

## CLEAR CREEK BAPTIST BIBLE COLLEGE

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### 2025-26 COLLEGE CATALOG

The statements and provisions in this catalog are not to be regarded as an irrevocable contract between the student and the college. The college reserves the right to change any of the provisions, schedules, programs, courses or fees as might be required. This catalog is not exhaustive in presenting rules and regulations. Different offices and programs of the college issue handbooks which contain policies and procedures pertaining to those areas.

#### Accreditation and Memberships

Clear Creek Baptist Bible College is accredited by the Association for Biblical Higher Education. The Association for Biblical Higher Education is an institutional accrediting agency recognized by the U.S. Department of Education for the purpose of accrediting colleges that offer baccalaureate and masters degrees which prepare students for Christian ministries through biblical, professional, and general studies. ABHE holds membership with the Council on Higher Education Accreditation Board (CHEA). Contact ABHE at 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822 or [info@abhe.org](mailto:info@abhe.org) or call 407-207-0808 for questions about the accreditation of Clear Creek Baptist Bible College.

Clear Creek Baptist Bible College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and masters degrees. Clear Creek Baptist Bible College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Clear Creek Baptist Bible College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Accrediting bodies should only be contacted to verify accredited status or if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. All inquiries concerning admissions requirements, financial aid, academic programs, etc. should not be addressed to accrediting agencies, but should be addressed directly to the college.

The Council on Postsecondary Education of the Commonwealth of Kentucky has authorized the certificate, associate, baccalaureate and masters degree programs at Clear Creek Baptist Bible College. The United States Immigration and Naturalization Service has given approval for Clear Creek Baptist Bible College to consider international students as applicants.

Clear Creek Baptist Bible College is a participant in the State Authorization Reciprocity Agreement (SARA). SARA is an agreement among member states, districts and territories that establishes comparable national standards for offering postsecondary distance education courses and programs in other member states. SARA is overseen by the National Council for State Authorization Reciprocity Agreements (NC-SARA); Kentucky's participation is through the Southern Regional Education Board (SREB).

Clear Creek Baptist Bible College is approved by both the Veterans Educational Assistance Program and the Kentucky Educational and Rehabilitation Program.

*Clear Creek Baptist Bible College does not discriminate against applicants or students on the basis of race, color, national or ethnic origin.*

**Table of Contents**

Accreditation and Memberships.....	1
President’s Message.....	3
College Seal.....	4
College History, Denominational Affiliation and Doctrinal Statement.....	5
The Baptist Faith and Message.....	7
Core Values, Mission, Goals and Institutional Objectives .....	15
Philosophy of Education.....	16
Organizational Chart.....	17
Campus Grounds and Facilities.....	18
Student Life.....	20
Student Regulations.....	22
Student Concerns/Complaints Regarding Accreditation.....	26
Chapel Attendance.....	28
Business Services.....	29
Financial Aid Services.....	31
Admissions.....	40
Admissions and Alumni Relations.....	43
Distance Education.....	45
Academic Policies.....	47
Christian Service.....	57
Graduation Requirements.....	58
General Education Competencies.....	59
Bachelor of Arts in Ministry.....	62
Biblical Counseling Ministry Track.....	63
Biblical Studies Track.....	64
Christian Apologetics Ministry Track.....	65
Church Planting Ministry Track.....	66
Pastoral Ministry Track.....	67
Worship and Music Ministry Track.....	68
Associate of Arts in Ministry.....	69
Certificate Programs.....	70
Course Descriptions.....	73
Faculty.....	92
Staff.....	95
Board of Trustees.....	98
Academic Calendar.....	99
Campus Map.....	102
Appendix A.....	103
Appendix B Plagiarism.....	105
Appendix C Fee Sheet.....	109
Index.....	121

## President's Message



Greetings,

What a joy it is to provide you with academic information about one of God's hidden gems, Clear Creek Baptist Bible College. Since 1926, Clear Creek has existed to train those called by God to serve in ministry according to their fullest capabilities. As a result, this institution is known throughout the country as a premier place to receive a world-class theological and ministerial education. Those who train here are equipped and prepared to go anywhere. We have alumni serving in a plethora of positions in places all over the world. Clear Creek is proudly accredited by both ABHE and SACSCOC. These accreditors assure that Clear Creek is a premiere institution of biblical higher education, and their partnership guarantees our graduates that their degrees will carry weight and acceptance in all realms of academia and practical ministry.

The College campus is in a rural retreat-like setting. Our vast campus borders Pine Mountain State Park, which allows our students to study in a place surrounded by the breathtaking beauty of God's undisturbed creation. Clear Creek also offers online students a cutting-edge delivery system. Our online students have the opportunity to connect with professors, fellow students, and the campus as a whole in ways that seemed impossible just a few years ago. Clear Creek Baptist Bible College has a family atmosphere across our physical and digital campuses. If you are a current student, we are honored to have you. And if not, we would love to see you become part of the Clear Creek Family.

Blessings,

Dr. Charlie Goodman  
President

*“For Ezra had prepared his heart to seek the law of the Lord, and to do it, and to teach statutes and ordinances in Israel.” Ezra 7:10*



Clear Creek Baptist Bible College's seal provides a vivid representation of our priorities.



#### **THE SHIELD**

*"Above all, taking the shield of faith..." Ephesians 6:16.*

Clear Creek Baptist Bible College, from its beginning, has existed to provide educational preparation for adults called of God into Christian service. Students in this theological school have taken the shield of faith, burning bridges of security behind them by responding to God's clarion to prepare for special Christian service.



#### **THE SPIRIT**

*"I will pour out in those days of my Spirit; and they shall prophesy." Acts 2:18.*

The college maintains a special interest in Baptist preachers who have yielded to the call to preach after they have reached mature years. Touched by the Holy Spirit's tongue of fire, Clear Creek students have exchanged personal ambitions for a torch of knowledge, a desire for an understanding of spiritual truths.



#### **THE BIBLE**

*"All Scripture is inspired by God and profitable..." II Timothy 3:16.*

The school is an adult educational institution maintained to meet a specific need in the program of Southern Baptist education. Students are offered ministerial preparation centered on the study of the Bible.



#### **THE MOUNTAINS**

*"I will lift up my eyes unto the hills..." Psalms 121:1.*

From its founding the school has considered the southern mountain region as its distinctive field and its work is conducted with a view to supplying well-prepared Christian leadership for this area. Although the school's special ministry centers in the Appalachian regions, students are not limited to these areas. Students come from throughout the Southern Baptist Convention.



#### **THE CROSS**

*"...that in all things He might have the preeminence." Colossians 1:18.*

The Cross--and all that word implies--is the center of this school's life. Christ commands every Christian to bear his cross and to share in the ministry of the gospel.

## College History

Dr. Lloyd Caswell Kelly, pastor of the Pineville First Baptist Church, founded Clear Creek in 1926. His mission for bringing Christian education to the mountains was twofold. He was inspired to charter Clear Creek Mountain Springs, Inc. "...for educational, recreational and religious purposes, with two objectives in mind: (1) to provide grounds for assemblies and encampments and (2) to establish a base for a 'mountain mission' program." The first sessions for preachers were held July 18-August 1, 1926, with twelve students.

In 1946, the General Association of Baptists in Kentucky (now the Kentucky Baptist Convention) approved the name of the school as Clear Creek Mountain Preacher's Bible School. The primary focus of the school continued to be educating God-called men and women for Christian ministry.

From 1954-1982, Dr. Dennis Merrill Aldridge served as the second president of the school. Under his leadership, the school grew to offer a four-year baccalaureate degree. A charter revision in 1957 changed the name to Clear Creek Baptist School.

From 1982-1988, Dr. Leon Dennis Simpson was president. He led the school to receive accreditation from the Accrediting Association of Bible Colleges in 1986 at which time the name was changed to Clear Creek Baptist Bible College. The Pomeroy Family Life Center was constructed. An innovative class schedule was adopted that encouraged enrollment of commuting students.

From 1988-2007 Dr. Bill D. Whittaker served as president of the college. Early in his administration, the college became debt free and continued to operate without debt. In 1996, the Association of Biblical Higher Education reaffirmed the college's accreditation for ten years and then reaffirmed the accreditation until 2017. A successful capital campaign concluded in 1998 with the completion of a new classroom building and nearly a million dollars in additional endowment. In June 1999, the college received accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools, and the accreditation was last renewed in June of 2015.

From 2007 until December 2022 Dr. Donnie Fox served as the fifth president and was the first Clear Creek alumnus to serve as president of the college. He served at Clear Creek since 1999 in various administrative roles in College Relations, Admissions and Development. The President's home was moved back on campus in the first year of his presidency to have better interaction with the campus family. Under his leadership, the college met a \$1,000,000 goal of gifts and pledges for a Student Workship Endowment and was able to secure two decennial accreditation reaffirmations: SACSCOC and ABHE. During his administration, the college curriculum was adjusted to combine all Bachelor's Degrees into one, the Bachelor of Arts in Ministry, which is a more flexible degree. A Bachelor of Arts in Ministry degree was also developed to be delivered completely online along with the development of a high school dual enrollment program. In 2020, the college was approved to offer a direct assessment competency-based Master of Arts in Ministry degree. Campus improvements completed during Dr. Fox's tenure include resurfacing campus roadways, renovation of Melzoni/Alumni Hall and the installation of screens, projectors and video cameras in the chapel to livestream chapel services. Campus classes are now livestreamed to give online students the opportunity to experience the live classroom setting. The college continued to operate without debt under his leadership.

Dr. Charles R. Goodman, an alumnus of Clear Creek, became the sixth President of CCBBC January 1<sup>st</sup>, 2023. He has served the college in various administrative and faculty roles, including Dean of Students and Professor of Theology, since 2014. Dr. Goodman also served as the first director of the competency-based Master of Arts in Ministry degree. Currently, under Dr. Goodman's leadership, the school has extended its offerings to include tracks in Pastoral Ministry, Biblical Counseling Ministry, Christian Apologetics Ministry, and Biblical Studies.

## Denominational Affiliation

In 1946, Clear Creek became a recognized educational institution of the Kentucky Baptist Convention. It shares in the money allocated to Christian Education by the Kentucky Baptist Convention. The convention nominates and elects the 32 trustees of the college. The college operates cooperatively within the policies, plans, and programs of Kentucky Baptists and has fellowship with the churches of the Southern Baptist Convention. The ministry of the college serves the needs and interests of the denomination.

### **Doctrinal Statement**

The charter of the college provides that all members of the Board of Trustees and the teaching and administrative staffs shall be members of Southern Baptist churches in good standing. The Baptist Faith and Message Statement of 1925, with revisions in 1963, 1998 and 2000 is the adopted statement of faith for all faculty, staff and trustees of the college as a witness to our beliefs and a pledge of our faithfulness to the doctrines revealed in Holy Scripture. All employees sign annual contracts signifying adherence to the college's statement of faith.

## The Baptist Faith and Message

### I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

### II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

#### A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.*

#### B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was

with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

*Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18, 29; 10:30, 38; 11:25-27; 12:44-50; 14:7-11; 16:15-16, 28; 17:1-5, 21-22; 20:1-20, 28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5, 20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8, 24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15, 24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.*

### **C. God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

*Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4, 38; 4:31; 5:3; 6:3; 7:55; 8:17, 39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16, 26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.*

## **III. Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

*Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19, 21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

#### **IV. Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21, 36; 5:24; 10:9, 28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18, 29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

#### **V. God's Purpose of Grace**

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

*Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45, 65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39–12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.*

## **VI. The Church**

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

*Matthew 16:15-19; 18:15-20; Acts 2:41-42, 47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.*

## **VII. Baptism and the Lord's Supper**

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

*Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.*

## VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

*Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3, 33-36; John 4:21-24; 20:1, 19-28; Acts 20:7; Romans 14:5-10; I Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.*

## IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

*Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10, 23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10, 16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

## X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

*Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27, 30, 36, 44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40, 48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28, 35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

## XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly

to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

*Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8, 16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.*

## **XII. Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

*Deuteronomy 4:1, 5, 9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3, 8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.*

## **XIII. Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21, 42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.*

## **XIV. Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and

direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

## **XV. The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.*

## **XVI. Peace and War**

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war. The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

*Isaiah 2:4; Matthew 5:9, 38-48; 6:33; 26:52; Luke 22:36, 38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.*

## **XVII. Religious Liberty**

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

*Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.*

## **XVIII. The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6, 15; 23:13-14; 24:3; 29:15, 17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8, 14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.*

### **Clear Creek Baptist Bible College Core Values**

#### **Centrality of Christ**

We are a community of Christians brought together by faith in Christ as Savior and Lord and by surrender to His call to service. We are committed to seek His will; to communicate with Him through prayer; to deepen His lifestyle through the indwelling of the Holy Spirit; and patiently work for His unity among us.

