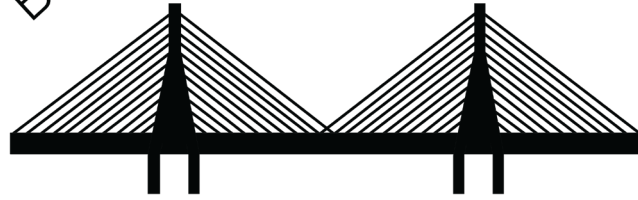


BRIDGE UNIVERSITY
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BRIDGE UNIVERSITY

FROM FAITH TO FAITH



STUDENT HANDBOOK & COURSE CATALOG

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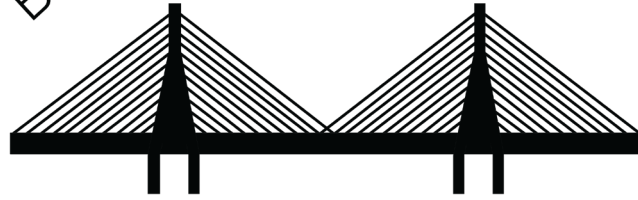
Published by:
Bridge University
6101 Masonic Dr
Alexandria, La. 71301

Bridge University is affiliated with Mark Hankins Ministries and Christian Worship Center, Inc., non-profit educational and church organizations incorporated in the State of Louisiana, USA.

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BRIDGE UNIVERSITY
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BRIDGE UNIVERSITY

FROM FAITH TO FAITH



SECTION 1

STUDENT HANDBOOK

FROM THE PRESIDENT

Welcome to Bridge University. Our faculty and staff are eager to help you make the most of your academic and ministry pursuit. Bridge University offers ministry related curriculum that has its primary objective in understanding your identity and inheritance in Christ.

Many Christians talk about what they are trying to be, what they need to be, and what they are going to be. God wants you to understand who you are and what you have NOW in Christ.

Therefore if any man be in Christ, he is a new creature: old things are passed away; behold, all things are become new.
II Corinthians 5:17

God has already done everything He is going to do about our salvation, our healing, our deliverance, and our blessing. Jesus paid it all and then sat down. Now it is our move - we have to know what He's done for us and act in faith on the Word of God.

Allow God to equip you by His Word to fulfill your dream and live out your God-given purpose. The spirit of faith is necessary to do the will of God and fulfill your divine destiny. The principles of faith are taught but the spirit of faith is caught. The spirit of faith is contagious.

Reach for greatness! God wants your life to impact the generations that follow you with the victorious Gospel of Jesus Christ.

In Christ,

Pastor Mark Hankins
President & Founder

FROM THE DIRECTORS

In view of current world conditions and an unprecedented need for God's Word, it is time for you to make your life count for God. You were born with an assignment from God. His desire is for you to discover your assignment and boldly fulfill it.

For I know the thoughts that I think toward you, saith the Lord, thoughts of peace, and not of evil, to give you an expected end. Then shall ye call upon me, and ye shall go and pray unto me, and I will hearken unto you. And you shall seek me, and find me, when ye shall search for me with all your heart.

Jeremiah 29:11-13

We must be willing to seek God for His will and plan for our lives. It is our responsibility to be in our place and productive in the specific assignment that God has given to us in order to reach the world with the message of the Gospel.

Ye have not chosen me, but I have chosen you, and ordained you, that you should go and bring forth fruit and that your fruit should remain; that whatsoever ye shall ask the Father in my name, he may give it you.

John 15:16

Joining Bridge University is a bold step in the fulfillment of God's plan for your life. We would like to encourage you to open your hearts to the teaching of the Word of God. Our prayer is that He would give you the spirit of wisdom and revelation in the knowledge of Him and enlighten the eyes of your understanding that you may know what is the hope of His calling (Ephesians 1:17-18).

In Christ,

Pastor Aaron and Errin Hankins

Pastors of Christian Worship Center and Directors of Bridge University

STATEMENT OF FAITH

BRIDGE UNIVERSITY CONSIDERS THE FOLLOWING STATEMENTS TO BE TRUE ACCORDING TO THE INFALLIBLE WORD OF THE ONE TRUE AND LIVING GOD.

SCRIPTURES INSPIRED All Scripture is verbally inspired by God as written in the original languages and is inerrant revelation of God to man. The Bible is the infallible authority for faith and conduct. II Timothy 3:16-17

ONE TRUE GOD The One True God is the eternally self-existent “I AM,” the Creator of the universe. He has further revealed Himself as a triune Being, manifested as Father, Son, and Holy Spirit. I John 5:7, John 14:23, John 14:16

THE LORD JESUS CHRIST The Lord Jesus is 100% divine (Son of God) while simultaneously being 100% human (Son of Man). As God Incarnate, He is the express image of the Living God in human form. John 1:1,14, Luke 3:22, John 10:30

ORIGINAL SIN / FALL OF MAN Man was created good and upright in the image and likeness of God. The first man, Adam, through disobedience, fell from the grace of God and, thus, sin and death entered into the world. Adam’s transgression incurred not only physical death for man, but also spiritual death which is eternal separation from God. Man’s propensity to sin because of his sinful nature necessitates salvation from the power of sin and a Savior to provide that salvation. Genesis 3:7-24, Romans 5:12-19

SALVATION OF MAN Man’s only hope of redemption and salvation from sin is through the shed blood of the Lord Jesus Christ. His blood is completely sufficient to deliver every person from the power and penalty of sin. Ephesians 1:7, Hebrews 9:22

BAPTISM IN WATER Baptism by immersion in water is commanded in the Scriptures. All who repent of their sins and believe in Christ as Savior and Lord are to be baptized. Romans 6:3-5, Matthew 28:18-20

HOLY COMMUNION The Lord’s Supper, consisting of bread and a cup of the fruit of the vine, is a memorial of Jesus’ suffering and death and a celebration of His resurrection to be enjoyed by all believers until He comes again. I Corinthians 11:23-26

DIVINE HEALING Divine healing is provided for in both Old and New Testaments and is integral to the Gospel. Isaiah 53:4-5, I Peter 2:24, James 5:14-15

TITHE, OFFERINGS AND PROSPERITY The giving of tithes and offerings is a commandment of the Word of God. Those who withhold their tithes and offerings are robbing God. God will rebuke the devourer for the giver and open up the windows of heaven and pour out His blessings. God delights to respond to giving with gracious provision. Malachi 3:8-12, Luke 6:38

BAPTISM OF THE HOLY SPIRIT The baptism of believers in the Holy Spirit is evidenced by the initial physical sign of speaking with other tongues as the Holy Spirit gives utterance. This experience is distinct from and subsequent to the experience of the new birth. Acts 1:4-5, Acts 2:1-4

CHURCH AND ITS MISSION The Church is the Body of Christ and is comprised of all believers. Since God's purpose concerning man is to seek and to save that which is lost, to be worshiped by man, and to build a body of believers in the image of His Son, the Church's responsibility is: 1) to evangelize the world, and 2) to be a corporate body in which man may worship and glorify God. Luke 19:10, Matthew 28:19-20, Mark 16:15, Acts 1:8, Hebrews 10:25, Colossians 3:15-16

EVER-INCREASING FAITH Faith comes by hearing and hearing the Word of God. God is a faith God and without faith it is impossible to please Him. Our faith should continually increase as we grow in spiritual understanding of God's Word. Christians are saved through faith, justified by faith, shall live by faith, and overcome the world by faith. Romans 10:17, Hebrews 11:6, Ephesians 2:8, Romans 5:1, Romans 1:17, I John 5:4

THE BLESSED HOPE All Christians who have died will one day rise from their graves and will meet the Lord in the air. Christians who have not yet died will be raptured or caught up with them, to be with the Lord. Then Christians of all ages will live with God forever. The scriptural truth of the Lord's soon return is "the blessed hope." Romans 8:23, I Corinthians 15:51-52, I Thessalonians 4:16-17, Titus 2:13

