice, and worship.

**THE242 Eschatology (3)** A theological study of end-times from a Pentecostal perspective. Topics covered in this class include studies such as the signs of the times, Rapture, heaven and hell, judgment, creation, plus various views of the Tribulation and the Millennium. Selected passages from the Old and New Testament and historical theological views are incorporated in this course.

**THE246 Theology of Created Spirit Beings (3)** An in-depth examination on the history and theological development of angels, demons, and Satan. This class will explore the various biblical and non-canonical views of spirit beings in the ancient near eastern context and primitive church. Special attention will be given to the role of spirit beings in the ministry of Jesus.

**THE256 Theological Ethics for Christian Leaders (3)** This course is a study of ethics from a theological and biblical perspective. It provides the foundation for ethical analysis of modern and moral challenges at the personal and public level of life. Topics covered include the study of virtue, deontology, teleology and utilitarianism.

**THE 261 Theology of Justification (3)** A study of justification found in the Pauline Epistles. This course includes a study of the different views of justification found in Catholicism, Reformed churches, Evangelicalism, and the New Perspective.

**THE300 Introduction to Public Theology (3)** Prerequisite: THE103, THE124; This course is an introduction to public theology. It will examine a number of contemporary and historical conceptions of what constitutes public theology. It is designed to commend authentic Christian engagement with the world in the congregational context.

**THE352 Pneumatology (3)** Prerequisite: THE103, THE124; This course introduces the student to the theology of the Holy Spirit as expressed through the perspective of the Pentecostal tradition. This study of the Holy Spirit includes such topics as the Spirit's: titles and symbols, personality, deity, baptism, gifts, and fruits. Special emphasis is placed on the articulation of an experiential pneumatology for today's church and world.

**THE400 Contextual Theology (3)** Prerequisite: THE103, THE124; A study of the way local communities and culture groups receive the Christian faith, apply its message to their life contexts, and voice its relevance through writings and traditions. The course also will consider roles and methods of the persons who participate in contextualizing theology, including those who contribute from the margins.

### *Division of General Education*

**ART101 Art History (3)** This course is an introductory survey course focusing on artworks from Prehistoric, Mesopotamian, Egyptian, Greek, Roman, Early Christian, Byzantine, Islamic, and Early to Late Medieval European cultures. The iconography, stylistic development, cultural and historical context of various sculptures, paintings and architecture will be studied, as well as their religious and material functions within society.

**ANT213 Cultural Anthropology (3)** This course assists one in understanding human behavior through the study of culture forms and functions, emphasizing comprehension and appreciation for the cultural diversity of man. Special attention is given to the characteristics of culture, becoming human, economics, kinship, gender, social stratification, and globalization.

**COL101 Preparation for College Success (1)** The purpose of this course is to introduce the student to the essential learning and studying techniques for the college level. The student will be acquainted with problem solving skills necessary to overcome common obstacles that college students encounter.

**COU260 Counseling Children and Adolescents (3)** Prepares students to address the specific needs of children and adolescents who might work in any area of ministry or multi-cultural setting related to children and adolescents. This course includes an emphasis on developmental needs, specific therapeutic interventions, and common emotional issues. Group and individual counseling techniques for ministry are included.

**ENG088 Reading for College (2)** This course focuses on preparing students for college-level reading. Students will review a variety of strategies needed for effective academic reading. There will be an emphasis on comprehension, recognition of main ideas and details, critical reading skills, vocabulary improvement, and the practice of outlining, mapping, underlining, and summary writing.

**ENG098 Grammar Review (2)** This course develops the prerequisite skills needed to handle college level writing. It includes an exploration on the parts of speech, sentence structure, spelling, vocabulary and other fundamentals with emphasis on writing for college level.

**ENG126 Persuasive Writing (3)** Students will focus on the conventions of academic writing with particular attention to persuasive writing. The purpose of this course is to help students write convincing, well-developed, and well-organized essays that synthesize, document, and respond to various sources, arguments, and positions on a given topic.