#### **Trustworthiness of Scripture**

We are a community of learners who affirm the total trustworthiness of God's revealed word as the guide for our lives and the foundation for our equipping ministry.

#### **Evangelism and Missions**

We are a community of individuals redeemed from sin by the death and resurrection of Jesus Christ, and transformed by the power of the Holy Spirit. We affirm He died for the whole world and commissions each believer to take the Gospel into the world. We commit ourselves to the priority of personal evangelism and world missions.

#### **Servant of the Churches**

We are a community that exists to train individuals sent to us by the churches. We commit ourselves to serve the needs of the church.

### **Mission Statement**

Clear Creek Baptist Bible College exists to provide educational preparation for adults called of God into Christian service.

### **Statement of Purpose**

The purpose of the educational program of Clear Creek Baptist Bible College is to provide a quality Bible-based education with an emphasis on practical Christian service.

### **CCBBC Institutional Objectives**

To fulfill its mission, Clear Creek Baptist Bible College will seek to:

1. Nurture God-called students as they prepare for the Lord's work.
2. Provide a quality Bible-based education with an emphasis on practical Christian service.
3. Initiate and maintain cooperative relationships with individual Christians, churches, associations, and conventions.
4. Secure and manage human, physical, and financial resources guided by biblical principles.

### **Educational Objectives**

The men and women who have been called of God into Christian service through His church and are graduates of Clear Creek Baptist Bible College should demonstrate:

1. Knowledge and understanding of the Bible and Christian theology.
2. Sensitivity to the needs of people and the ability to minister from a biblical perspective.
3. Communication skills in the context of ministry.

## **Philosophy of Education**

Clear Creek Baptist Bible College believes God, the eternal Creator of heaven and earth, has revealed Himself generally in nature and human conscience and specifically through His Son, Jesus Christ, and the Holy Scriptures. We believe these Scriptures are a faultless guide for individual believers and congregations of believers. Therefore, the school's curriculum has the Bible as its basic textbook, and all studies are related to it in such a manner that its truths and principles govern the content of the courses and the conduct of the teachers and the students. We believe in the soul competency of mankind to comprehend general and special revelation with God's help.

We believe God calls all believers to salvation and service in His kingdom. We believe further that God calls some members of the church to exercise their spiritual gifts as leaders of the church. God desires that these gifted people develop their spiritual gifts and grow in their ability to serve the church. People of mature years receive this special calling and deserve our assistance in their personal spiritual development. The Holy Spirit enlightens the sin-darkened minds of believers, and dedicated professors can serve as His instruments in this process of illumination carried on by the Holy Spirit.

We believe our college is a servant of the churches and should respond to and cooperate with them in the furtherance of God's kingdom. We can serve the churches by training those whose calling and gifts the churches have affirmed. This training rightly includes: spiritual development so the student can become a mature disciple of our Lord manifesting self-control and self-discipline, general education so the student can function as a respected leader in his community, biblical-theological studies so the student can understand something of the nature of God and the Christian world view, and practical training so the student can exercise his gifts in the context of the local church and community. All students should understand the church's missionary mandate and commit themselves to fulfilling their part in it.

### **A Biblical Worldview Rationale**

The mission of Clear Creek Baptist Bible College is to provide educational preparation for adults called of God into Christian service. The purpose of the Clear Creek Baptist Bible College is to provide a quality Bible-based education emphasizing practical Christian service. The mission and purpose of the College guide the curriculum's requirements that every Bachelor of Arts in Ministry student, online, on campus, or hybrid, regardless of which Track the student enrolls, the student must complete the required forty-four hours of Bible, a minimum of thirty-two to thirty-five hours of General Education studies. At Clear Creek Baptist Bible College, students are required to do more than merely study the Bible. They report church and other ministry engagements through the Christian Service Assignments, church involvement, and supervised internships. The faculty and staff at Clear Creek Baptist Bible College are committed to a biblical worldview.

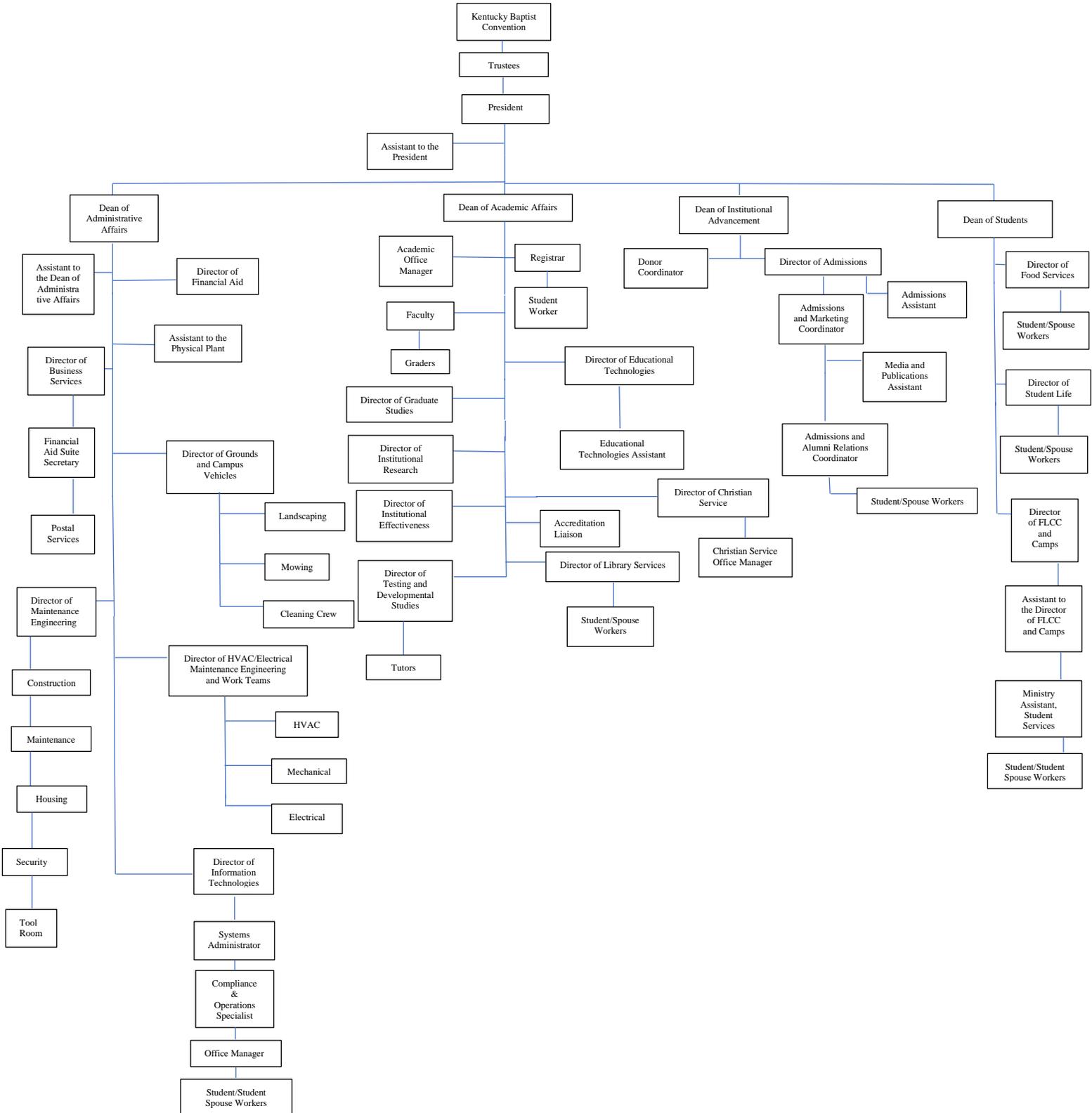
### **A Definition of a Biblical Worldview**

Clear Creek Baptist Bible College defines a biblical world view as:

A biblical worldview serves as a framework for understanding the world around us. It emphasizes the importance of recognizing and applying the truths disclosed by God in His infallible Word, which serves as the final authority in all areas of life. This perspective acknowledges several key principles: God as the Creator, humanity created in His image, and the inherent sinful nature of people as a result of the fall of man in Genesis 3, which necessitates salvific regeneration. According to biblical truth, and thus a biblical worldview, salvation is found exclusively in Christ, and complete restoration through Him will be realized in the eternal state, when God will make all things new and dwell with His people forever. This understanding has a profound impact on our relationship with God, our interactions with others, and the way we choose to live our lives.

**Organizational Chart for Clear Creek Baptist Bible College (Revised-July 11, 2025)**

Organization is the patterns of relationship between the human resources of the organizations. It maps the lines of responsibility and work assignments. Clear Creek Baptist Bible College can be described by the following organizational chart:



## Campus Grounds and Facilities

The campus consists of over 700 acres of beautifully wooded mountain land in Bell County, Kentucky, where the two forks of Clear Creek meet. The campus lies south of Pineville. It is three miles off US 25E on Hwy 1491 leading to Pine Mountain State Resort Park which adjoins the college campus.

There are 50 buildings of various types on the campus. Many of them are constructed of native stone. The college has 38 family housing units and 47 dorm rooms. Many faculty and staff members are housed on school property.

**Bear Trail** has eight units with 2 or 3 bedrooms for families.

**Harmony Heights** has three 3- bedroom duplexes providing six family housing units.

**Hemlock Heights** has six duplexes that provide eleven units of 1 bedroom, an available laundry facility, and a picnic shelter.

**Holly Hill** has thirteen individual units with 2 or 3 bedrooms for families and two ministry retreat houses.

**Kelly Hall** is a large three-story stone and concrete building containing dormitory rooms for single male students and overnight commuters. It also houses the campus dining hall.

**Melzoni-Alumni Hall** has six 3-bedroom apartments. These apartments house the single female students, faculty/staff families, and missionaries in residence.

**Matthew Black Camp and Conference Center** contains accommodations for 131 short-term visitors.

**The Asher Building** features a classroom, music practice rooms, and offices.

**The Whittaker Building** contains 8,500 square feet made up of a lecture room, science room, and four classrooms.

**The D. M. Aldridge Building** contains administrative and faculty offices, the chapel and the campus store located in the welcome center.

**The Foxes' Den** houses the post office and student lounge.

**The Pomeroy Family Life and Conference Center** houses the gymnasium, swimming pool, physical fitness and exercise facilities, arts and crafts area, childcare facilities for faculty/staff/students and serves as the student activities center for the campus.

**The Physical Plant Building** contains offices and the maintenance shop.

**The Correll Building** houses the **Carolyn Boatman Brooks Memorial Library** along with the Educational Technologies and the Information Technologies Departments. The Brooks Memorial Library is an essential part of the instructional program as it supports, supplements, and continues classroom instruction. The library has over 36,000 print books and nearly 100 print periodicals, as well as access to over 22,000 electronic books and thousands of full-text periodicals through subscriptions to online databases. These resources provide students and faculty with materials for classroom preparation and professional growth.

The Director of Library Services oversees the library and provides bibliographic instruction, both in a formal classroom setting and informally to individuals. The library staff consists of a cataloging specialist and

student workers who assist patrons in tasks such as: finding resource materials within the library, using a laptop or computer, and assisting patrons with the use of printers and copiers.

Fresh coffee is always available in the lounge area downstairs, while the second floor houses a fully functional classroom, a quiet study area/tutoring center, a children's room with a selection of children's books, and a lending lab. The archive room, displaying items of historical interest in connection with the history of Clear Creek, is viewable on the second floor as well.

**Physical Impairment**

Due to the mountainous terrain on which the campus is located, it is recommended that persons who are confined to wheelchairs or have a severe physical impairment should visit the college campus to determine the accessibility of all facilities.

**Guest Accommodations**

Relatives and friends of students or other interested persons, who may wish to visit the school, are welcomed as guests in Kelly Hall. A very moderate scale of charges has been established to meet the costs of providing for such guests. Limited availability requires a reservation for Kelly Hall guests. The contact number is 606-337-1554.

Clear Creek Baptist Bible College has also established two housing units to be used as Ministry Retreat Housing. These houses are located in Holly Hill and are reserved for those in ministry who wish to come for a time of rest and relaxation. There is no cost to stay at these houses. To make a reservation, contact the College Relations Department at ext. 109.