SECOND ADVENT AND MILLENNIAL REIGN OF CHRIST The rapture of all Christians, which is our blessed hope, will be followed by the seven year tribulation period on the earth after which is the return of Christ (second advent) with the saints to reign on the earth for 1000 years. This millennial reign will bring the salvation of Israel as a nation and the establishment of universal peace. Zechariah 14:5, Matthew 24:27,30, Revelation 1:7, 19:11-14, 20:1-6, Ezekiel 37:21,22, Zephaniah 3:19,20, Romans 11:26,27, Psalm 72:3-8, Isaiah 11:6-9, Micah 4:3,4

THE FINAL JUDGEMENT There will be a final judgment in which the wicked dead, those who have died without accepting Christ's salvation, will be raised and judged according to the way they lived. Anyone whose name is not found written in the Book of Life (the recorded list of people who received Christ's forgiveness), together with the devil, his angels, the beast, and the false prophet, will be sent into everlasting punishment in the lake that burns with fire and brimstone (sulfur), which is the second death. Matthew 25:46, Mark 9:43-48, Revelation 19:20, 20:11-15, 21:8

THE NEW HEAVENS AND THE NEW EARTH According to God's promise, we look for the new heavens and a new earth where righteousness will dwell and reign forever.
II Peter 3:13, Revelation 21,22

ACCREDITATION

The Christian degree programs offered at Bridge University are designed to equip students for the call God has placed on their life. We have chosen to pursue independent accreditation in order to fulfill this assignment given by God to this ministry.

We have chosen to be accredited through Accrediting Commission International, the world's largest non-governmental school accrediting association. ACI is the accrediting authority for thousands of students in hundreds of schools in 9 countries on 5 continents, and operates in 35 states within the USA (including Washington, D.C.).

Specializing in seminaries and Bible colleges, ACI is an independent accrediting agency that exists to help the religious world obtain accreditation that is not government affiliated. All ACI member schools accept credits from other member schools, if the credits apply to their programs.

We have chosen this form of accreditation and not government accreditation through regional associations because we believe that secular institutions should not be given the authority to dictate the qualifications for our professors or spirit-filled programs.

Bridge University offers academic programs with the primary objective of establishing a firm foundation in understanding our identity and inheritance in Christ. Bridge University is ministerial in nature and is not for persons intending to build secular careers.

This form of ministerial accreditation is not recognized by the United States Department of Education, but is recognized by most churches and ministry organizations.

DIPLOMAS & CHRISTIAN DEGREES

THE TYPES OF CHRISTIAN DIPLOMAS AND DEGREES OFFERED BY BRIDGE UNIVERSITY FOR THE CORRESPONDENCE PROGRAM ARE AS FOLLOWS:

FORWARD PROGRAM

A 9-month program designed for new students attending Bridge University for the purpose of spiritual growth, propelling them FORWARD in learning more about the Word of God and in seeking the plan of God for their lives.

Forward students will participate in the graduation exercise for Bridge University degree-seeking students and will receive a certificate of completion for each 30 credit hour program completed.

BIBLE INSTITUTE CERTIFICATE

The Bible Institute Program is designed for students attending strictly for the purpose of their own spiritual growth. Bible Institute students must attend all classes and read all assigned texts. Bible Institute students will participate in the graduation exercise for Bridge University degree-seeking students and will receive a certificate of completion for each 30 credit hour program completed.

Bible Institute students may convert their Bible Institute credit to college credit by completing the additional course requirements (tests, quizzes, papers and labs) and paying the additional tuition for the degree program. Upon completion of additional requirements, a Bridge University certificate of completion and transcript commensurate to the student's academic standing will be awarded.

DIPLOMA IN THEOLOGY

A Diploma in Theology is awarded to a student who successfully completes the first-year program for college credit (30 credit-hours).

ASSOCIATE IN THEOLOGY

An Associate Degree is awarded to a student who successfully completes the second-year program for college credit (60 credit-hours).

ADVANCED DIPLOMA

An Advanced Diploma is awarded to a student who successfully completes the third-year program for college credit (90 credit hours).

BACHELOR'S DEGREE

A Bachelor's Degree is awarded to a student who successfully completes the fourth-year program for college credit (120 credit hours).

All students within the Bachelor's Degree program are required to complete Program #1 courses either by class instruction or by transfer from an approved institution. They are also required to complete the 30 credit hours of study in Christian Ministry within the four year program.

ENTRANCE REQUIREMENTS

NEW STUDENTS

Applicants expecting to enter a Christian degree program at Bridge University must have accepted Jesus Christ as their personal Lord and Savior. Applicants must have earned a diploma from an accredited high school, passed the General Equivalency Diploma (G.E.D.) test, or have an equivalent education. Students who are enrolled in the Bible Institute are not required to provide a high school diploma. NOTE: Proof of completion of High School, GED, or College must be present in the student file no later than 30 days after the student's enrollment. This form of proof is linked with the Accrediting Commission and must be present in the student file immediately. NOTE: A late fee of \$10 dollars will be added per month for this form being late. Failure to comply with this policy will result in disciplinary action to the discretion of the campus administrator directly effecting the student's status with the school. This legal document will result in a successful graduation for the student.

TRANSFER CREDIT

Students transferring credit to Bridge University from another institution of higher learning must provide official, sealed transcripts sent directly from the institution to the Bridge University campus. Students will be granted credit for work done on an equivalent level and for a similar amount of time in subjects that fit in the student's program of study at Bridge University. Transferrable grades must be "C" or above and will be calculated in the student's overall grade point average (GPA) at Bridge University.

Credits transferred from a secular institution will not substitute for theology courses within the program and will not be calculated in the student's overall grade point average (GPA) at Bridge University. However, this student will be awarded the "Bachelor of Arts" in Christian Ministry due to previous college credit. If approved, only 30 credit-hours from a secular program will apply to the students Bridge University program of study.

ACI will accept credits from Bridge University as they may apply toward an online schooling program at its discretion. Each online education institution may or may not accept Bridge University credits as applicable to its own academic standards set forth by each ones admissions and/or curriculum department.

Formal transfer credit evaluation is done by the Bridge University Main Campus after all official transcripts have been received. Official transcripts must be received within 60 days of the student's application to Bridge University in order for the transfer credit to

be included in the student assessment. To receive an Associate's degree from Bridge University, students must take or transfer in credits covering Program #1 subjects (30 credit-hours). To receive a Bachelor's degree from Bridge University, students must take or transfer in credits covering Program #4 subjects (30 credit-hours).

TUITION

LOW TUITION PHILOSOPHY

Bridge University believes in offering quality education at the most affordable price. We desire that the students trained at Bridge University for the work of the ministry complete their degree without an oppressive debt.

STUDENT LOANS

Bridge University provides an in-house student loan in the form of a “monthly payment” in order to prevent students from having to pay the full tuition at the beginning of each year. Students must pre-pay for each course before attending classes. There are no provisions for partial payments. A tuition schedule is provided for the student at the time of registration.

FORM OF PAYMENT

Preferred form of payment is auto-debit. For this form of payment, the student must provide a Visa, Master Card, American Express, Discover, debit or credit card account number that would remain on file at the Main Campus for each month’s course tuition. Other accepted methods of payment for all transactions are as follows: check, cash, or money order.

LATE TUITION POLICY

Tuition is due on the 15th of each month according to the tuition payment schedule prior to the enrolled course. The \$10 late fee will be applied on the 25th of the month for late payments. If tuition is not paid by the late fee due date, the student will not be allowed to take the final exam for the month, but will be allowed to enroll in the next course month without penalty as tuition is paid. If fees are not paid by the 25th of the month, no materials will be given to the student and the student may not attend the scheduled class.

REFUND POLICY (MONTHLY PAYMENT PLAN)

The refund policy for the monthly payment plan will apply if the student formally withdraws during a course in which they are currently enrolled. Formal withdrawal consists of a written request signed by the student provided for and addressed to the Bridge University Administrator. The percentages of the tuition that will be refunded when written withdrawal is received are as follows:

- | | |
|--------------------------|---|
| • Before the first class | 100% refund (upon return of materials)* |
| • After the first class | 75% refund (upon return of materials)* |
| • After the second class | 50% refund (upon return of materials)* |
| • After the third class | 0% refund |

*If materials have been written in or damaged, the cost of the materials will be deducted from the refund amount.