**ENG220 Research Writing (3)** The purpose of this course is to provide participants with the opportunity to improve their skills in writing a research article and other academic texts. This course will teach students the procedures and mechanics for writing research papers

**HIS165 US History (3)** This course is a survey of major political, economic, social, diplomatic, and intellectual trends and events in United States history from the pre-colonial period to the present. The impact of Latino leaders in United States history is also included.

**HIS180 Latinos in US History (3)** The student will be introduced to the history of Latino/a people and its diversity of culture, social, economic and political situation in the United States.

This class will include discussions on prominent figures in Latino/a US History and explore the challenges of Latino/a as a minority group.

**HIS182 California History (3)** This course provides an overview of California history from the first inhabitants to modern times. Cultural, political, social, and economic development will be addressed in the context of history. This course is suitable for students seeking further understanding of California's past and present.

**HIS202 Church History I (3)** A survey of the major theological controversies, persons, and writings of church history from the New Testament to the Reformation.

**HIS204 World Civilization (3)** The course will provide a general understanding of the chief characteristics of human history from its origins up to 1500, as exemplified by the traditional cultures of Africa, the Middle East, China, Japan, India, Central Asia, the Americas and Europe. Emphasis will be placed on the institutions, values and interrelationships among people across the globe, and the achievements and contributions of individual civilizations to human history.

**HIS225 Ancient Church History (2)** A survey of the major theological controversies, persons, and writings of church history from the New Testament to the fourth century.

**MAT163 Personal & Financial Management (3)** An introduction to algebra for the financial arithmetic and an introduction to consumer math that will aid the student financial life. Topics included within this course are accounting principles, taxing, simple and compound interest, investments, and credit cards.

**PHY100 Physical Education Lecture and Lab (2)** The purpose of this course is to introduce students to the concepts of wellness and how these concepts can be incorporated into their lives. This course will guide the student to the understanding that wellness is not a static condition, but rather, a continual balance of the physical, social, emotional, and intellectual aspects of human need. The course will also provide students with the skill to improve their quality of life and lead them to a higher state of well-being and optimal health. Exercise is a regular part of the class.

**PSY101 Introduction to Psychology (3)** An introduction to the fundamental concepts of psychology which includes human behavior, learning, motivation and emotion, personality, and the application of psychological principles for a ministerial setting.

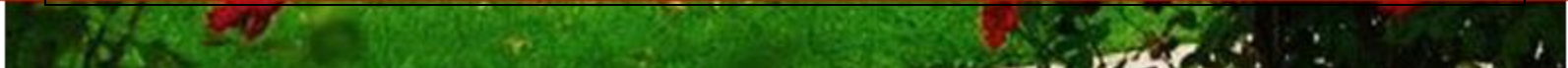
**PSY112 Marriage and Family (3)** A thorough study of marriage and family systems. It includes an examination of courtship, marital adjustments, communication. Attention will be given to domestic violence, abuse, parenting, and families with children who have disabilities.

**SCI101 Earth Science Lecture and Lab (4)** An interdisciplinary course studying the earth and its environment in space in which students will utilize scientific practices to discover knowledge and overarching concepts related to earth and space science. The principles of geology, meteorology, astronomy, oceanography, plate tectonics and other related principles will be studied.

**SPE106 Public Speaking (3)** This introductory course is designed to prepare students to be effective oral communicators in all aspects of public presentations including design and delivery of the public speech. The course is appropriate for all students interested in developing their public speaking knowledge and skills.

**SOC240 Introduction to Sociology (3)** This course is designed for those with an interest in Sociology, or anyone with a desire to further their understanding of human group behavior and the organization of society. The student, using several theoretical points of view, will study and analyze the organization of social life, problems of inequality, social class and life style, the basic social institutions such as family, religion, and economics.