## Student Life

### Student Life Program

A well-rounded Clear Creek student is involved in worship, recreational and social activities outside the classroom. A Student Life Program has been developed at Clear Creek, which has as its purpose, "to minister to the total person, seeking to help each administrative, faculty and staff member, student, and family to maintain a healthy mental, physical, and spiritual life-style." The Director of Student Life coordinates all activities related to student life.

### Student Advisory Council

This council is constituted to stimulate a wider range of student participation in campus life. It serves as a liaison between the student body and the faculty/administration. The student body annually elects a president, a vice president and a representative from each campus residential area to serve on the Student Advisory Council. For further information, consult the *Student Handbook*.

### Church Participation

The students and staff enjoy ample opportunities for participation and involvement in church activities. The school expects every student to become a member either of the church or mission where serving, or one of the area churches.

Each semester, students must enroll in *Report of Church Involvement (RCI)* and submit online a weekly report to the Director of Christian Service. Specific instructions regarding how to complete and submit this report will be provided during orientation and can be found in the *Christian Service Handbook*.

### Mission Activities

The college has been characterized by a distinctive missionary emphasis. Every effort is made to acquaint the students and their families with the program of world missions conducted by Southern Baptists. Clear Creek seeks to have a furloughing international missionary on campus at least one semester each school year. In addition, several North American and international missionaries are scheduled to speak in chapel programs throughout the year.

### Women in Ministry

Clear Creek Baptist Bible College Women in Ministry offers events for the women on campus during each semester with the purpose of equipping women for ministry, fostering fellowship, and for spiritual encouragement. The Senior Tea culminates the Women in Ministry year by honoring all graduate ladies and wives of graduates. All women are invited and encouraged to attend each event.

### Medical Care

Clear Creek Baptist Bible College offers Teladoc health benefits to our full-time degree seeking students only. Teladoc Health is a virtual healthcare service that offers convenient, confidential access to quality providers 24/7, anytime, anywhere. Students who register for this service are able to schedule a visit with one of Teladoc's U.S. board-certified and licensed providers and can be diagnosed, treated and prescribed medication if necessary. The Director of Student Life oversees this service.

### Agape Fund

Almost every student family has continuing financial needs which at times may become critical. The AGAPE FUND has been established by the student body and is maintained through donations received periodically from members of the campus family and others. The Director of Student Life oversees this fund. See the *Student Handbook* for procedures for obtaining funds from this account.

### Public Schools

There are several possibilities for education of school children in nearby schools. Pineville City Schools (about four miles from campus), Bell County Public Schools (approximately five miles from campus) and Gateway Christian School are available. Campus children can be transported by school bus to schools in the Bell County School system. Students in grades K-8 may attend Bell Central School and students in

grades 9-12 may attend Bell County High School. Students in grades K-12 may attend Pineville City Schools, however, transportation is not provided. (Pineville City Schools is limited on the number of students that can enroll if the student lives outside the city.) Gateway Christian School, K3-12, is in Middlesboro, Kentucky (approximately twelve miles from campus). Those who attend Gateway must pay tuition and provide their own transportation.

***Clear Creek expects its students to enable their children to be present throughout the entire public-school year.*** Students are expected to cooperate completely with the school authorities and to exhibit a Christian spirit at all times. Every effort is made to keep a harmonious and helpful relationship with all of the local schools.

### **Recreation Facilities**

The Pomeroy Family Life and Conference Center is the major recreation facility available to all campus residents. It operates year-round offering swimming, basketball, weightlifting, ceramics, general exercise and other recreational activities. A ball field and walking trails are also available. Nearby Pine Mountain State Resort Park and the city of Pineville provide other recreational facilities. The Director of FLCC & Camps oversees ministry.

## Student Regulations

### Family Housing

Students are expected to keep the premises clean. No alterations of any kind are to be made without written permission from the Physical Plant. Students likewise are expected to keep noise to a minimum. Students are allowed pets such as hamsters, gerbils, birds and fish.

Parents are expected to exercise proper supervision of their children and are responsible for their behavior. Children are not normally allowed in Kelly Hall or the academic and administrative buildings, except for scheduled meetings and in the company of adults.

### Single Student Housing & Commuter Housing

Kelly Hall is the residential dorm for male single students, male commuters and campus guests. The campus dining room is also located in Kelly Hall. Melzoni-Alumni Apartments serves as the residential area for our single females. We do not allow pets of any kind in single housing.

Semester housing for new students begins the Saturday before orientation week and ends the weekend of finals week. Semester housing for returning students begins the weekend (Friday - Saturday) before classes begin and ends the weekend of finals week. Students do not have to vacate their rooms for holidays, fall and spring breaks, or winter break.

The Director of Student Life distributes regulations governing Kelly Hall/Melzoni-Alumni Apartments to each resident in the Kelly Hall/Melzoni-Alumni Apartments Handbook.

### Security Deposit

A security deposit (one month's rent for married housing / \$100 for a single housing) must be paid by each resident planning to live in campus-owned housing and must be paid before keys are issued. Before a student moves in, a check-in inspection is conducted with each new tenant by a representative of the physical plant department or Student Life. A housing inspection checklist is reviewed and signed by both. The check-in inspection form is kept on file in the Physical Plant or Student Life Office and a copy is sent to Business Services.

Security deposits are refunded within two (2) weeks after the student moves out if the following guidelines have been met:

- A. Premises are left in same condition as they were found; check-in slip will be compared to check-out slip for evaluation.
- B. The residence must be swept/vacuumed and all trash removed from the resident's property and properly disposed.
- C. Student moving before graduation gives a written notice of moving date.
- D. All keys to housing unit and mailbox are turned in before or upon departure.
- E. Student's account must be paid in full. If not, the refund will be applied to the student's outstanding balance. If this results in a credit balance, then a refund check will be issued.
- F. If the residence houses two married students, **both** student accounts must be paid in full.

### On Campus Residency Requirement

The school welcomes students who live near enough to drive to the campus for one or more classes each day. Any student carrying less than 12 credit hours is considered part-time. All the rules and regulations of the school apply to part-time students as well as those who are carrying a full load on campus. Those living on the campus, however, are expected to take a full academic (12+ credit hours) load unless approved by the Academic Office to do otherwise. Appeals for exception to this policy must be made in writing to the Academic Dean who will confer with the Faculty Advisor and Administrative Staff.

Students moving into campus housing must pay all required housing application fees, housing deposits as well as their portion of their anticipated first semester charges prior to moving into campus owned housing units. Students will be required to pay one-fourth of the actual semester bill or estimated semester charges.

### **Student Housing Rent**

Married housing rent is charged monthly. Rates for Kelly Hall/Melzoni-Apartments are charged by the semester (per number of weeks) and summer rent (May/June/July) is paid monthly out of pocket to the business office by the resident and NOT applied to the students' account. See *Student Handbook for details*.

### **Vacating Student Housing**

It is necessary for students who graduate to vacate family housing by May 31 (Monday following graduation for single student housing), to allow time to get housing ready for new students. A written request must be made to the Physical Plant or Student Life office to stay beyond the deadline. Each request will be answered in writing by the Physical Plant or Student Life office. Graduates are required to give a written notice of departure and must notify Physical Plant or Student Life of their date of departure.

Any student who moves before they graduate is required to give a written notice to Physical Plant for family housing or a 30-day written notice to Student Life for single housing. Failure to give a written notice or failure to follow check-out procedure will result in forfeiture of their security deposit. See *Student Handbook for details*.

### **Refunds**

Rent will be prorated for students leaving campus housing. Each full month left in the semester will be refunded fully. A partial month will be prorated according to the day you move off campus as follows:

<u>Move Date</u>	<u>Partial Month Rent Refund</u>
1 <sup>st</sup> – 7 <sup>th</sup>	75%
8 <sup>th</sup> – 14 <sup>th</sup>	50%
15 <sup>th</sup> – 21 <sup>st</sup>	25%
22 <sup>nd</sup> – 31 <sup>st</sup>	0%

### **Housing Changes**

Housing assignments are made on the basis of immediate (husband, wife and children) family need and availability of a suitable unit. Any student wishing to move to a different campus residence must submit a request in writing to the physical plant or Student Life office. Requests should be made based on valid reasons such as need (change in family size), or medical reasons, not personal preferences.

Permission to move from one campus house to another may be denied if the present housing unit is damaged beyond normal wear and tear. If a request is made to move, an inspection will be made before permission to move is given. Damages will be assessed and charged to the student's account.

Flagrant abuse of a housing unit or documented incidents of disruption of campus unity may result in dismissal from campus housing.

### **Students Moving from Single Housing to Family Housing**

Single students planning on marriage must apply for student family housing. If housing is available, the student may request housing assignment up to 2 weeks prior to the wedding date with the following stipulations:

- A. Check in procedure is scheduled with the Physical Plant.
- B. Rent and utilities become the responsibility of the resident on the check in date. Utilities must be transferred to student's name with the utility companies.
- C. Keys will be issued on a daily basis and must be turned into the Physical Plant by 4:30 pm each day.
- D. The house will be locked by resident when resident is not in possession of the keys.
- E. No person shall live in the house until the wedding.
- F. The couple will not be allowed in the house at any time without providing a suitable chaperone.

Any variation from these stipulations will be at the discretion of the Director of Maintenance Engineering or the Dean of Administrative Affairs.

### **Graduate Program Housing**

Please refer to the Graduate Course Catalog.

### **Vehicles**

Students are expected to observe carefully the posted 15 MPH speed limits on the grounds and 10 MPH in housing areas, to obey one-way and directional signs, and to respect the parking areas designated for the use of visitors and members of the faculty and staff. The use of ATVs, motorcycles, motorbikes, or mopeds on campus is prohibited; any request for a waiver to this rule must be submitted in writing to the Physical Plant. All vehicles must be properly registered with the school and display a numbered parking tag for identification. Parking tags may be purchased in the Business Office. Tickets are issued for illegal parking, parking in "no parking zones", no tag, speeding, or reckless driving. The cost of a ticket is \$10.00 within the first 24 hours of receiving it and will increase to \$15.00 after.

### **Narcotics**

Clear Creek is in compliance with Public Law 101-226 for drug free schools and communities. As clearly stated in the application for college admission, students and their family members pledge not to engage in the use of tobacco, marijuana or any derivative compounds, E-cigarettes (vaping) or the use or distribution of alcohol, illicit drugs, drug paraphernalia, or any other substance of abuse while enrolled. Substance abuse in any form of alcohol, narcotics, hallucinogenic, sports enhancement, or any other controlled substance will be an obvious breach of Christian commitment and will result in immediate expulsion.

### **Divorce**

We at Clear Creek acknowledge the devastation that divorce can bring to a family. If a student experiences divorce during his or her study at the College, school administration, in collaboration with the student, will determine a course of action that best serves his or her scholastic and family interests. For example, should the student continue pursuing coursework or is it best to forego classes for a semester? To determine a course of action, the Dean of Students will:

- 1) Assess the spiritual and emotional well-being of the student.
- 2) Refer the student to a counselor who can offer a biblical approach to divorce care.
- 3) Consult with the counselor, Student Affairs Committee, and the Executive Staff to make a determination for the student's best course of action.
- 4) Notify the student in writing with the final decision regarding whether he or she needs to sit out a semester.

### Statement on Student Use of AI Technology

The emergence of AI technology, and its foreseeable impact on education necessitates that the college make clear to all students the following position statement:

*The use of AI technology for assignment completion and achievement of academic credit is neither consistent **theologically** nor **ethically** with the calling of Gospel ministry which brings students to Clear Creek Baptist Bible College.*

Therefore,

**The use of AI technology for any purposes in contribution to an assignment, will in all cases be viewed by the college as analogous to consultation with another person or external source for assistance.**

- As such, the use of AI technology for generative purposes in assignment completion ***is expressly prohibited under the purview of plagiarism***, and will be subject to the same disciplinary policies which attend and describe instances of plagiarism.

*First Draft to President, Dean & AAC (11/6/23)  
AAC Revision & Final Recommendation (1/8/24)  
Faculty Vote of Approval (1/8/24)*

### Student Pledge Related to Academic Integrity

*After confessing the Lordship of Christ and believing in His resurrection from the dead, I recognize that I am an image-bearer of God, and have become a disciple of Jesus Christ – being now indwelt by the Holy Spirit of God. Therefore, I pledge to abide by the principles of integrity expected by the Lord Jesus as expressed in God’s Word – to love God with all my heart, soul, mind, and strength; to love my neighbor as myself; and to abide in Christ’s love by obediently following all His commands. As such, I pledge to glorify Jesus Christ in my academic work by being: (1) **honest** – doing my own work (without using Artificial Intelligence software to create content) and properly citing others whose work I utilize (thus avoiding plagiarism); and (2) **dutiful** in study and service – doing all class assignments as directed and on time.*

### Student Concerns/Complaints Regarding Accreditation

Formal complaints by students in reference to issues that relate to accreditation standards are the concern of the academic office. The academic office maintains records relating to issues raised by students as well as action taken by the college to resolve those issues. The proper procedure for formal complaints are as follows:

1. Student's academic advisor
2. Academic Dean
3. President
4. Board of Trustees (at the President's initiative)
5. Accrediting Association (contact information in *College Catalog* p. 1) Individuals may also find the procedure for filing a complaint with SARA by visiting <https://nc-sara.org/sara-student-complaints-0>.