REFUND POLICY (Yearly Payment Plan)

The refund policy for the monthly payment plan will apply if the student formally withdraws during a course in which they are currently enrolled. If advance payment has been made for the academic year, upon formal withdrawal from the college, the remaining portion of the tuition for courses not taken in the current academic school year, will be refunded.

STUDENT POLICIES

STANDARD OF CONDUCT

A student whose personal conduct is a poor testimony for Christ, and who fails to live in accordance with the scriptural ideals of the College, will be spiritually counseled and disciplined to such extent as the Bridge University Staff deems advisable. Bridge University reserves the right to refuse admission, to put on disciplinary probation, or to dismiss any student whose personal conduct and/or attitude, in the judgement of the administration, are not consistent with the Christian spirit and standards which the College seeks to maintain.

By way of example: academic dishonesty, such as giving unauthorized aid on an examination or plagiarism (the intentional or unintentional presentation of another's work as your own) or personal conduct, such as rebellion to those in authority (professors, administrators, pastors) or the policies set by those in authority are not acceptable behaviors and will not be tolerated. All are subject to immediate dismissal. Failure to comply with classroom regulations set by individual instructors are also subject to disciplinary action.

PERSONAL HABITS

Students are expected to abstain from the use of tobacco, alcoholic beverages and illicit drugs, both on and off campus. Students will also maintain behavior that exemplifies Christ remaining above reproach in relationships with others (same sex or opposite sex), avoiding all appearance of evil. Adultery, pornography, and fornication are immediate grounds for dismissal.

WOMEN'S DRESS CODE

Modesty, femininity, and good taste are the guiding principles of women's dress at Bridge University. Women shall wear professional attire (dresses, skirts, or slacks with sweaters or blouses) to all classes and to all services. Low-cut necklines or dresses (skirts) with slits above the knee are not permitted. No bare feet, flip-flops, shorts, or T-shirts are allowed. Do not wear work uniforms into the classroom. Dress Jeans are permitted at the Main Campus and all other campuses may set their dress code according to their own personal standards. Bible college t-shirts may be permitted.

MEN'S DRESS CODE

Well-groomed, clean, and neat are the guiding principles of men's dress at Bridge University. Beards are permitted if trimmed and kept neat. Hair should be properly groomed at all times. No bare feet, flip-flops, shorts, or T-shirts are allowed. Slacks (khaki's or dress pants) and dress shirts (collar or button-up) are required. Do not wear work uniforms into the

classroom. Dark colored Jeans are permitted at the Main Campus and all other campuses may set their dress code according to their own personal standards. Bible college t-shirts may be permitted.

ATTENDANCE POLICIES

Regular and punctual attendance is essential to scholastic achievement and success in ministry. The attendance policy is determined by the following:

CHAPEL ATTENDANCE:

Chapel attendance promptly at 6 P.M. is mandatory in order to fulfill the set clock-hour requirement of twelve (12) hours instruction per month. Students are required to sign in prior to the start of Chapel in order to receive attendance credit. Students who miss chapel, arrive late or fail to sign in will be marked tardy and are required to **file an absence excuse report with his/her administration within one week of the missed chapel**. If the absence form is not received and excused within one week of the missed chapel the student's course grade will be dropped by 10 points per chapel missed. This policy applies to habitually tardy students as well. An absence report must be approved by administration in order for the student to receive credit for that course.

CLASSROOM ATTENDANCE

Classroom attendance is mandatory in order to fulfill the set clock-hour requirement of twelve (12) hours instruction per month. Students who miss a class are required to **file an absence excuse report with his/her instructor within one week of the missed class**. If absence is not received and excused within one week of the missed class, the student's course grade will be dropped by 10 points per class missed. An absence excuse report must be approved by the instructor in order for the student to receive credit for that course. Missing more than two classes in a given month will result in an INCOMPLETE for that course. **NOTE: It is important to hold attendance in high regards and not miss classes unless it is an emergency.**

TARDIES

Students are considered tardy at 6:01 P.M. and will be marked absent unless a tardy slip is completed and presented to the instructor. Regular tardies are un-acceptable and tardy slips will be reviewed as to their legitimacy.

CLASS CUTS

Leaving class for any reason other than an immediate emergency is not permitted

and the student will be charged with the length of class absence. Absence reports must be filed for class cuts and will be reviewed as to their legitimacy. The same penalties apply to class cuts as class and chapel absences.

COURSE REQUIREMENTS

In addition to attending class, students are expected to read all textbooks, complete all assignments, take all quizzes, tests, and exams; to deliver any scheduled oral presentations; complete course completion reports and accountability reports, and to turn in any other work required on the assigned date.

MAKE-UP EXAMS AND ASSIGNMENTS

Students are responsible for contacting the admissions office within the week of the final exam to schedule a make-up exam. In the event of an excused absence (virus, flat tire, etc.) the student must complete assignments and take any missed quiz, test, or exam within the week of the final exam during church office hours as set per campus. Please use the Bridge University make-up test form to schedule your exam with the Bridge University administration office. If the work is not made up within this period or the absence is unexcused, the student will not receive credit for the course and will result in an incomplete on their transcript. In case of emergency (student or immediate family – hospital, funeral, etc.), grace will be extended according to the nature of the emergency. Students must purchase and listen to the recording of the missed class and schedule their own make-up exam with the instructor. Make-up exams will not be given on the scheduled day of class for each campus.

INCOMPLETE GRADE

An incomplete (“I”) grade is applied in the event that the student does not complete the assignment/exam within the course schedule and a final course grade report has been submitted. If an excuse is approved and the student submits make-up assignments or tests within the time allowed to complete his/her final grade, there is no grade penalty. If the excuse of delinquent work is denied approval and/or the work is not completed as set forth in the Make Up and Exams Assignment Policy, the incomplete (“I”) grade will be replaced with a failing grade (“F”) for the course.

FAILING GRADE

If a student fails a course, they will be expected to take the entire course over again. They must demonstrate satisfactory work for the entire course before they may be eligible for a passing grade to appear on their transcript.

UNSATISFACTORY STUDENT PERFORMANCE

Consistent unsatisfactory student performance such as course failure, un-excused absences, late course work, lack of meeting course requirements, and missing final exams may be a reason for Bridge University to terminate the student's enrollment. **Students terminated for unsatisfactory student performance will not be entitled to any tuition refund.**

INDIVIDUAL CLASS RECORDING

Individual class recording will be allowed within reason. In the event that a student is distracting to the instructor and other students during the lecture, he/she will be asked to discontinue use of their recorder.

MINISTRY PRACTICUM

Students are required to serve in their local church for a minimum of 8 hours per course month (72 hours total) during the nine-month school year. This service, verified by a church leader, is a curriculum requirement for completion of any Bridge University degree/certificate program and is service hours that directly affect each course grade. Ministry Practicum earns the student 3 credit-hours and a grade of "A" (72/72) that will apply to the student's overall G.P.A. Ministry Practicum hours must be valid volunteer work sanctioned by the local church providing training for the student and helping the local church. It does not include student ministry independent of the local church. Regular church attendance is expected. For fourth-year students, at least 50% of their hours should be in a service directly related to Christian Ministry (teaching, preaching, prison ministry, hospital calls, etc) as sanctioned and approved by the student's Pastor. This can be either volunteer work or paid employment.

See the "Student Forms" section of this handbook for both the Ministry Practicum Commitment form due upon enrollment and the Ministry Practicum Activity Log, which students should use throughout the year to properly document their volunteer hours. **Note: Ministry Practicum credit will only be granted after a student has completed 9 courses at Bridge University and is to be reported monthly (8 hours per month).** Formal diplomas, degrees, and certificates will only be issued to those who have successfully completed the Ministry Practicum requirements for their program.