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Victor Ruiz, Vice-Chairman

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Gabriela Alvarez, Chief Financial Officer  
Nehemias Romero, Chief Academic Officer

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## **Administrative Staff**

### **Executive President's Cabinet Members**

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Yvette Robles, Dean of Spiritual Formation

Steve Valdez, Librarian

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Nehemias Romero, Provost/Vice President of Academic Affairs

Gabriela Alvarez, Chief Financial Officer

Yvette Robles, Dean of Spiritual Formation

Steve Valdez, Librarian

Terry Bonfil, Human Resources

Jose Luis Saavedra, Dean of Spanish Certificate

Johnmark Rivera, Resident Director

Josh Escandon, Director of Marketing and Enrollment Management

Caleb Vazquez, Admissions Specialist

Erika Ramirez, Office Manager

## Faculty

### *Professors of Bible, Ministry, & Theology*

#### Acevedo, Steven

MAICS, Grace Mission  
University  
MTS, Vanguard University  
MBA, Keller Graduate School  
MAFM, Keller Graduate  
School  
BS, DeVry Institute of Tech

*Courses: Introduction to  
Systematic Theology,  
Eschatology, Pentecostal  
Theology, Personal and  
Financial Management,  
Theological Ethics, Christian  
Worldview and other  
Theology courses*

#### Brito, John

DMin, Fuller Theological  
Seminary  
MDiv, Fuller Theological  
Seminary  
BTh, LATS  
Dipl, Latin American Bible  
Institute

*Courses: Kingdom of God,  
Prison Epistles, Intro to  
Missions, Biblical Exegesis*

#### Estrada, Rodolfo

PhD, Regent University  
MA, Duke University  
MTS, Duke University  
BA, Vanguard University

*Courses: New Testament  
Literature, Romans, Acts,  
Gospel of John, Biblical  
Exegesis, Church History I  
and other Bible courses*

#### Lopez, Juan

MTS, Pentecostal Theological  
Seminary

*Courses: Church History I,  
Ministry and Social Justice,  
and other Ministry related  
courses*

#### Najar, Adam

DMin, Biola University (IP)  
ThM, Liberty University  
MDiv, Liberty University  
MA, Faith International  
University  
BA, Faith International  
Seminary

*Courses: New Testament  
Literature, Old Testament  
Literature, Discipleship  
Making, Expository  
Preaching, A Spirit  
Empowered Church*

#### Pinto, Steve

MAT, Liberty University  
BA, Vanguard University  
Dipl, Latin American Bible  
Institute

*Courses: Marriage and  
Family, Youth Ministry,  
Public Speaking, Practicum,  
Communicating the Gospel,  
Discipleship Making,  
Discipleship Making, Cross  
Cultural Ministry, and other  
Ministry courses*

#### Rivera, Victoria Perez

MTS, Duke University  
BA, Vanguard University  
Asc., LABI College

*Courses: Introduction to  
Systematic Theology, New  
Testament Literature,  
Practicum I-II, Preparation  
for College Success, and  
other Bible and Theology  
courses*

#### Romero, Nehemias

MA, Fuller Theological  
Seminary.  
BA, Vanguard University  
Dipl, LABI College

*Courses: Old Testament  
Literature, New Testament  
Literature, General Epistles,  
Biblical Exegesis,  
Pentecostal Theology, AG  
History Mission &  
Governance and other Bible  
and Theology courses*



***Professor of General  
Education***

Acevedo, Steven

MAICS, Grace Mission  
University  
MTS, Vanguard University  
MBA, Keller Graduate School  
MAFM, Keller Graduate  
School  
BS, DeVry Institute of Tech  
*Courses: Personal and  
Financial Management*

Baez, Elizabeth

MFT, Phoenix University  
BA, Vanguard University  
Dipl, LABI College  
*Courses: Marriage and  
Family, Psychology for  
Ministry, Spiritual Care and  
Healing, Counseling for  
Children and Adolescents  
and other Psychology related  
courses*

Whitfield, Candra

MA, Azusa Pacific University  
BA, Azusa Pacific University  
*Courses: Persuasive Writing,  
Researched Writing*

Lopez, Antonio

DMin, Biola University  
MA, Concordia University  
MATS, Liberty University  
MA CSULA  
BA, CSULA  
*Courses: Church History, US  
History, World Civilization,  
Latinos in US History*

Najar, Adam

DMin, Biola University (IP)  
ThM, Liberty University  
MDiv, Liberty University  
MA, Faith International  
University  
BA, Faith International  
Seminary  
*Courses: Public Speaking*

Pinto, Steve

MAT, Liberty University  
BA, Vanguard University  
Dipl, Latin American Bible  
Institute  
*Courses: Public Speaking*

# LABI Campus Map