### Student Concerns/Complaints

The proper procedure for a student to follow in registering a concern, suggestion, criticism, complaint or conflict is as follows:

1. If at all possible, the student should talk with the person involved to see if the matter can be resolved.
2. If the matter is not resolved satisfactorily, the student should contact his/her academic advisor.
3. If the student is still not satisfied and the matter deals with an academic issue such as a track, course, curriculum, grade(s) or professor, a written statement should be given to the Academic Office (with a copy to the President). If the matter involves issues outside the classroom, a written statement should be given to the Director of Student Life. All written statements need to be addressed in a fair and professional manner. The appropriate office will issue a written response in a timely manner.
4. If the student feels the need to further pursue this matter, a written statement should be given to the Dean of Students. All written statements need to be addressed in a fair and professional manner. The Dean of Students will issue a written response in a timely manner.
5. If the student feels the need to further pursue this matter, a written statement should be given to the Student Life Committee (with a copy to the President). All written statements need to be addressed in a fair and professional manner. The Student Life Committee will issue a written response in a timely manner.
6. If the student feels the need to further pursue this matter, they may confer personally and at length with the President.

### Code of Conduct

Clear Creek Baptist Bible College students, faculty and staff are expected to abide by a code of Christian conduct based on biblical principles. The college administration believes that each person involved in the college should maximize his/her influence for Christ both on and off the campus. Without being unduly legalistic, the following guidelines have been set forth to govern specific areas of student life:

1. **OUR TALK:** Strive to speak with love, kindness and compassion even when others do not talk, act and dress as we think they should.
2. **OUR ACTIONS:** Act toward others the way Jesus would in similar circumstances. This will help us to maintain a wholesome respect for each other.

3. **OUR DRESS:** As a Christian and a member of the Clear Creek Baptist Bible College family each person is accountable for the image, or appearance, he/she portrays. Students are to be careful at all times of their personal hygiene, modesty, and neatness. For both men and women, clothing should never be too tight or revealing. All persons are encouraged to use Christian integrity concerning dress, hair length and wearing of jewelry. (Please refer to *Student Handbook* for further details.)

A student may be placed on probation or dismissed from school for behavior or attitudes which violate the Christian commitment, standards of conduct and/or regulations or policies of the school.

### Chapel Attendance Requirement

For Bible College students who are preparing for ministry, Chapel attendance is especially important. All degree seeking students (on-campus and online, full-time and part-time) are required to attend all Chapel sessions including revivals and lecture series. Chapel generally meets twice weekly on campus.

Campus students will report chapel attendance using the “tap-in/tap-out” system. To record attendance, the student will scan his or her Student ID Card on one of the scan pads located just inside the main Chapel doors. Students who tap in 10 minutes after the start of Chapel will be counted "late." Three tardies will equal one absence. If and when the “tap-in/tap-out” method is not operational, students will be advised on a procedure during that Chapel. Absence from four or more chapels will be considered failing.

Distance Education students (commuters and campus students with a “physical attendance” exemption) must view chapel sessions on the Canvas Chapel Course Site. By viewing the embedded video on the Canvas Chapel Course Site, the student’s attendance is automatically recorded. To view a Chapel session, please login to your Canvas Chapel Course Site.

Substituting online attendance for the required on-campus attendance is only allowed in special and rare cases and then only by written permission from the Dean of Academic Affairs. This policy brings Chapel attendance in line with the Class Attendance policy.

The reporting of **online** attendance for Chapel is made automatically when the student visits the “Chapel” Canvas site and views the appropriate recording.

- Each Chapel service will be available for the student to view as soon as possible after the actual event.
  - Students must view the recording by midnight Sunday night of the week following the actual event.
    - For example, a hypothetical Chapel service on Tuesday, January 1 must be viewed by midnight Sunday, January 11. A Chapel service on the following Thursday, January 3 would have the same deadline (midnight Sunday, January 11).
- If a student has not viewed a session by the deadline, that session will be counted as an absence.
  - Once a student has exceeded the maximum number of absences allowed by the policy, a failing grade will result.
    - If a student exceeds the limit on absences, he or she should **continue to attend**. Continued attendance will impact the decision on how the failed semester of Chapel will be made up.
  - Students should realize that in order to graduate, the student must have a passing grade for each semester attended.
    - This means a failed semester of Chapel may delay the possibility of graduation by at least one semester.

Failure to meet the Chapel attendance requirement will result in failure of Chapel as a class for that semester. A student cannot graduate without one passing grade in Chapel for each semester attended. Each failed Chapel grade must be replaced by a special course or assignment as specified by the Dean of Academic Affairs.

### Rationale for Chapel Services

Clear Creek Baptist Bible College desires to nurture God-called men and women as they prepare for the Lord’s work. Chapel services undergird the college’s biblical worldview. Chapel services allow students, faculty, staff, and guests opportunities to assemble twice a week to worship Jesus through song and the Word as a unified body.

## Business Services

### Financial Regulations

Clear Creek Baptist Bible College is supported by the Kentucky Baptist Convention through the Cooperative Program. Additional income is received from endowment, auxiliary enterprises and in the form of gifts and grants from alumni, friends, churches, businesses, and foundations. The institution receives approximately 30% of its total operating budget from tuition & fees paid by students. Every effort is made by the college to keep the cost as low as possible. Please see the Tuition and Fees sheet for current charge.

### Credit Policies

Students are not permitted to neglect their accounts with CCBBC. The college enforces its credit and collection policies in order to maintain a fair, consistent and sound business relationship. All funds received from all student aid (including state, federal, and scholarship sources) will be credited to the student's account in the Business Office. Students must pay accounts in full by the end of each semester to avoid a 6% finance charge.

### Payment Policies

**Students must have an account balance of \$0.00 or a credit (-) balance prior to entering class each semester.** Students must take financial obligations seriously or face suspension from classes or termination of enrollment. No grades, degrees, diplomas or transcripts are issued until all financial obligations are met.

A payment plan is available to help students. On registration day, the costs per semester for tuition, fees, and housing can be found on the current fee sheet. Any expected financial aid will be subtracted from the total semester charges and the student will be expected to remit the balance due before the first day of classes. Students are expected to provide documentation for any financial aid that will be received from sources other than financial aid provided by Clear Creek.

The deferred payment policy allows students who are not able to pay the semester charges in full before the first day of class to make equal payments during the semester. After consideration of financial aid, one-fourth (1/4) of the balance is due before the first day of class (this is the first payment). Final payment is due by the last day of classes each semester. Any account with an outstanding balance will be charged a 6% carrying charge which will be assessed once at the end of the fall and spring semesters. Students will not be allowed to enter class for the next semester with an outstanding account balance. (The above payment policy is also in effect for the summer term.)

### Tuition Refund Policies

Clear Creek maintains a policy for refund in such situations as:

1. The student fails to enter the course.
2. The student withdraws from the course

Refunds will be made in accordance with U.S. Regulations 34 CFR 668.22, and the Federal Student Financial Aid Handbook as follows:

1. 100% - withdrawal on 1st day of class (less permitted fee of \$100.00 or 5% of charges whichever is less).
2. After the first day of class, refunds will be calculated by dividing the number of days attended (first day of class through to withdrawal date including weekends) by the total number of days in the semester (including weekends but minus spring and fall breaks of more than five consecutive days). This percentage will be used to determine the amount of tuition the student will be responsible for while the remainder will be refunded to the students' account. This process is the same used by the Department of Education to determine the amount of Pell the student has earned and what portion has to be returned by the university, and is provided by the Departments' R2 T4 website.

- a. If a student withdraws before the first day of class, no SFA funds may be used to pay any portion of costs, no matter what refund policy a school uses.
- b. A school may exclude from the Institutional charges a reasonable administrative fee, not to exceed \$100.00 or 5% of total charges, whichever is less. Also, a school may exclude documented costs to the school of any non-returnable equipment, or returnable equipment that was not returned in good condition within twenty days of withdrawal.

### **Textbooks**

*Textbooks can be purchased through our virtual bookstore, eCampus. Students can gain access to eCampus by visiting <http://ccbbs.ecampus.com>, which will allow them to purchase textbooks and sell them back to eCampus for cash, virtual bookstore credit or refund to student account. All returns and buy-backs must be conducted through eCampus.*

*Students are allowed to charge textbooks to his/her student account via book vouchers that will be available on their virtual bookstore account once the semester deposit has been paid. For charging privileges, all textbooks needed for a semester must be obtained by the last day a student is allowed to add classes (usually two weeks after classes begin). There will be an exception if textbooks are not in stock at the needed time.*

*When textbooks arrive on campus, notification via email or text message will be sent to the recipient by Business Services personnel via QTrak (our package tracking and storage system). Textbooks may then be picked up in the specified locker located in the Foxes' Den.*

## Financial Aid Services

### Purpose Statement

The role of the Financial Aid Office of Clear Creek Baptist Bible College is to help eligible students pursue their educational goals to facilitate fulfilling God's call on their lives. We recognize that it is the responsibility of the student and his/her resources to meet educational costs through employment, earnings and other available resources. It is the goal of the Financial Aid Office that no student be denied an opportunity for education due to lack of funds.

To the extent that funds are available, Clear Creek is committed to meeting the full documented need of all students. This will be done through federal, state and institutional resources. Clear Creek provides award packages, which contain both gift and self-help forms of assistance. Priority consideration for funding is given to students who meet established guidelines and early submission of aid forms. Clear Creek is further committed to providing funds to our KBC (Kentucky Baptist Convention) students from the affiliated foundations using their scholarship applications, which require 2 scholarship reference letters, to these organizations as well as any funds provided directly to the institution. Non KBC students will be assisted in applying for resources outside of the KBC organizations as they become available.

Financial need is defined as the difference between the total cost of attending Clear Creek Baptist Bible College and the amount of the resources available to the student. Financial aid consists of grants, scholarships, gifts, vocational rehabilitation, and employment. A need analysis system is consistently applied for determining financial aid and used as the basis for allocation of aid. The estimate of a student's expenses includes tuition and fees, room and board, books and supplies, transportation and nominal personal expenses. A student's financial resources will include consideration of all support (i.e., parents, church, denomination, etc.), earnings of student and spouse, savings, veterans' benefits, and /or outside gifts. The total amount of financial aid offered shall not exceed the cost of attendance. The college's aid will augment the student's efforts.

### Financial Aid Application Procedures

A limited number of awards, grants, and scholarships are available to those who apply for them or who, in certain cases, merit them. Over the years, CCBBC has had donors fund scholarships in which a principal amount is invested and the interest is used each fall and spring semester for student aid.

Students should check with the Director of Financial Aid to be aware of current policies and procedures regarding the awarding of financial aid. Scholarships are awarded on a "first come, first serve" basis and are applied to student accounts to meet educational expenses. Clear Creek scholarship funds that create a credit balance on the student's account may be removed in order to avoid an over award.

It is recommended that students accepted to Clear Creek should have funds to cover expenses for the first semester. Assistance sent directly to the student rather than to their account can be used for needs other than those charged to the student account.

IN ORDER FOR A STUDENT TO BE ELIGIBLE TO RECEIVE FEDERAL FINANCIAL AID, THEY MUST BE ENROLLED AS A DEGREE-SEEKING STUDENT AND FILE A CURRENT YEAR FAFSA. TO BE CONSIDERED FOR INSTITUTIONAL SCHOLARSHIPS PLEASE COMPLETE THE OTHER REQUIRED FINANCIAL AID FORMS. THIS INFORMATION AND MORE CAN BE FOUND ON CLEAR CREEK'S WEBSITE AT [www.cbbbc.edu](http://www.cbbbc.edu) UNDER **ADMISSIONS/FINANCIAL AID /FINANCIAL AID RESOURCES**.