MINISTRY TEAM

All students are required to serve in the Bible College in some capacity before, during or after class. Students are recommended to serve the Bible College from the hours of 5-6 P.M. The following areas are good examples to be available for service: Choir and band,

assistant, usher, greeter, upstairs custodian, photographer, Bridge University journalist/testimony writer, information counter attendant, coffee bar attendant, and prayer team. The following areas of service are available for ministry practicum hours at the Main Campus. **Please see the administrator to get a list of descriptions for the sections that require your service.**

INCOMPLETE MINISTRY PRACTICUM

In the event that a student does not provide the completed ministry practicum form on exam night within any given course month, the late assignment policy will apply. One letter grade will be dropped per day that the MP form is late after the final exam. The final grade that will appear on the transcript will be calculated out of total points 72/72. **A failing Ministry Practicum Grade will hold the status of the student's graduation and a formal diploma and transcript will not be released.**

STUDENT FORMS

STUDENT APPLICATION

The Bridge University student application must be completed and returned to the admissions office with the \$25 application fee prior to student registration/orientation for processing.

TRANSCRIPT REQUEST

The purpose of this form is to request formal transcripts from Bridge University for the years attended and have them forwarded directly to the student/alumni or other institution of choice. This form must be signed and accompanied by a \$5.00 transcript request fee in order to process.

COURSE COMPLETION AFFIDAVIT

Students are required to complete course completion affidavits monthly for each course attended and be prepared to turn in on exam night stapled to the back of the exam. If a student fails to complete the assignment(s) by exam night, the student has one additional week to complete all of the course requirements with the penalty of one letter grade per day. One week after the final exam, the student's grade will be posted as an "F" if the work is incomplete. To overwrite this grade, the student will have to pay tuition and take the course again.

ACCOUNTABILITY REPORT

Students are required to complete accountability reports monthly for each course

attended and be prepared to turn them in on exam night. These reports reflect the intentions of the student and will be considered in the event that the student displays an overall poor performance. Personal discipline in each of the following areas is expected of every Bridge University student: Regular Church Attendance (CWC Students are expected to attend our main Sunday A.M. service), Personal Devotions, Tithe and Offering, and Ministry Practicum.

MINISTRY PRACTICUM ACTIVITY LOG

This form is required monthly of all undergraduate students taking courses for college credit and must be signed by the student and ministry supervisor and returned with each final exam/assignment. Each student must complete a minimum of 8 hours per course month (72 hours per 9 month program). The late assignment policy applies to the Ministry Practicum Activity Log. (You will receive 10 points off your final grade.)

NOTE: If this form is not turned in each month, a zero will be applied to the Ministry Practicum Course Grade and will affect the status of the student's graduation.

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

This form is required to be signed by the student stating that the student has read all of the Policies of the school and agrees to adhere to them during the academic school year. This a legal form that is linked to the Accrediting Commission and must be present in your student file immediately. This is a legal form is linked with ACI, Accrediting Commission International. Accreditation policy states that this form must be present in the student file immediately. It must be turned in no later than 30 days prior to the enrollment with the school.

NOTE: A late fee of \$10 dollars will be added per month for this form being late.

*Failure to comply with this policy will directly affect the student's graduation.

COURSE TRACKING AND INTENT TO GRADUATE

All students are responsible for recording their grades for courses taken in a given school year. This end-of-year form must be returned eight weeks prior to graduation.

GRADUATION REQUIREMENT FORM

All students must be turned this form in eight weeks prior to graduation and have completed the requirements on this form prior to graduation. (Please see Graduation requirements.)

ABSENCE REPORT

In the event of an absence from class or chapel, this report must be filed with the instructor with an explanation of absence in order for the student to receive credit for his/her class. If absence is not excused, the student's course grade will be dropped by 10 points per absence. The student will be made aware of the reason for denial and issued the necessary penalty. Un-excused absence decisions are at the discretion of the Bridge University Administration. In the event that a student is late for class or chapel, a tardy slip with an explanation must be filed with the instructor in order for that student to be considered present for class. Tardy penalties are at the discretion of each individual instructor.

MAKE-UP TEST FORM

In the event that a student misses an exam, please request the make-up test form to schedule your exam with the administration office. Upon receiving this form, an appointment will be scheduled for a make-up exam.

MISCELLANEOUS FEES

STUDENTS WILL BE ALLOWED TO PARTICIPATE IN THE GRADUATION EXERCISE AND RECEIVE OFFICIAL TRANSCRIPTS AS LONG AS ALL TUITION AND APPLICABLE MISCELLANEOUS FEES ARE PAID. ALL MISCELLANEOUS FEES ARE NON-REFUNDABLE.

APPLICATION FEE

There is a \$25.00 application fee. This fee covers both processing the application and assessing academic standing by the Bridge University staff.

REGISTRATION FEE

There is a \$25.00 registration fee.

RETURNED CHECK FEE

A student will be charged \$25.00 for any check returned to Bridge University for insufficient funds.

CLASS RECORDING FEE

Class recordings are \$10.00 per class night. Recordings must be ordered within one week of the missed class and paid for in advance. Orders will not be processed unless payment has been made.

GRADUATION FEE

There will be a \$35 minimum graduation fee to cover the costs of the cap, gown and tassel. (\$10 tassel only). The cost is determined by gown size and may exceed this amount. The graduation fee must be paid by the date posted on the tuition payment schedule.

INCOMPLETE GRADE FEE

There is a \$10.00 incomplete grade fee. This fee applies when an absence is excused, a final grade report has already been submitted showing an incomplete ("I") grade, and the student submits make-up assignments or tests to complete his/her final grade.

TRANSCRIPT REQUEST FEE

Official transcripts are issued by the Bridge University office provided the student's account is paid in full. One official transcript is provided every year at graduation. Additional transcripts cost \$5.00 each. The student must complete a transcript request form for additional transcripts.

RE-ASSESSMENT FEE

The re-assessment fee of \$25.00 must be paid each time a student file must be re-opened. Applicants have 30 days from the time the application fee is paid to provide transcripts and/or proof of high school in order to complete the assessment process. In order for delinquent forms to apply to any given academic year, a re-assessment fee must be paid.

TUITION LATE FEE

All tuition fees will be due one week prior to the first night of each course in which textbooks and outlines will be issued. This \$10 late fee will be applied to late tuition according to the payment schedule. If tuition is not paid by the late fee due date, the student will not be allowed to attend the course for the month, but will be allowed to return without penalty as tuition is paid.

DIPLOMA LATE FEE

There is a \$10/month charge for graduating students with outstanding balances. This fee is applied one month following the date of graduation and will be applied to the student's account until all fees are paid. All formal diplomas are released when all student fees are paid.

FORM LATE FEE/ TRANSCRIPT FEE

There is a \$10 month charge for any late legal forms that are not present in the student file 30 days prior to enrollment. The following forms include Student Handbook Acknowledgment, and Ministry Practicum Commitment

Form and either High School Proof or College Transcripts. (If you are having trouble obtaining this information, please contact your administrator immediately. Communication is key.

ACADEMIC STANDARDS

GRADING SYSTEM

GRADE	DESCRIPTION	PERCENTAGES	GRADE POINTS
A	Superior	93-100	4.0
B	Excellent	85-92	3.0
C	Average	77-84	2.0
D	Below Average	70-76	1.0
F	Failing	0-69	0.0
W	Withdrawn*		0.0
I	Incomplete		0.0
BI	Bible Institute		

*Withdrawn – Student withdrawals must be submitted in writing including an explanation of withdrawal and student signature. The student will be eligible for re-admission after an interview with the Bridge University Administration. The student who does not formally withdraw will receive an “F” for any course with unsatisfied requirements. A “W” does not count against a student’s overall G. P. A. The incomplete (“I”) grade is provisional and is removed and replaced within two weeks of the completion of the course month.

GRADUATING WITH HONORS

The following honors are granted to graduating students (Bachelor Level) with superior achievement and are reflected on their Christian degree certificate:

Summa Cum Laude: 3.90 - 4.00 cumulative GPA

Magna Cum Laude: 3.65 - 3.89 cumulative GPA

Cum Laude: 3.50 - 3.64 cumulative GPA

GRADE REPORTING

Grades will be entered into a database called Renweb. Student will provide an email address to the administrative staff to set up their account. The student will be responsible for activating their account within the database by using the Renweb guide instructions below. Grades will be posted two weeks after the final exam.

Grades may also be accessed online in our student database with each individual student code. It is imperative that you memorize your student number for this purpose and other official school business.