#### 1. **FAFSA: Free Application for Federal Student Aid**

- A. For students to be eligible to receive Title IV funds (Pell Grant) and financial aid from CCBBC, the student must fill out a current FAFSA. *Even if you think you won't qualify, it is suggested that you complete a FAFSA just to be sure.* The Pell Grant is pro-rated and, in some cases, students are eligible for smaller amounts. You will need to create a FSA ID and login on the FAFSA site to submit a FAFSA. If you have submitted one before, you will just need to login and resubmit a current FAFSA.

- B. The Clear Creek Baptist Bible College school code you will need to input is: 017044. If you have already filed a FAFSA with a different school code, you can do a *correction* to add Clear Creek. Clear Creek will not be able to administer Pell funds if we are not listed on your FAFSA.
  - C. The student aid report you receive from submitting a FAFSA will be used to determine your eligibility to receive a Pell Grant and possible in-house scholarships. Therefore, it is very important that you apply early and accurately.
- ❖ **Please note that *THE FAFSA IS TO BE RENEWED EACH YEAR IN ORDER FOR YOU TO KEEP RECEIVING FINANCIAL AID.***
- D. If a student's FAFSA is selected for verification by the Department of Education, the Financial Aid Office will send notification by email to the student that a verification worksheet needs to be completed, signed/dated and returned to the Financial Aid Office.
  - E. If verification is not completed by the beginning of the fall semester, Pell Grant will not be factored into calculating the quarter down payment.
  - F. If verification is not completed by the end of the fall semester, the student will be responsible for the entire semester charges and enrollment in the spring semester will not be allowed without a zero balance plus the new 1/4 down payment.
2. **Clear Creek Scholarship Application**: Complete this form for consideration for financial aid scholarships administered by the College. In addition; two letters of scholarship reference stating the students' financial need are required to receive some scholarships from Clear Creek, one from your pastor and one from someone of your choice. Letters can be addressed to "*To Whom It May Concern*" and they must have a signature from the person writing the letter. Also, the pastor's letter must include a statement of whether or not the church is a cooperating KBC or SBC church. This information is subject to review each semester to update any changes.
  3. **Drug Free Declaration Statement**: The Department of Education requires any student who receives financial aid to sign a statement of obligation to remain drug free. Clear Creek Baptist Bible College has adopted a policy concerning "Tobacco, Alcohol, Narcotics, or Illegal Drugs," in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), that was implemented by 20 U.S.C. 1145g. *Clear Creek Baptist Bible College is an alcohol/drug/smoke free campus.*
  4. **Permission to Release Information Form**. The purpose of this form is to give the Financial Aid office the student's permission to release financial information to outside sources (example: Scholarship Foundation) for the purpose of acquiring additional financial aid. (*This form is optional, but we highly recommend that you sign it*).
  5. **Asher Matching Scholarship Agreement Form**: students are also eligible to receive the "Asher Matching Scholarship" if your church wishes to participate. If your church contributes up to \$500.00, the college will match up to \$500.00, as long as no overage on your account is created. The funds are due by December 15th for fall semester and May 10th for spring semester. There is a form the church may fill out; however, the most important thing is that the funds come from the church and the student's name is listed with the check or online payment.
  6. Students must provide updated financial information as needed.
  7. Students shall be made aware of additional scholarships as advertised by the Financial Aid Office.
  8. Scholarships and awards are subject to change at the school's discretion.

### **Satisfactory Progress**

Satisfactory progress must be maintained in accordance with 34 CFR 668.16 and 668.34. All students must have a 2.0 by the end of their second full academic year and must have completed 67% of all attempted hours. (Pace calculations: Clear Creek requires 120 semester hours to graduate. The Federal Government allows a time frame or pace of no longer that 150% of school credit hours required.  $120 \times 1.5 = 180$  attempted hour's maxima.  $120 \div 180 = 67\%$  required to be completed of all attempted at

any given time). Satisfactory Progress is calculated based upon attempted hours and includes course incompletes, failed courses, withdrawals, course repeats, and any transfer credits from other institutions.

As per Subpart C-student Eligibility Sec. 668.34 Satisfactory academic progress, special consideration will be given to "mitigating" circumstances. An appeal for a waiver will be presented to the Financial Aid committee and all circumstances taken into consideration. If the committee feels it is appropriate, on a case-by-case basis, an academic plan could be approved which would allow the student to return to academic progress and aid would be restored. The Financial Aid Director will notify in writing the results of each evaluation and if any appeal has been granted.

### **Awards, Grants and Scholarships**

A limited number of awards, grants, and scholarships are available to those who apply for them or who, in certain cases, merit them. Students should check with the Financial Aid Office to be aware of current policies and procedures regarding the awarding of financial aid. Scholarships are awarded on a "first come, first serve" basis and are applied to student accounts to meet educational expenses. Clear Creek scholarship funds that create a credit balance on the students account may be removed to avoid an over award.

It is recommended that students accepted to Clear Creek should have funds to cover expenses for the first semester. Assistance sent directly to the student family rather than to their account can be used for needs other than those charged to the student account.

### **Student Work-Study/Work-Ship Program**

Clear Creek tries to employ as many students or student spouses as possible. All such employees are issued an identification number to use in clocking-in or clocking-out. Employment Applications may be obtained from Clear Creek's web site or the Business Office. The average hours of employment are up to 20 per week during each semester of classes; however, some offices employ workers for up to 29 hours per week, as needed.

*Before new employment begins*, the Supervisor will send a notification of employment with the new employee to the Business Office and the new employee will be asked to complete withholding forms for federal and state tax purposes. The new employee will need to include their CCBBC mailbox number, e-mail address along with a blank voided check for direct deposit and a copy of their driver's license.

Any person working towards a degree at Clear Creek and an employee of the Work-Study/Work-Ship program is exempt from having social security withheld. Employees not pursuing a degree must have social security withheld. Any semester (including summer terms) a student is not enrolled for classes; social security will be withheld. It is the responsibility of any employee to notify the Business Office in the case of a change in status. Employees are paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month and paystubs are sent to the employee's email. Copies of pay roll reports may be obtained from Business Services with 24 hours' notice.

Off campus employment is available for those willing and able to work. Many establishments are located in Pineville and Middlesboro pertaining to Food Services and retail as well as other employment opportunities. The Office of Employment phone number is (606) 248-2792. *CCBBC encourages students to work, trust in God and not to depend on government assistance for their keep.*

### **Scholarships from Clear Creek Baptist Bible College**

#### **Clear Creek Singers Scholarship**

To be eligible for the Clear Creek Singers Scholarship, the student must be full-time and taking the Singers class for credit. The scholarship funds, in the amount of \$250.00, are awarded to all eligible participants each semester. Part-time students and spouses may participate but will not be eligible for the scholarship.

### **Dr. George M. Asher Matching Scholarship**

The Asher Matching Scholarship is supported by interest from a trust that was left to the college by Pineville physician George M. Asher. The trust stipulates that the income is to be used for student aid. Students are eligible to receive the "Asher Matching Scholarship" *if your church wishes to participate*. If your church contributes up to \$500.00, the college will match up to \$500.00, as long as no overage on your account is created. The funds are due by December 15th for fall semester and May 10th for spring semester. There is a form the church may fill out; however, the most important thing is that the funds come from the church and the student's name is listed with the check or online payment.

The Asher Church contribution must come from the student's home church/church organization or association. *The "Asher Matching Scholarship Agreement" Is Required for The Student to Be Eligible to Receive the Matching Scholarship Funds*. Clear Creek will match funds regardless of a student's GPA as long as the student's grades do not cause him to be dismissed from school. Special consideration will be given to students whose home church is not able to participate.

When the Asher Matching Agreement and contribution is received, Clear Creek will match it according to the church's contribution and student's need up to the maximum amount of \$400.00 for the semester.

### **Mahon Merit Scholarship**

The Mahon Merit Scholarship is available for full-time degree seeking KBC and/or SBC students only. [This is CCBBC students who will have completed a minimum of 1 full time semester of study by the end of the spring semester.] All Online and On-Campus Students are eligible to apply. Students receiving tuition remission are not eligible (including faculty/staff children). Renewal of this scholarship requires continuous enrollment and is renewable with 3.75 GPA and additional requirements. Any type of probation means loss of scholarship. Loss of scholarship can include the following but are not limited to failure to pass all courses (chapel, Christian Service, etc.), maintain church participation, and maintain a Christian lifestyle suitable for a CCBBC graduate. An interview is required.

### **Clear Creek Spousal Scholarship**

Clear Creek is offering a tuition scholarship to the spouse of a full-time on-campus student for up to 8 hours per semester towards an Associate's Degree. The full-time on-campus student must be continuously enrolled in the Bachelor's degree program. Students must maintain a GPA above 2.0. This program has limited availability.

### **Summer Mission Trip Scholarship**

Students must be registered for a school sponsored summer mission trip course with Clear Creek Baptist Bible College Academics Office. Preference will be given to those whose mission course is required by their Major and financial need is a factor. The student must fill out the appropriate scholarship application (provided by the Financial Aid Office), have completed the current year FAFSA, as well as have a financial aid scholarship application with reference letters on file in the Financial Aid Office.

## **Clear Creek Baptist Bible College Endowed Scholarships**

Over the years, CCBBC has had donors fund scholarships in which a principal amount is invested, and the interest is used each fall and spring semester for student aid. The office of Financial Aid oversees these endowed scholarships and distributes them at the school's discretion within the rules of the scholarship.

### **Scholarships from Other Sources**

#### **Bell County Homemakers Scholarship**

An applicant must be a resident of Bell County and enrolled at least part-time. Selection of recipients will be made by the Homemaker Scholarship committee and will be selected on the basis of financial need (75%) and potential/character (25%). The Financial Aid Office will notify students when applications are available.

#### **Chesnut, William Jennings Scholarship**

Established by the will of William Jennings Chesnut through a trust fund. The income from this trust fund is used for scholarships to needy and deserving students at Clear Creek. The Director of Financial Aid is responsible for selecting appropriate recipients of said scholarship.

#### **Erwin, Myrtle J. Memorial Scholarship**

Mr. Harry H. Erwin of Murray, Kentucky, established a trust fund with the Kentucky Baptist Foundation in memory of his wife Myrtle. Income from the fund is for the purpose of providing scholarships to needy students. The Director of Financial Aid is responsible for selecting appropriate recipients of said scholarship.

#### **Harrodsburg Foundation Scholarship**

Applications are available from Harrodsburg Foundation and are renewable each year through seminary graduation. Applications can be picked up in the financial aid office.

#### **Holcomb, Dr. and Mrs. T. L. Ministerial Aid Trust**

Funded through the Southern Baptist Foundation for annual scholarships of which Clear Creek Baptist Bible College receives a portion. The Director of Financial Aid is responsible for choosing recipients of this scholarship.

#### **Jones, Ora Scholarship**

Established by the will of Ora Jones of Abingdon, Virginia, through a trust fund with the Virginia Baptist Foundation, Inc. The income from said trust fund shall be used to provide scholarship grants to worthy and needy students. The Director of Financial Aid is responsible for selecting appropriate recipients of said scholarship.

#### **Kelly, Gladys M. Scholarship**

Established as a trust fund with The Baptist Foundation of Alabama by Gladys M. Kelly. Stipulations for this scholarship are genuine need and consideration of student's seriousness of purpose.

#### **Kentucky Baptist WMU Scholarship**

The Director of Financial Aid will notify students when applications are available. Scholarship guidelines stipulate that applicant must be a Kentucky Baptist student, have genuine need, be enrolled full-time, and have a 2.7 GPA.

#### **Melzoni Memorial Foundation Scholarship**

Established in 1994, in honor of five Melzoni family members who served churches within the greater Dayton, Ohio area. The fund will sponsor students wishing to attend evangelical institutes, as well as missionary evangelistic efforts. The Director of Financial Aid is responsible for selecting appropriate recipients of said scholarship.

### **Opdyke Scholarship**

The Director of Financial Aid will notify students when applications are available. Scholarship guidelines stipulate that applicant must be a native of a mountain area of the United States, a Baptist student, and have genuine need.

### **Ruby King Scholarship**

Applications are made available each spring by the Kentucky Baptist Foundation to the Director of Financial Aid. The Director of Financial Aid will notify students when applications are available. Scholarship guidelines stipulate that applicant must be a Kentucky Baptist student (did not move to the state for continuing education), must have genuine need, and must provide two recommendations.

### **State Convention/Associational Scholarships**

Different state conventions, foundations, and/or associations offer different types of financial aid to students. Students are encouraged to contact each home state office and/or director of missions for information about possible financial assistance for college students. The Director of Financial Aid will be happy to assist any student in contacting state conventions.

## **Faculty Scholarship Awards**

### **Lynch, Lewis Memorial Scholarship**

For a third-year student for effective Christian Ministry while attending CCBBC.

### **Mitchell, Edgar Family Scholarship**

For a fourth-year student for stability, positive attitude, good academic standing, integrity and proper dress.

### **Terry, Billy Lynn Memorial Scholarship**

For a fourth-year student for leadership and dedication to youth ministry.

## **Graduation Awards**

The following awards are presented during the annual graduation exercises to recognize achievement by students and to encourage the entire student body toward excellence in ministry. The recipients of most graduation awards are chosen by a vote of faculty and full-time staff.

### **President's Award**

Awarded for outstanding leadership in all areas of college life. The recipient must have a GPA of 3.0 or better and should be a leader among the student body and active in church life.

### **Trustees' Award**

Awarded for outstanding leadership in church ministry. The recipient must have a GPA of at least 3.0.

### **Evangelism-Discipleship Award**

Awarded to the student who demonstrates a balanced approach in sharing the gospel and disciplining new converts. The recipient should be zealous and demonstrate bold witnessing and leadership in discipleship training.

### **Rev. Claude H. Fox Memorial Award**

Awarded to the individual who has demonstrated the greatest progress as a student.

### **R.P. Mahon Founders' Award**

Awarded to the student who has responded to God's call and preparation for ministry in the midst of adult life. The recipient should be around 40 years of age and demonstrate cooperativeness.

### **Richard Mitchell Moore Memorial Award**

Awarded to the male student graduating with the highest scholastic record.

**Joy S. Parker Memorial Award**

Awarded to the female student graduating with the highest scholastic record.

**Jeannette Z. Robertson Award**

Awarded to the student's wife who most exemplifies the ideal wife of a minister. The recipient must be the wife of a full-time student.

**Anna Starkey Award**

Awarded to the outstanding Associate of Arts graduate.

**Bill D. Whittaker Award**

This award is given to the student who demonstrates a commitment to excellence in preaching.

**Walter V. and Betty Young Award**

Awarded to the individual who has shown unusual promise and ability in ministry which is demonstrated by Christian living.

**Zondervan Awards**

Awarded to the student in the most advanced Greek, Hebrew, and Theology course offered during that academic year as selected by faculty.

**Government Financial Aid**

**Pell Grant**

Pell Grant is a federally funded program to help undergraduate students pay for college education. It is designed specifically for students who have not earned their first bachelor's degree. Unlike loans, a grant is not paid back. Pell Grant funds will be administered according to the guidelines outlined by the federal government in The Federal Student Financial Aid Handbook.

Eligibility is determined by a standard formula used by the Department of Education. This formula was passed into law by Congress and evaluates the information reported on the student aid application. The formula produces a Student Aid Index (SAI) number, formerly known as Expected Family Contribution (EFC). This number determines your eligibility. Some factors that are considered in the formula include income, number of dependents, and age.

The maximum award will depend not only on Pell Grant Index number but on the cost of education, full or part-time status, and dates of attendance. If a student enrolls full-time his first semester and then part-time his second semester, his award amount must be recalculated. A student, who enrolls full-time then drops below full-time after classes begin, and does not attend the class he is dropping, must have his award adjusted. Also, if a student enrolls full time and then drops a class before the end of drop/add, his award must be adjusted. However, the same is true for a student who adds a class. A student who goes from less than half time to half time, half time to  $\frac{3}{4}$  time or  $\frac{3}{4}$  to full time, may have his/her award adjusted upward. Currently Pell Grant is Limited to a first Bachelor's degree and a time frame of 12 full semesters at which time a student would no longer be eligible.

The policies and procedures of the Federal Financial Aid program may change at any time. The college will adhere to federally-mandated guidelines so as not to endanger students' federal financial resources.

**Veteran's Benefits**

The Department of Veteran's Affairs (VA) provides educational benefits to eligible persons under several Federal programs. Veterans' benefits will be administered according to the guidelines in Certification of Students under Veteran's Law. Students who have been in the military should see the Director of Financial Aid for eligibility requirements.

### **Title 38 United States Code Section 3679(e) School Compliance**

The policy of Clear Creek Baptist Bible College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the VA (Department of Veteran's Affairs) under chapter 31 or 33.

### **Federal Supplemental Educational Opportunity Grant**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is limited to exceptionally needy undergraduate students. The amount of funds available to a school is determined by the Department of Education and awarded yearly. The guidelines for awarding this grant are provided in the Federal Student Financial Aid Handbook.

### **Federal Work-Study Program**

The Federal Work-Study Program helps provide for part-time employment of undergraduate students and is part of the campus employment. The amount of funds available to a school is determined by the Department of Education and awarded yearly. A student must apply for Federal Student Aid and be determined to have financial need in order to be eligible for Work-Study funds. The guidelines for awarding these funds are provided in the Federal Student Financial Aid Handbook.

### **Vocational Rehabilitation**

Some state monies are available through the Vocational Rehabilitation Program. This program aids eligible persons to supplement cost of education because of a disability. Students usually initiate this program through a personal vocational rehabilitation counselor; however, the college can refer students if it deems appropriate. The Director of Financial Aid will work with each student's vocational rehabilitation counselor to administer vocational rehabilitation funds.

### **Student Employment Program**

Employment is offered under CCBBC's Work-Study/Work-Ship Program. A small number of jobs on campus may receive Title IV funding. However, the vast majority of funding of student employment is provided by Clear Creek. While employees of Work-Study must be students exhibiting financial need, many spouses and children are also employed. Applications are available from the business office or on the CCBBC website.

To ensure consistency in hiring for the work-ship/work-study positions at Clear Creek Baptist Bible College, the following procedure must be followed. *All job openings go to the Administrative Assistant to be properly posted.* Please provide the Administrative Assistant all pertinent information concerning the available position; including the skills and hours needed and the close date of the posted position. The Administrative Assistant will post the available position by e-mail to all students.

Those interested in a posted position must first complete a job application located on the website under Admissions Tab/ Financial Aid/ Work-Study Program/ Apply online. The employment application can be forwarded to the appropriate Supervisor of the open position by the Administrative Assistant. If an employment application is already filled out and is still current, then no new application needs to be filled out.

The following are considerations that need to be made in the hiring process:

- Skills needed for the particular position
- Availability of the needed hours
- Are they currently employed by CCBBC
- Attempt to have at least one member from every household employed by CCBBC before hiring two members from the same household.

When a student is hired his/her application will be removed from the active file. If the worker wishes to be considered for another position on campus, he/she must file a new application in the Business Office.

Hiring Supervisors are to complete a “Notification of Employment” form and have the new employee bring it to the Business Office to complete the hiring process.

Documents needed from new employees - **Before Beginning Work:**

- A W-4 Withholding Form (provided by the Business Office)
- A blank voided check: for paychecks to be direct deposited into employees’ bank account.
- A copy of driver’s license
- The CCBBC mailbox number
- And a student e-mail address and/or home e-mail address: to e-mail the paystub to employee.

All documents should be submitted to the Administrative Affairs Office and then it is sent to the Business Services Office for completion.

- The Hiring Process Has Not Been Completed Until All Forms Have Been Received And Processed.
- The Business Services Office will notify the Supervisor by e-mail when this process is completed. These procedures should be strictly followed due to Workman’s Compensation Regulations.

It is the responsibility of the supervisor to go through the Work-Study/Work-Ship Employee Handbook and Safety Handbook with their new employee. Each employee is expected to abide by the Policies and Procedures in the Work-Study/Work-Ship Employee Handbook.

**All Work-Study/Work-Ship employees will be subject to a six week probationary period.** During this period the new employee will be monitored for satisfactory performance. If, during this time, the employee is not able to meet minimum job requirements or progress satisfactorily, he or she may be dismissed from the Work-Study Work-Ship Program.

CCBBC values faithfulness, longevity and loyalty to each worker position. However, if a Work-Study/Work-Ship employee desires to seek a new position at Clear Creek Baptist Bible College through a transfer, they must complete a “Job Transfer Notification Request” form with their current supervisor and submit it to the Financial Aid office indicating the new position they wish to apply for. These forms can be acquired from their current supervisor or from the Business Office.

## Admissions

Clear Creek Baptist Bible College is an institution of the Kentucky Baptist Convention. Our primary purpose is to provide educational preparation for men and women preparing for Christian service. The College emphasizes the preparation of vocational ministers but other believers can secure biblical training for Christian service in the church and community. The college accomplishes this purpose by providing an education that is biblical, practical, and missional from a conservative Baptist perspective.

As a Christ-centered educational institution, the college is redemptive, but not rehabilitative, in nature. Therefore, a person should not come to college with serious family, health, emotional, or financial problems. The pressures of study, family, finances, church participation, and other factors weigh heavily upon the students and their families. These pressures can affect the well-being of the student. For this reason, applicants must be a minimum of one year removed from the completion of a rehabilitative program, probation/parole and/or incarceration sentence.

All applicants for admission or readmission must qualify under the following initial minimum requirements:

1. Give evidence of divine call to vocational ministry or Christian service.
2. Have at least one year of active church membership before applying.
3. Must be free from the use of tobacco, narcotics, intoxicants, or habit-forming drugs in any form. Members of their families must also refrain from the use of such substances.

Additional requirements apply to applicants who come under "International Student Admission" or "Special Circumstances".

### International Student Admission

Clear Creek is permitted under Federal law, to enroll nonimmigrant international students. Such students must take the following steps to gain admission to the college.

1. Complete all the standard admission requirements.
2. Take the Test of English as a Foreign Language (TOEFL) and arrange for the official score to be sent to the college. The minimum acceptable paper-based TOEFL Essential score is 8 or better and the minimum acceptable TOEFL iBT score is 72 or better.
3. Arrange for the Admissions Office to receive an official and final transcript for all courses attempted and completed in secondary school (the equivalent of U.S. high school).
4. Arrange for the Admissions Office to receive official transcripts from all colleges and universities previously attended and/or currently attending.

When notified of provisional acceptance, an international student must send to the Business Office an advanced payment (in U.S. funds) equal to the cost of one full year of the college's tuition, fees, room, meals, and estimated personal expenses (approximately \$25,000.00). An international student must also furnish documents that show they have the necessary finances to pay for future tuition, fees, room, meals, and personal expenses. Upon the receipt of the deposit and the necessary financial documents, Clear Creek will issue an acceptance letter and an I-20 form needed by the individual to obtain a student visa.

The acceptance letter furnished by the college must be presented to the Consular Officer of the United States. The I-20 information will be entered into SEVIS and can be accessed by the Consular Office. The student must be approved by the Immigration and Naturalization Service (INS) to attend Clear Creek. The college will not enroll students issued visas for enrollment at other colleges. The college will evaluate transcripts course by course in accordance with the Office of International Education Services (OIES) through AACRAO guidelines.

### **Special Circumstances**

1. Applicants who have been divorced and/or whose spouse has been divorced will be required to include a brief explanation of the circumstances leading to the divorce on the online application.
2. Persons who are incarcerated, on penal probation/parole, or partaking in a rehabilitation program will be considered for admission after the probationary/parole period has expired and/or their program has been completed for a minimum of one year.

### **Admission Procedures**

#### **Degree-Seeking Students**

The prospective student should initiate the admissions process by submitting an online application. Any falsification of the applicant's information will be deemed grounds for rejection. Degree-seeking students must have completed high school or obtained a GED. Each applicant will be considered on an individual basis by the Admissions Director. After submitting the online application, degree-seeking applicants are required to submit the following:

#### **Undergraduate Program**

- \$50 Application Fee
- Pastoral/Church Reference
  - All applicants are required to submit a reference from their pastor. If an applicant is the pastor of his church, he will be required to submit a reference from another church staff member, chairman of the deacons, AMS, or other related office.
- Transcripts
  - Official High School Transcripts (if homeschooled, submit an official state certificate of the home school program that the student graduated from or GED test scores).
  - Official College Transcripts (if applicable)
  - \$10 College Transcript Review Fee (fee remains the same regardless of the number of college transcripts)
- Entrance Testing: Bible Knowledge Exam (test results do not affect any admissions decision)

#### **Graduate Program**

*It is preferred for applicants to have a Bachelor of Arts degree from a Bible College or equivalent to demonstrate proficiency in Bible knowledge and related subjects, but it is not required.*

- \$50 Application Fee
- Pastoral/Church Reference
  - All applicants are required to submit a reference from their pastor. If an applicant is the pastor of his church, he will be required to submit a reference from another church staff member or chairman of the deacons.
- Student and Mentor Commitment Contracts
- Transcripts
  - Official College Transcripts indicating the completion of a Bachelor of Arts degree
  - \$10 College Transcript Review Fee (fee remains the same regardless of the number of transcripts)

Applicants cannot be officially enrolled until the application process is complete. Applicants will be officially notified in writing by the Director of Admissions as to the acceptance or rejection of their application. If the applicant is accepted, and they wish to be on campus, they must apply for housing. If the applicant is approved for campus housing and does not enroll and move on campus for the next semester, then the student must reapply for student housing.