With the email address you have provided on your application, you may access your grades and other resources. The following is a step-by-step guide to using our new online database:

GRADES:

1. factsmgt.com
2. Facts Family Portal Parent's Web Login
3. Create new account
4. District: IC-LA
5. E-mail
6. Create New Account
7. New Parent Log-In
8. Password (sent directly to your e-mail address)
9. Student Information
10. Grades
11. Transcript

SCHEDULES:

1. Student Information
2. Schedule

CLASS RESOURCES:

1. Student Information
2. Classes
3. Click on the class designated for the month you are currently enrolled.
4. Click on the resource tab
5. Click on the documents within the class
6. Open the document, save to your device, or print.

GRADUATION REQUIREMENTS

GENERAL REQUIREMENTS

The graduation requirements for the conferring of diplomas and Christian degrees are as follows:

1. Each student must have completed all required course work in a chosen program prior to graduation. All students must have taken or transferred credits covering Program #1 subjects and completed a minimum of thirty (30) credit-hours in one of the Bridge University programs.
2. Undergraduate students must have maintained a 2.0 or greater cumulative grade point average (GPA) while attending Bridge University.
3. Each student must have submitted all Ministry Practicum Activity Logs documenting their eight (8) hours per course month (72 hours per 9-month program) of volunteer work for their local church. The late assignment policy applies to the Ministry Practicum Activity Log for each course month: One letter grade per day late after the final exam. The 72 hours must be verified in order for the release of student transcripts and diplomas.
4. The student must complete a Course Tracking & Intent to Graduate Form and submit it to their Bridge University Director along with their completed Ministry Practicum Activity Log by the assigned date.
5. Each student must have paid all tuition and fees before graduation or the student will not be allowed to walk at graduation. See the fees section for a complete list of fees.
6. All graduating students are expected to attend the commencement exercise.
7. The graduation fee must be paid by the date posted on the tuition payment schedule. There will be a \$35 minimum graduation fee to cover the costs of the cap, gown and tassel (2nd-4th year students may re-use their cap and gown and order tassel only - \$10 tassel only).
8. All legal documents must be turned in and present in the student's file no later than 30 days prior student's enrollment. (See forms section for legal forms listed according to the ACI standards that the school agrees to comply with.)

MAIN CAMPUS ADMINISTRATION

Dr. Mark Hankins

Founder & President of Mark Hankins Ministries and Bridge University Mark Hankins Ministries is a world-wide ministry, delivering the message of the Gospel of Jesus Christ, empowering believers to fulfill their mission and calling with a spirit of faith.

Education: Southwestern Assemblies of God University, Waxahachie, Texas

Pastors Aaron and Errin Hankins

Pastors of Christian Worship Center, Alexandria, Louisiana. Christian Worship Center is a church for all nationalities, backgrounds and walks of life. Our goal is “Faith for Every Generation,” strengthening and enabling people to accomplish the will of God for their lives.

Education: Southwestern Assemblies of God University, Waxahachie, Texas

Bridge University, Executive Directors

Greg and Jermina White

Administrative Directors of Christian Worship Center/ Dean of Students/ Instructor

Education: In Christ International Bible College, Alexandria LA

JoAnna Simmons

Admissions Director/Instructor

Education: In Christ International Bible College, Alexandria LA

Cody C Borges

Administrative Assistant/Instructor

Education: Louisiana Christian University, Pineville LA

INSTRUCTORS

Matt and April Rockett

Music Ministry Directors of Christian Worship Center, Alexandria, Louisiana

Education: Louisiana College, Pineville LA and Rhema, Tulsa OK

Pastors Adam and Tiffany Wright

Children’s Pastors of Christian Worship Center, Alexandria LA

Education: Victory Life Bible Training Center, Capella University

Kelly Goodin

CWC Media

Education: In Christ International Bible College, Alexandria LA

Samantha Borges

CWC Media

Education: Louisiana Christian University, Pineville LA

Justin Mills

Lay Minister

Education: Gordon-Cornwell Theological Seminary

Bethanie Herrick

Lay Minister

Education: In Christ International Bible College, Alexandria LA

Farrell and Lynet Cutts

Lay Ministers

Education: In Christ International Bible College, Alexandria LA

Annie Hansen

Lay Minister

Education: In Christ International Bible College, Alexandria LA

INDEPENDENT UNIVERSITY NOTICE

THE CHRISTIAN DEGREE PROGRAMS of Bridge University are designed to equip students to follow the Lord in the work of the ministry (in what many state governments identify as “religious vocations”).

Credits and degrees earned from Bridge University do not automatically qualify that individual for a state teaching certificate or to participate in professional examinations. Most states require the Department of Education to review and recognize the credentials of the individual and the accreditation of the Colleges granting the degrees, prior to approving teachers’ certification. The appropriate State professional board under the Department of Professional or Occupational Regulation, make similar evaluations prior to scheduling examinations.

Any student interested in obtaining a state teaching certificate or in practicing a state-regulated profession should contact their state’s Department of Professional and Occupational Regulation.

Bridge University is exempt from the licensure provisions under R.S. 17:1808 because it is an institution offering only religious degrees in the State of Louisiana. The transfer credit to any other academic institution would be at the discretion of the receiving institution.

STUDENT RIGHTS

NON-DISCRIMINATION POLICY

The Bridge University does not discriminate on the basis of nationality, ethnic origin, age, or gender. We guarantee the rights and privileges, and the availability of programs and activities to all students of the college.

PRIVACY RIGHTS OF STUDENTS

STATUTE 20, UNITED STATES CODE, 1232g and regulations adopted pursuant thereto, hereinafter referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the CODE:

The Code provides for an institution to establish a category of student information termed “directory information.” When available in college records, any information falling in the category of “directory information” will be available to all persons on request (i.e., the IRS, FBI, or other government agencies, and for use in Bridge University publications). Bridge University has identified the following student data as “directory information”:

- | | | |
|----------------------|-------------------------------|--------------------------------|
| 1. Name | 5. Date & Place of Birth | 9. Dates of Attendance |
| 2. Address | 6. Major Field of Study | 10. Degrees & Awards Received |
| 3. Telephone Listing | 7. Church Membership | 11. Most Recent Previous |
| 4. Race | 8. Denominational Affiliation | 12. Educational Inst. Attended |

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent academic records, student placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the college as have responsibility for working with the student. Such information will not be released to second parties without consent of the student.

Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to other only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

Note to student: when completing your application to this college, you were required to indicate by your signature that you were notified of your rights as recorded by Statute 20, United States Code, Section 1232g. If you were not so notified, or if you did not complete and sign such an application, please notify the Bridge University Main Campus Director.

CONTACT INFORMATION

MAIN CAMPUS INFORMATION

Bridge University Executive Directors: Pastors Aaron and Errin Hankins

MAILING ADDRESS

Bridge University
6101 Masonic Dr
Alexandria, La. 71301

PHYSICAL ADDRESS

Bridge University
c/o Christian Worship Center
6101 Masonic Drive
Alexandria, La. 71301

PHONE: (318) 448-4500 x 114

E-MAIL: bridgeuniversitybu@gmail.com
joannasimmons81@gmail.com

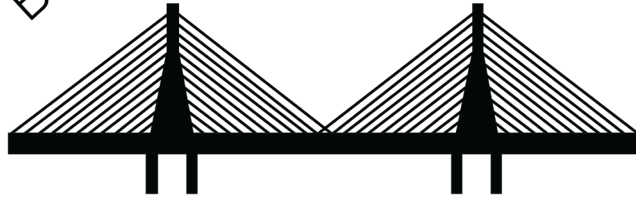
FAX: (318) 443-2948

WEBSITE: www.bridgeuniversity.net

AFFILIATION

Bridge University is an affiliate of Mark Hankins Ministries and Christian Worship Center, Alexandria, Louisiana which are independent, 501(c)(3) not-for-profit educational, evangelical and church organizations incorporated in the State of Louisiana, USA.

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BRIDGE UNIVERSITY

FROM FAITH TO FAITH



SECTION 2 STUDENT FORMS

STUDENT FORMS

STUDENT APPLICATION – STU-1-Bridge University

This application must be completed in its entirety in order to complete the application process. The salvation testimony is taken into great consideration for each applicant and must be answered as thorough as possible.