#### **Non-Degree Seeking Students**

A non-degree seeking student is an individual enrolled at CCBBC who is not pursuing a degree at CCBBC. Non-degree seeking students are admitted without satisfying the usual entrance requirements of the

college, provided there is proof of adequate preparation for the courses to be taken. A non-degree seeking student who decides to pursue a degree must complete the entire application process. Financial aid is available only for students who are pursuing a degree. A non-degree-seeking student is restricted to 28 credit hours.

#### Non-Degree Studies, Certificate in Bible, & Auditing

- \$50 Application Fee

#### Bivocational Ministry Certificate

Through the generosity of Kentucky Baptist Convention Churches, the Cooperative Program, and the gracious giving of individual donors through scholarships, this certificate receives significant scholarship funds. For more detailed information, contact the Director of Financial Aid for a cost breakdown.

- Applicants will be required to pay a \$50 Application Fee.
- Pastoral Reference

*All applicants are required to submit a reference from their pastor. If an applicant is the pastor of his church, he will be required to submit a reference from another church staff member or chairman of the deacons.*

#### Alumni Connect

Alumni are able to audit one class for no cost per semester. The only admissions requirement is a completed online application. There is no application fee.

## Dual Enrollment

### Admission Policies

High school juniors and seniors may apply for admission as dual enrollment students by submitting an online application. Dual enrollment applicants are not subject to any application fee. Clear Creek Baptist Bible College does not guarantee the acceptability of its credits toward any secondary school division or homeschool curriculum. Applicants should examine the acceptability of such credits with their school prior to applying.

- Official High School Transcript
- Dual Enrollment Letter of Approval
- The letter requires a signature granting approval for the student to be engaged in college-level work from the appropriate school official at his or her high school (or authorized home school instructor).

### Academic Policies

Students are eligible to earn up to a total of 28 hours while in dual enrollment status.

First-semester dual enrollment students may enroll in no more than 7 hours. If the student's GPA is 3.0 or higher after the first semester of enrollment, he or she may enroll in up to 12 hours in each subsequent semester provided his or her GPA remains at 3.0 or higher.

Standard requirements for obtaining transcripts apply to dual enrollment students. Transcripts will not be sent to a dual enrollment student's high school/homeschool without completion of a transcript request via Parchment and payment of the applicable fee

## Readmission

If a student is inactive for over two years (four semesters), he or she is withdrawn from the college. In order to reenroll, he or she must reapply. The readmitted student must enter under the catalog in place at the time of the readmission.

Any student who has been suspended for disciplinary reasons will not be considered for re-admission until the suspension has been served. A request for readmission must be made to the Admissions Committee (as directed in the *Student Handbook*) before any consideration can be made. A candidate for readmission may be subject to the completion of the full application process.

A student who applies for readmission and has an outstanding balance must settle his/her account before readmission.

## Admissions and Alumni Relations

### The Mountain Voice

The official college newsletter, The Mountain Voice, is published twice yearly in spring and fall. Items of interest from all areas of campus life include recent campus activities, various ministries, important upcoming events, and information about students, faculty, staff, and alumni. The newsletter may be viewed at the CCBBC webpage: [www.ccbbc.edu](http://www.ccbbc.edu), then click on alumni and friends and then click on media. Students are automatically subscribed through their student email account.

### Campus Tours

Visitors, whether individuals or groups, are always welcome on the Clear Creek campus. Areas of interest include: the scale model of Jerusalem, historic Kelly Hall, Clear Creek Spring, and the Dudley Thomas and Jean Asher Pomeroy Family Life and Conference Center.

Visitors will also enjoy a tour of the Bill D. Whittaker classroom building. Its eight faceted stained-glass windows situated over 30 feet above the floor in the cupola underscore the Bible emphasis of Clear Creek. Those wishing to arrange a tour of the campus can make advance arrangements through the College Relations office.

### Alumni Relations

Clear Creek is proud to have alumni in 46 states, Guam, Puerto Rico, and four foreign countries. An active file of alumni is maintained at the college. An Alumni Homecoming is held on campus the last Monday and Tuesday of July each year providing a time of fellowship, inspiration, and sharing of information. National alumni officers are elected by Alumni at the Annual Alumni meeting each year which is always the last Monday and Tuesday of July. The meeting begins with dinner at Kelly Hall at 5 p.m. on Monday followed by the first session at 6:30 in the Chapel. The second and last session on Tuesday goes from 9 a.m. until noon. The alumni leadership provides planning and implementation of alumni events, and is a resource to the college administration, providing input and ideas in the ongoing ministry of Clear Creek.

### Ministry Relations

Strong, positive relationships with churches, Baptist associations, Baptist state conventions, and the Southern Baptist Convention are important to Clear Creek. An ongoing goal of the College Relations office is to deepen and strengthen these bonds.

### Campus Store

The Clear Creek campus store is located in the welcome center of the Aldridge building and is open to the public. It is owned and operated by the College. A selection of books, gifts, college merchandise, snacks, various drinks as well as our own Clear Creek coffee is available.

Purchases can be made by cash, check, gift card or debit/credit card basis. Due to limited space, the Campus store cannot hold merchandise or put items on lay-away.

**RETURNS:**

Receipts must be presented with all returns within five (5) business days of the date of purchase. Refunds will be made via store gift card or check.

**Church Relations**

Clear Creek faculty, staff, and students are available to assist congregations in several areas of church life. These include musicians (instrumental and vocal), mission speakers, revival teams, and pulpit supply. Churches can receive assistance in these areas by contacting the College Relations Office by mail, e-mail: [collegerelations@ccbhc.edu](mailto:collegerelations@ccbhc.edu) or by calling 606-337-3196 Ext 499.

➤ **Job Board**

We exist for the Church! Our Job Board is dedicated to serving Churches by offering a valuable resource for their staffing needs. Churches can both browse available positions and submit their own job openings, making it a two-way avenue for connecting individuals with fulfilling ministry-based roles within Churches.

If you have a ministry-related job opening that you would like to share with our network, please follow these simple steps:

**Email:** Send an email to [collegerelations@ccbhc.edu](mailto:collegerelations@ccbhc.edu) with all the necessary information about the job posting. Please include details such as the position title, job description, qualifications, application deadlines, and contact information.

**Phone:** Alternatively, you can contact us at (606) 337-3196 ext. 499 to inquire about the job board over the phone.

*Once we receive your job posting details, The College Relations Team will review the information to ensure its relevance to our network. After approval, we will promptly post the job opportunity on our platform.*

**Association Relations**

Each year, members of the CCBBC faculty and staff attend numerous annual associational meetings and other special association events. Often, a representative of the college is given the opportunity to bring greetings from and share about Clear Creek.

The Associational Great Commission Project provides congregations with wonderful opportunities to learn more about the college. By coordinating together, several churches in an association may invite students, faculty, and/or staff to share with the congregations. The event usually takes place on a Sunday morning, and may involve preaching, singing, and sharing about the ministry of the college.

[www.ccbhc.edu/the-great-commission-project](http://www.ccbhc.edu/the-great-commission-project)

**State and National Relations**

Clear Creek participates in several annual state conventions and state evangelism conferences as well as the Southern Baptist Convention. Materials and information about the college are made available at a booth set up in the exhibit area of the convention or conference. Representatives of the college are on hand to answer questions and to greet those who visit the exhibit.

We welcome opportunities to serve our constituents and are always ready to share a good word about the college. For further information and/or possibly scheduling Clear Creek Baptist Bible College to participate at a conference or convention, contact the College Relations Office by mail, by e-mail ([collegerelations@ccbhc.edu](mailto:collegerelations@ccbhc.edu)), or by calling 606-337-3196.

## Distance Education

### Mission

The Office of Educational Technologies seeks to provide the on-campus and online community with the technology needed for high-quality biblical education in the context of today's culture. The online student should expect the equivalence of on-campus learning experience through the offering of livestreaming courses, online tutorials, online tutoring services, and technical support through the IT Help Desk. Since all classes are offered online, students can obtain any of the degree programs offered at CCBBC through an online platform.

### Livestream

Livestream allows the online student to experience the same lecture as the on-campus student. If the online student has the ability to watch the lecture live, they will be able to interact with questions and comments. Since each class is also recorded, the student is able to fit their studies into their schedule. Clear Creek offers a "live or later" approach to online learning. The student has the flexibility to watch and participate in a live class, or they can view the recorded lecture at a more convenient time during the week.

### Online Orientation

Clear Creek's innovative online orientation allows the online student to have a firm grasp of the online platform (Canvas). It walks the student through the requirements for an optimal online experience, advises the student on how to interact with the online platform, demonstrates where the student should go for academic assistance, and much more. The online orientation is the gateway to the student's online education. It is used for informational and practical purposes, and it can be a helpful resource for the online student throughout their educational experience.

### Technology Requirements for Online Classes

All online courses at Clear Creek are mobile friendly. However, students must meet the following technology requirements before taking online courses:

All online students must have access to:

- (1) A broadband internet connection (Cable/DSL).
- (2) A reliable computer with Windows 10 or Mac OS X 10.14 or newer (If a student does not have access to a computer, a Chromebook device may be used)
- (3) Office 365 (This software is free for online and on-campus students)

### Online Attendance Policy

Just as in a face-to-face course, attending an online course is important. Clear Creek Baptist Bible College expects all online students to participate in all instructional activities.

Online courses will, at a minimum, have weekly activities for student participation, which can be documented by any or all of the following methods:

- (1) Submission of an academic assignment.
- (2) Completion of a quiz or an examination.
- (3) Participation in a posted online academic discussion.
- (4) Communication with the instructor of the course concerning any of the items listed above.

**Please note:** logging into an online class without active participation (as described above) does not constitute official weekly attendance. Students who do not log on to the course and complete the syllabus quiz or other activity within the first week of the course will be dropped from the course at the beginning of the second week. Students who fail to maintain active participation in an online course as defined in the course syllabus will be processed in accordance with the college's attendance policy. (No student can neglect participation in more than 25% of the course and complete the course with a passing grade.)

### **Online Support Team**

It is the goal of the Office of Educational Technologies to offer online students the same quality support as on-campus students. All students in need of technical assistance may contact [HelpDesk@ccbbs.edu](mailto:HelpDesk@ccbbs.edu) and support will be given in a timely manner

### **Account Security and Academic Integrity**

To protect academic integrity and ensure that the student completing coursework is the same individual receiving academic credit, all students must use their unique login credentials and Multi-Factor Authentication (MFA) to access college systems. Students are responsible for maintaining the security of their usernames and passwords and may not share their credentials with others under any circumstances.

Students will occasionally be required to re-authenticate login attempts using the MFA when login in to access courses via Single Sign On. Students can expect that These Multi-Factor Authentication challenges require the student to provide Personally Identifiable Information (PII), which correlates with what was provided to the institution during registration and can be corroborated in our SIS (Student Information System). Examples of this are: Answering security questions, relaying a code from a trusted phone number or email, or authenticating via a 2 Factor Authentication (2FA) token generated through an authenticator app on a trusted device. This requires the student to provide not only a password but also, as stated, access to or knowledge of PII to log in, ensuring that it is, in fact, the student logging into the account and interacting with school resources and courses.

Clear Creek Baptist Bible College utilizes tools that monitor and compare student writing to verify authorship over time. Also, plagiarism detection software is used to flag and investigate suspicious submissions. These measures apply to all students, both online and on campus.

There are no additional charges for any identity verification services.

## Academic Policies

### Orientation

Special features of the new student orientation include: acquainting new students with CCBBC regulations and academic requirements, introducing the new student to school personnel, worship, recreation, and social activities are also a part of orientation. This is a time to meet and make new friends and become acquainted with campus life.

### Student Success Initiative (SSI)

The purpose for the Student Success Initiative (SSI) is to provide a smooth transition for the first-year student into academic studies, spiritual growth, and ministerial activity. It is mandatory for all students within this designation to participate in the SSI program. Every on-campus freshman or first year student will be assigned a Student Success Coordinator (SSC). The SSC will act as the student's advisor and counsellor throughout the student's first full academic year. At the end of the student's first full academic year, the SSC will assign the student to an appropriate faculty member based upon the student's ministerial calling for the rest of the student's time at CCBBC. The student will be introduced to their SSC at orientation and will work with the SSC to setup the first of their three mandatory meetings within their first semester.