TRANSCRIPT REQUEST FORM – STU-2-Bridge University

This form is used by the student to request transcripts from other institutions of higher learning and have them forwarded to the Bridge University Main Campus.

COURSE COMPLETION AFFIDAVIT – STU-3-Bridge University

This form is required to be completed by the student and returned with each course assignment verifying the completion of the course requirements.

ACCOUNTABILITY REPORT – STU-4-Bridge University

This form is required to be completed by the student and returned with each course assignment as a means of accountability to uphold the statutes set forth in this program.

MINISTRY PRACTICUM ACTIVITY LOG – STU-5-Bridge University

This form is required of all undergraduate students taking courses for college credit and must be signed by the student and ministry supervisor and returned with each final exam/assignment. Each student must complete a minimum of 8 hours per course month (72 hours per 9 month program). The late assignment policy applies to the Ministry Practicum Activity Log for each course month: due on the 5th, one letter grade off per day late, failing grade by the 8th. The 72 hours must be verified in order for the release of student transcripts and diplomas.

COURSE TRACKING AND INTENT TO GRADUATE – STU-6-Bridge University

All students are responsible for keeping record of courses taken in a given school year. This form must be completed and returned (2) weeks prior to the completion of each program. List all courses, grades, and credits. Please keep a copy for your personal records.

STUDENT HANDBOOK ACKNOWLEDGMENT – STU-7-Bridge University

This form is a requirement for the completion of all student files upon acceptance into this program. The student signature on this form verifies that he/she has received and read the Bridge University Student Handbook and agrees to abide by the policies stated therein.

ABSENCE REPORT FORM – STU-8-Bridge University

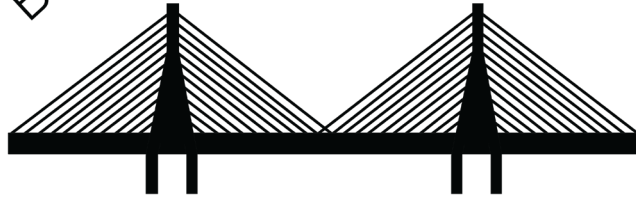
This form is a requirement for all students who are either tardy or absent from either chapel or class.

MAKE-UP EXAM FORM – STU-9-Bridge University

This form is for all students who miss an exam to make preparation to schedule their exam.

YOU MAY ALSO DOWNLOAD THESE FORMS FROM OUR WEBSITE: WWW.BRIDGEUNIVERSITY.NET

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BRIDGE UNIVERSITY

FROM FAITH TO FAITH



SECTION 3 COURSE CATALOG

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UNDERGRADUATE DEGREES

UNDERGRADUATE DEGREES

Bridge University has established undergraduate course work in 30-credit-hour programs. The 1st and 2nd year programs are designed to establish a solid foundation in basic Bible courses for all students. The 3rd and 4th year courses are designed to prepare students for increased effectiveness and productivity in any area of church-related ministry.

BACCALAUREATE PROGRAM

The baccalaureate program equips the student for full-time Christian service. The program is made up of 36 courses for 3 credit-hours each and 4 Ministry Practicum for 3 credit-hours each, totaling 120 credit-hours. All students within the Bachelor's Degree program are required to complete Program #1 courses either by class instruction or by transfer from an approved institution. They are also required to complete the 30 credit-hours of study in the 4th year program.

THESE CHRISTIAN DEGREES ARE AVAILABLE

- Diploma in Theology (30 credit-hours)
- Associate in Theology (60 credit-hours)
- Associate of Arts in Theology (60 credit-hours)
- Advanced Diploma in Theology (90 credit-hours)
- Bachelor of Christian Ministry (120 credit-hours)
- Bachelor of Arts in Christian Ministry (120 credit-hours)

The "Arts" in these theology degree programs require a minimum of 30 credit-hours of general education subjects. These credits are transferred from another institution of higher learning.

UNDERGRADUATE PROGRAMS

PROGRAM #1: DIPLOMA IN THEOLOGY

COURSE #	COURSE TITLE	CREDIT HOURS
TH-101	In Christ Realities	3
TH-102	Principles of Faith	3
TH-103	Marriage and Family + Biblical Finances	3
TH-104	Ministry of Helps	3
TH-105	The Love of God	3
TH-106	Authority of the Believer	3
TH-107	Methods of Bible Study	3
TH-108	Life and Teachings of Jesus in the New Testament	3
TH-109	Character and Integrity	3
MP-100	Ministry Practicum	3

PROGRAM #2: ASSOCIATES IN THEOLOGY

COURSE #	COURSE TITLE	CREDIT HOURS
TH-201	Principles of Prayer	3
TH-202	Ministry Gifts	3
TH-203	The Holy Spirit and His Gifts	3
TH-204	Divine Healing	3
TH-205	Discipleship 101	3
TH-206	Evangelism	3
TH-207	Insights to the Book of Ephesians	3
TH-208	Acts	3
TH-209	Blood Covenant	3
MP-200	Ministry Practicum	3

CORRESPONDENCE PROGRAM #3: ADVANCED DIPLOMA IN THEOLOGY

COURSE #	COURSE TITLE	CREDIT HOURS
TH-301	Principles of Leadership	3
TH-302	Discovering God's Plan	3
TH-303	Productive Christianity	3
TH-304	Church History	3
TH-305	The Life of Paul	3
TH-306	Old Testament Survey	3
TH-307	Church Growth	3
TH-308	The Triumphant Church	3
TH-309	Success In Ministry	3
MP-300	Ministry Practicum	3

CORRESPONDENCE PROGRAM #4: BACHELOR OF CHRISTIAN MINISTRY

COURSE #	COURSE TITLE	CREDIT HOURS
TH-401	Christian Counseling	3
TH-402	Ministerial Ethics	3
TH-403	Praise and Worship	3
TH-404	Preaching and Teaching Lab	3
TH-405	Audio and Visual Lab	3
TH-406	Making Disciples	3
TH-407	Social Media Lab	3
TH-408	Developing Leaders	3
TH-409	Bible Doctrines	3
MP-400	Ministry Practicum	3

UNDERGRADUATE COURSES

DIPLOMA IN THEOLOGY (TH)

TH-101 IN CHRIST REALITIES

This course will focus on what happened in the death, burial and resurrection of Christ, as well as who the believer is “in Christ”. Many Christians talk about what they are trying to be, what they need to be, and what they are going to be; but this course teaches who you are now and what you have now as a believer.

TH-102 PRINCIPLES OF FAITH

This course explains the concept of faith in God and His word. Emphasis is placed on scriptural ways to develop ever-increasing faith in God.

TH-103 MARRIAGE AND FAMILY/BIBLICAL AND PERSONAL FINANCES

This course will present the Biblical principles that are necessary in order to have a successful marriage and family life. This course will define the importance of harmony in the family unit as God’s original plan, and reveals God’s plan of provision and abundance for His people. It emphasizes the need for faith and an understanding of the principles necessary to receive God’s best.

TH-104 MINISTRY OF HELPS

This course teaches us to understand the supernatural gift of helps and to learn the diversity of gifts involved in the helps ministry, as well as study the spiritual and physical attributes of a servant of God. It also serves as a review of some practical applications of the helps ministry in the local church.

TH-105 THE LOVE OF GOD

This course teaches how to let the love of God dominate our lives rather than to allow our flesh or our unredeemed thinking to rule us.

TH-106 AUTHORITY OF THE BELIEVER

This course helps the student understand the authority that God has given them as a believer and challenges them to walk in that authority in their daily lives.

TH-107 METHODS OF BIBLE STUDY

This course explores various tools and methods of Bible study, including book, character, word, and topical studies. Students are trained on a variety of book-based study aids and become familiarized with computer-based study tools.

TH-108 LIFE AND TEACHING OF CHRIST IN THE NEW TESTAMENT SURVEY

This course provides an overview of the main thoughts and the central themes of the twenty-seven books of the New Testament. This course provides an outline of the life and teachings of Jesus Christ and survey the order of the events in His earthly ministry.

TH-109 CHARACTER AND INTEGRITY

This course is designed to give the student a solid moral foundation based on the Word of God. The favor and blessings of God follow moral and ethical behavior. A life of integrity is essential for any servant of the Gospel.

ASSOCIATES IN THEOLOGY

TH-201 PRINCIPLES OF PRAYER

This course presents the principles and purpose of prayer as outlined in the Bible. The teachings will include the different kinds of prayer, the function of prayer in our daily lives, and how to pray and seek God on a daily basis.

TH-202 MINISTRY GIFTS

This course teaches the student the function and the characteristics of the five-fold ministry gifts. It will emphasize church leadership and the responsibilities of each office of church government.

TH-203 THE HOLY SPIRIT AND HIS GIFTS

This course gives the student a working knowledge of the nine New Testament gifts of the Spirit as described in I Corinthians 12 and 14.

TH-204 DIVINE HEALING

This course reveals that physical healing has been provided for every believer in the redemptive work of Christ. Students will examine what the Bible says about God's will to heal "all," then take a look at God's methods of healing and discover common hindrances to receiving healing.

TH-205 DISCIPLESHIP

This course presents the need for discipleship in and through the local church. Establishing programs in which Christians can grow and mature should be interwoven in the very fabric of every church and its mission. Discipleship programs such as Life Groups, Sunday School, Youth and Children's Ministry will be discussed.

TH-206 PERSONAL EVANGELISM

This course examines the biblical principles of effective evangelism: the message, the mandate, the motivation, and the methods. The love that drove Christ to the cross, now drives us to the lost.

TH-207 INSIGHTS TO THE BOOK OF EPHESIANS

Ephesians reveals the mystery of the Church as the Body of Christ, recreated in Christ Jesus

to express Christ's fullness on earth. It also covers practical matters of relationships with other believers, our families, and employers. This course will teach the importance of receiving the spirit of wisdom and revelation, and it's vital role in helping the believer to access the call, the inheritance, and the authority he/she has in Christ. It also helps to understand that our dedication to God is fueled by our revelation of Him, and that there are mysteries in God which He enjoys revealing to the believer.

TH-208 ACTS

This course is a study of the powerful ministry of the Holy Spirit in the early New Testament Church and challenges students to expect the same powerful outpouring in these last days.

TH-209 BLOOD COVENANT

This course covers the significance of blood covenants in human history from the first blood covenant in Genesis to God's covenant with Abraham to Christ as the fulfillment of the Abrahamic Covenant.

ADVANCED DIPLOMA IN THEOLOGY

TH-301 PRINCIPLES OF LEADERSHIP

This class helps students recognize, develop, and refine the personal characteristics necessary to be a truly effective leader – the kind people want to follow.

TH-302 DISCOVERING GOD'S PLAN

The teachings in this course will open the student's understanding of God's divine will and purpose for their lives. We will discuss being led by the Holy Spirit and how to consecrate our lives to God's plan.

TH-303 PRODUCTIVE CHRISTIANITY: THE FRUITFUL LIFE

This course provides a detailed explanation on how to practice the fruit of the Spirit according to Galatians 5:22-24.

TH-304 CHURCH HISTORY

This course teaches the student the origin of the Christian Church, its birth, and its development from the Day of Pentecost through modern times. The teachings also focus on the modern-day outpouring of the Spirit over the past century.

TH-305 LIFE OF PAUL

The Apostle Paul believed that those who are born of God are children of God, whether Jew or Gentile. In this course we will discuss the teachings of the Apostle Paul and how man's dominion functions through his spirit (pneuma), or inward man. Paul's teachings centered around man as a speaking spirit and how man's dominion is restored when he is born again.

TH-306 OLD TESTAMENT SURVEY

This course provides an overview of the messages, the authors, the history, and the main themes of the books of the Old Testament. The teachings in these courses will center around God's eternal plan of redemption beginning with creation.

TH-307 CHURCH GROWTH AND UNITY

This course is designed to give examples, practical solutions and strategies on how to have growth and unity in a church.

TH-308 THE TRIUMPHANT CHURCH

This course will explore the believer's position of victory and authority in Christ over all powers and principalities in this world. Students will study the wisdom of God concerning spiritual warfare and deliverance.

TH-309 SUCCESS IN MINISTRY

This course contains timeless principles of ministry that will benefit both those who serve in vocational ministry and those who minister on a volunteer basis.

BACHELOR OF CHRISTIAN MINISTRY

TH-401 CHRISTIAN COUNSELING

This course introduces the biblical basis for the counseling ministry. It will discuss the most important and exemplary model of counseling – Jesus Christ. Students will observe His approach to counseling and how that His work with people was a process.

TH-402 MINISTERIAL ETHICS

This course sets a standard of excellence in ethical conduct. It examines the moral and ethical responsibilities and challenges facing today's Spirit-filled ministers and exposes common ethical problems providing preventive strategies for each. As ministers, we are to reflect God's love, God's justice, and God's righteousness.

TH-403 PRAISE & WORSHIP

This course introduces the student to the art of leading worship and the worship leading team. Students will discover the full purpose of praise and worship and how it is to function in the individual and the congregation.

TH-404 PREACHING AND TEACHING LAB

This course helps students prepare and deliver sermons that will bring the Scriptures to life. This course provides practical help in creating a sermon outline, public speaking, and platform etiquette. This course will give practical guidelines designed to help students effectively teach the Word of God. It will focus on methods of presentation and delivery of thought for effective communication of the precepts and principles outlined in the Word of God.

TH-405 AUDIO/VISUAL LAB

This course presents practical teaching in a lab environment in which students will receive hands-on training in areas of audio/visual technology. Instruction will focus specifically in the areas of sound, website, and media technology.

TH-406 MAKING DISCIPLES

This course will explain how the early church disciplined new Christians, to meet the basic needs of a growing Christian, to spot and train potential workers, and to develop mature godly leaders.

TH-407 SOCIAL MEDIA LAB

This course provides a step-by-step guide in a lab setting to getting started, crucial insights to help you develop an effective social media strategy, and gives real-life examples of ministries and leaders who are using media in powerful ways.

TH-408 DEVELOPING LEADERS

This course teaches the principles of effectively producing leadership skills within your church staff and volunteers. This course will discuss biblical principles, biblical examples, and godly traits of supportive ministers and their vital role in the success of the local church body.

TH-409 BIBLE DOCTRINES

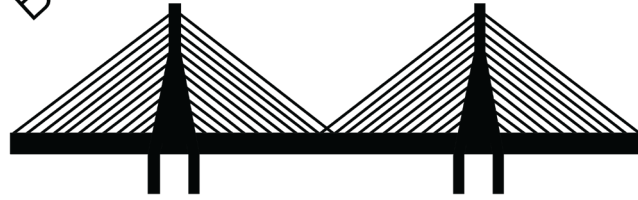
This course helps the student identify the anointing of God in the Old and New Testaments and specifically in the life and ministry of Jesus. It will also help the student understand the anointing from God that is available for believers today

MINISTRY PRACTICUM (MP)

MP-100, 200, 300, 400 MINISTRY PRACTICUM

Ministry Practicum is required for the completion of each program at Bridge University. Ministry Practicum gives students 3 credit-hours and a letter grade of “A” for 8 hours of volunteer ministry in their local church per course month (72 hours per program/year). Ministry Practicum is mandatory for the completion of all certificates, diplomas, and degrees offered in our Christian Ministry program. Note: Ministry Practicum credit will only be granted after a student has completed 9 courses at Bridge University.

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BRIDGE UNIVERSITY

FROM FAITH TO FAITH



SECTION 4 WRITING GUIDELINES

WRITING GUIDELINES

BY:

Student Name

Name of School

Course Name

Instructor Name

Date

Student ID #

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WRITING GUIDELINES

INTRODUCTION

Writing is a vital part of any college experience. Writing a college paper encourages you to gather thoughts from other sources (including references from Scriptures), formulate your own conclusions, and then express them in a logical and cohesive manner. The Writing Guidelines will demonstrate how to handle a title page, a table of contents page, the introduction, the body of the paper, the conclusion, and the bibliography.

I. GRADING GUIDELINES

All course papers will be reviewed with the following grading guidelines in mind:

50% Content of the paper (What ideas were presented? What conclusions were made?)

15% Research (Was the course text read? Was additional research performed? Was this demonstrated through the use of quoted material?)

20% Delivery and Style (Was correct spelling, punctuation, grammar, and sentence construction used?)

15% Presentation (Were the Writing Guidelines followed? Were correct references made for quoted works? Was a bibliography included? Was it correctly formatted?)

II. WRITING GUIDELINES

Every paper must be typed using a 12-point business-like format. The finished paper should be fastened at the top left with a staple for easy review and grading.

Do not place in a folder or add a fancy cover page.

All pages except the title page should be numbered at the bottom in the center of the page. Each page should have margins 1" on the left, right, top, bottom. Typing should be double-spaced. You can pre-set the format of the spacing on your computer to double space your document. Indent the first word of each new paragraph. Do not use extra space between paragraphs.

Every research paper has the following items: title page, table of contents page, body of the research paper, and bibliography. The **title page** includes the title, the student's name, the name of the school, the course name, the name of the instructor, and the date of the paper. The title page does not count toward any required number of pages. The title page of these Writing Guidelines is an example of an acceptable title page.

The information on the **table of contents page** helps the reader better understand the paper's content. It also helps the writer make sure there is a logical flow of thought. Each section of the paper (Introduction, Main Topics, Sub-Topics, Conclusion, and Bibliography) should be listed followed by the correct page number. The table of contents page of these Writing Guidelines is an example of an acceptable table of contents.

The title of the paper should be centered at the top of the first page of the **body of the research paper**. Use capital letters in a bold, large font. Next comes the

Introduction, which explains what the paper will cover. The word “INTRODUCTION” should be centered, in capital letters in a bold, large font, with four spaces above and two spaces below the word. Page 3 of these Writing Guidelines is an example of acceptable first page for the body of the paper.

III. MAIN TOPICS IN THE BODY OF THE PAPER

The main topics of the paper should be numbered in Roman Numerals. Use capital letters in a bold, large font, with extra space above and below. Please note that the main topics are not centered, but are to the left of the page.

THE IMPORTANCE OF SUB-TOPICS

Sub-topics are helpful sub-divisions of the Main Topics. These divisions allow room for more in-depth explanation of the subject matter intended to be communicated to the reader.

When you have sub-topics under main topics, you should center the title of the sub-topic, but you should not capitalize all the letters. You should only capitalize the first letter of the first word, the last word, and any other important word. Do not put extra space above or below it.

OTHER DIVISIONS

If it is necessary to divide further under the sub-topics, you should start writing the title at far left of the page. The title should be in bold face letters, and the first letter of the first word, and any other important word should be capitalized.

BE SURE TO MAKE PARAGRAPH BREAKS

It is very difficult to read an entire page of text with no breaks or extremely long paragraphs. Each paragraph should represent a main thought. When a new thought is introduced to the reader, make a new paragraph. The average paragraph should have three to five sentences.

IV. HOW TO HANDLE QUOTED MATERIAL

“A frequent mistake in writing is failing to provide specific examples, evidence, or details to support an idea or thesis,” Eggenschwiler and Biggs 145.

When you make reference to the writings of another, you must give credit to the author or source. You will do this referring to works listed in your bibliography. If you quote three or fewer lines, you may write the quote as part of the text, in quotation marks, remembering to reference it. This is done by an in-text citations as follows: “Place a comma inside the quotation marks, then the last name of the author and the page number(s) from which the information came followed by the closing period,” Baker 32,33.

If you quote four or more lines, they should be indented as follows:

When your quote is longer than three lines, the quote should be indented and single spaced. When you reference in this way, it is not necessary to use quotation marks. Remember though, to always reference the work cited (Baker 34).

Multiple authors are cited in a similar way. Both names are included and joined by the word “and”: (Simmons and Baker 47). In case there are two authors with the same last name, write the last name of the author and the initial of the first name (Baker, J. 36). If you quote an author who has written two or more works, list the author, a comma, the

title of the work (underlined), and the page number(s) (Baker, How To Write an Essay 78). Even if you don't quote an author directly but merely summarize his words, you must reference this information, according to common courtesy, ministerial ethics, and the copyright laws!

PROVING YOUR POINT WITH SCRIPTURES

When writing your paper, remember to refer to the Word of God as a source for research! All writing assignments must include scripture. When quoting from Scripture, it is best to pick a Scripture version to be used predominantly and to note it in the bibliography. When a general note has made, the author need only indicate when an alternate version is used (Hudson and Townsend 134).

Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, it is not puffed up, Doth not behave itself unseemely, seeketh not her own, is not easily provoked, thinketh no evil; Rejoiceth not in iniquity, but rejoiceth in the truth; Beareth all things, believeth all things, hopeth all things, endureth all things.

Charity never faileth (1 Corinthians 13: 4-8).

Notice that the predominant version used by the author is the KJV. Therefore, no version is cited. The words italicized in the King James Version should not be italicized when quoted since they were not intended for emphasis. Neither do you need to set each verse as if it were a separate paragraph. For a paragraph break in the quotation, you would double space and begin the new paragraph with the same indention.

Indicate the use of an alternate version of Scripture as follows: "Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking," 1 Corinthians 13:4-5 NIV.

THE ORDER OF PUNCTUATION

Notice the order of punctuation after an in-text citation. First, place a comma at the end of the quote, then a quotation mark. Next comes the reference and the closing period. If a question mark or an exclamation mark is part of the quoted material, include it inside the quotation marks, then give the reference and close with a period: “How shall we, that are dead to sin, live any longer therein?” Romans 6:2.

V. HOW TO DO A BIBLIOGRAPHY

“BIBLIOGRAPHY” should be centered, in capital letters in a large, bold face, with extra space below the word. This is a list of books from which you gathered information to write your paper. The list of books should be in alphabetical order according to the author’s last name. Page 10 of these Writing Guidelines is an example of an acceptable bibliography.

First, list the last name of the author, followed by the first name and a period. If there is more than one author, write the last name of the first author, then their first name, then a comma and the word “and” followed by the second author’s first and last name and a period. Notice that only the first author’s name is inverted. Put two spaces between the name of author and the title of the book, which should be underlined. Place a period after the title of the book then space twice and write the place of publication. Give the name of the country if published outside of the country where you reside. Next, place a colon and the publishing house, followed by a comma and the date of publication. Do not forget a period at the end of every entry.

If the work consists of more than one volume, you should list the volume number

you used. If the person is not the author, but is the editor, you should put a comma after the name and the letters, “ed.” If there were two or more editors, write “eds.”

If using modern translations of the Bible, check the copyright notice on the copyright page of each particular version. It will tell you exactly how that particular publisher wants notation made in the bibliography.

As with the title page and the table of contents, the bibliography does not count towards your required number of pages.

VI. PROOFREAD YOUR PAPER

Be careful to proofread your paper before you turn it in. You never know who will eventually read it! Check for misspelled words, typographical errors, and errors in punctuation. Spell-check is a great tool but should not be used as an absolute judge of spelling and grammar. The justification tool is also helpful in forcing the text to align with the left and right margins.

It is easy for writers to skip over mistakes because they become so familiar with what they have written. That is why it is a good idea to have someone with a keen eye and a good command of the English language proofread your paper for you. If this is not possible, you can put your paper away and proofread it after several days when your mind is clear. It is common for professional writers to proofread their work several times to ensure they catch all mistakes.

CONCLUSION

The word “CONCLUSION” should be centered, in capital letters in a large, bold face, with extra space above and below the word. In the conclusion, you should give

a brief summary of the paper. Do not add any new information at this point, since the conclusion is only a summary of what has already been stated. The conclusion should only be 1-2 paragraphs long.

Note: These *Writing Guidelines* are not intended to be an exhaustive reference source for your future writing projects, but rather to provide a basis from which you can grow and develop. If you would like help on how to choose a topic, put together your thoughts, and develop a concise writing style, as well as a reference to answer specific grammatical questions, we suggest *The Scott Foresman Handbook for Writers, Fifth or Sixth Edition*. This comprehensive guide includes several acceptable academic styles. Use the MLA model, except as noted in these *Writing Guidelines*.

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