- First meeting – Should take place sometime within the first two weeks of the semester.
- Second meeting – Will take place at the midpoint of the semester.
- Third meeting – Will take place the week before finals.

There will be three mandatory meetings during the student's second semester as well, which will follow the same format. If the student needs to meet more than the allotted mandatory times, they can do so by scheduling times with their SSC. The SSC will work with the student to keep them accountable academically, check on their spiritual health, and help them to find places within the context of the local church to minister. CCBBC believes a well-rounded, first-year student will be better equipped to succeed academically and ministerial.

### Academic Support

CCBBC staff is available, by appointment, for assistance in course work. For new students with limited academic preparation, several noncredit courses are offered to improve learning skills. Please contact the Academics Office for details.

### Academic Advising

Upon entry, each student is assigned an academic advisor or student success coordinator (SSC). This advisor or SSC is the student's counselor regarding all academic matters. Any academic procedure such as registration, dropping or adding classes, or withdrawal from school must begin with the academic advisor or SSC. Normally, a student will have the same academic advisor during his entire academic career. A student who changes tracks must enter a program under the catalog in place at the time of the change.

### Registration Procedure

Registration procedures will be communicated to students prior to each semester. Students must consult with their assigned academic advisor prior to registration. No one will be allowed to register after the first week of classes without the approval of the Registrar's Office.

### Dual Enrollment

Students are eligible to earn up to a total of 28 hours while in dual enrollment status. First semester dual enrollment students may enroll in no more than 7 hours. If the student's GPA is 3.0 or better after the first semester of enrollment, he or she may enroll in up to 12 hours in each subsequent semester provided his or her GPA remains at 3.0 or better. Standard requirements for obtaining transcripts apply to dual enrollment students. Transcripts will not be sent to a dual enrollment student's high school/homeschool without completion of a transcript request form and payment of the applicable fee.

### Acceptance of Academic Credit Policy

To avoid duplication of academic credit and ensure the integrity of the degrees at Clear Creek Baptist Bible College the acceptability of academic credit for transfer from other institutions will be restricted to the following circumstances.

1. For credit earned at an institution that is accredited by a CHEA-recognized body, the credit must be of like nature and parallel in content and quality and graded as “C” or better.
2. No credit will be awarded for life experience or professional certificates.
3. No credit for courses in doctrine will be accepted from non-Baptist institutions.
4. Credit earned at an institution that is not accredited by a CHEA-recognized body may still be accepted if the above criteria are met and if at least three accredited institutions have accepted transfer credit from the unaccredited institution in question.
5. Credit may be awarded for the satisfactory completion of Advanced Placement (AP) examinations. Satisfactory completion is considered a score of “3” or better. For all-natural science AP examinations scored “3” or above three (3) semester hours of lecture credit and one (1) semester hour of laboratory credit will be awarded. For all history AP examinations scored “3” or above six (6) semester hours of credit will be awarded. For all other discipline AP examinations, three (3) semester hours of credit will be awarded in the respective discipline.
6. Credit may be awarded up to a total of 30 hours for an associate’s degree and 60 hours for a baccalaureate degree.

The responsibility for the enforcement of this policy is assigned to the Registrar. Upon receiving an official transcript of an applicant or student the Registrar will use the criteria outlined above to prepare a transcript evaluation. In the case of transcripts from unaccredited institutions, the individual seeking to transfer the credit must submit course syllabi (including booklists) and course catalog (including the credentials of the course instructor) for review to determine “like nature” and “parallel content and quality”. The Registrar will present the evaluation for review to the Dean of Academic Affairs. Upon approval, the Registrar will inform the applicant or student and his/her academic advisor of the approved transfer and enter it upon his or her transcript with a grade of “S”, excluding it from GPA calculation.

#### **Course Equivalent Evaluation Guidance**

The Dean of Academic Affairs will consider the following as questions of course equivalency arise:

1. Do the course descriptions demonstrate an overlap of materials? i.e., New Testament Courses.
2. Do the course syllabi demonstrate an overlap of similar student learning outcomes? New Testament Courses.
3. Do the courses’ assignments, discussions, examinations, and lectures align?
4. Is one course a broader approach to the topic of study when compared to the second course’s topic of study? i.e., General Psychology is a broad category while Lifespan Development is a narrower topic of study. The two are not equivalent.
5. Have faculty taken a position on the question?

#### **Course Levels / Course Numbering**

Courses numbered 1000-4999 are considered undergraduate-level, with the 1000-2999 sequence classified as lower-level (freshman/sophomore) and the 3000-4999 sequence classified as upper-level (junior/senior). Courses numbered 500-and-above are at the post-baccalaureate or graduate-level. As the course number increases, there is typically a corresponding increase in content complexity, course rigor, amount of course related reading/work, and the expectation for more advanced and independent student work.

The determination of the appropriateness of semester credit hour allocation is based on a number of factors, including; Contact Hours, Course Workload, Preparation Time, Course Type, Level and Amount of Discipline Literature associated with the course, and assessment information specified for the course as well as the appropriateness of the level of credit being awarded (i.e., undergraduate work and content for an undergraduate-level course (a course numbered 1000-4999), or graduate work and content for a graduate-level course (a course numbered 500-and-above). The Dean of Academic Affairs must approve of any significant change to these guidelines.

Level: The determination of the level of credit to be awarded (1000, 2000, 3000, 4000, or 500) is made by the College faculty, which will make a professional judgment based on consideration of the criteria they determine appropriate, including the following:

1. The course student learning outcomes.

2. The amount/level and quality of work required by the student learning outcomes for the course.
3. The sophistication of course content relative to the content of:
  - (a) other courses in the discipline,
  - (b) the same or comparable courses in the discipline at other institutions, and
  - (c) other courses in the curriculum in general.
4. Any recommendation that may come from the Dean of Academic Affairs, or an academic department.
5. Any relevant guidance that may be available from sources such as the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Association for Biblical Higher Education (ABHE).

Normally, the above review will be conducted by the Academic Affairs Committee, and the results of the review will be reported to the faculty for action. (All members of the Academic Affairs Committee hold terminal academic degrees and are approved for instruction at both the undergraduate and graduate levels.)

This policy is intended to establish that the level of academic credit awarded for a course is determined by the faculty in a manner consistent with sound academic practice in the discipline, considering the level of prior knowledge and skills needed for success in the course. Generally,

- 1000-level courses (numbered 1000-1999) are introductory and survey courses, usually requiring few or no prerequisite courses, and designed to be suitable for first-year undergraduate students.
- 2000-level courses (numbered 2000-2999) are also introductory and survey courses, usually requiring few or no prerequisite courses, that are designed to be suitable for first-year students or sophomores.
- 3000- and 4000- level courses (numbered 3000-4999) are designed to be suitable for juniors and seniors; they are more advanced and may require prerequisite course work. The 3000-level courses are normally designed for juniors, while 4000-level courses are designed for seniors.
- 500-level courses (numbered 500-599) are designed to be suitable for graduate students. These courses are designed for master's degree students.

### **Transfer of Credit to Other Institutions**

Credits earned at Clear Creek Baptist Bible College may be transferred to other institutions. Decisions concerning acceptance of credit are under the control of the receiving institution. Students anticipating transferring credits to another institution should consult that institution prior to enrolling. Accreditation does not guarantee transferability of credits.

### **Course Load**

Any student enrolled in 12 or more credit hours is considered full-time. Any student enrolled in less than 12 hours is considered part-time. Any student who wishes to take more than 18 hours per semester must receive permission from the academic dean and pay appropriate fees.

### **Class Changes**

Once a student has registered, his or her schedule can be changed by following the established drop/add procedure which must begin with their academic advisor. Students may only add a class during the first week of class. Students may withdraw from a class up until the ninth week and receive a grade of "W" which is not calculated in the GPA. Any class dropped after the ninth week will be assigned the grade of "F". A Drop/Add/Withdrawal form will be sent to the student's email by their academic advisor after they have spoken with their advisor. The form is not considered complete until the student has been notified by the Registrar. Any student who feels he must withdraw from school should confer with the Registrar. If withdrawal is deemed necessary, he should follow the established withdrawal procedures.

### **Track Changes**

If a student wishes to change tracks, they must first consult the decision with their academic advisor. The advisor will walk the student through a degree audit and advise the student upon the feasibility of transfer. After receiving approval from their advisor, the student is responsible for notifying the Registrar's Office of

their desired track change. There is a track change fee which will be imposed upon the student's account after the degree change has been finalized.

### **Pursuit of Multiple Tracks**

For students who wish to complete two tracks, the curriculum for each must be completed as prescribed in the course catalog. This includes the outlined general education coursework, as well as Bible, theology, and ministry requirements. For tracks including ministry area electives, students must complete ministry elective hours exclusive of the requirements for the second track pursued. While students are encouraged to broadly explore course offerings in various ministry areas, students will not be permitted to pursue more than two tracks.

### **Second Bachelor's Degrees**

For students who hold a bachelor's degree from CCBBC who wish to pursue a second bachelor's degree, the curriculum specific to the track must be completed (usually 20-30 hours). No second degree will be awarded without the completion of a minimum of 20 hours. If the student completed any required track area courses for the second degree during the course of study for their first degree, the student will still be responsible for completing the 20-hour minimum requirement through approved coursework by the program's coordinator.

### **Auditing Classes**

Individuals who wish to audit classes should inquire with the Admissions Office. After the second week of classes any person who is enrolled as an auditor may not change his/her enrollment status to receive credit. The current add policy does allow enrollment during the first two weeks of classes.

### **Classification**

Students who have successfully completed courses in progression toward accomplishing their program as outlined in this catalog will be categorized as follows:

<b>CLASS</b>	<b>HOURS</b>
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90-120+

### **Calendar**

CCBBC conducts classes on a semester system with two semesters per year and a summer session. Each fall and spring semester is 16 weeks (includes exam week). Summer sessions vary. (See Academic Calendar for current dates.) The standard unit of measure for academic work at Clear Creek Baptist Bible College is the "semester hour." One semester hour of academic credit is defined as one hour of contact time accompanied by two hours of personal study per week for a 15-week period. Clear Creek Baptist Bible College adheres to the Carnegie unit for contact time (750 minutes for each credit awarded).

### **Evening Classes**

Classes (including General Education Studies classes) are offered at night and/or on-line on a schedule that permits a student to earn a degree. Interested students should contact the Admissions Office for further information. All participating students should make appropriate application to the school and pay all appropriate fees.

### **Online Classes**

The college offers a variety of classes online. The courses offered are of equal quality and difficulty as on-campus courses. Regular per hour fees apply along with a technical fee. For more information, go to our web page: [www.cbbbc.edu](http://www.cbbbc.edu). Click on Academics and then Resources to see availability of courses and the course schedule.

### **Summer School Guidelines**

Summer School tuition is charged on a per hour basis.

Students must register for each term of summer school through their academic advisor and open registration. The student must pay their quarter down before being given access to their Summer classes. A financial hold will be placed on the student's account at the beginning of the Summer term.

### **Intensive Classes**

One-week intensive classes are typically offered in January and August during Orientation Week and in May following graduation.

### **The Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records.
2. The right to request the amendments of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise a violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent the FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the college to comply with the requirements of FERPA.
5. The right to obtain a copy of the college's student record policy. You can obtain a copy of the policy from the Registrar's Office.

This institution is in compliance with 34 CFR 99, which is the Code of Federal Regulations concerning the Family Educational Rights and Privacy Act.

### **Placement Testing and Proficiency Courses**

Students must complete placement testing in English and mathematics upon admission to the college (except when exempted by previous college coursework or ACT score). If either placement test indicates a lack of college readiness, the following is required:

1. English--the student will be enrolled in REQU 1004 "English Proficiency" and must pass this course before enrolling for English Composition I.
2. Math—the student will be enrolled in REQU 1023 "Math Proficiency".
3. In the event a student needs both, the student's course load is restricted to 12 hours in the term during which they are enrolled in both proficiency courses.

Every degree-seeking student must demonstrate math and English proficiency before graduation. This can be done by passing the proficiency courses offered by the college, by scoring 18 or above on the math and/or English section of ACT (or equivalent test), or by completing a comparable course at another college.

### **Grading**

Course grades are entered into the student's permanent record by letters. Grade points are also awarded, for computation of numeric GPA, based on a four-point scale.

### **QUALITY POINTS**

<b>SCALE</b>	<b>GRADE</b>	<b>VALUE</b>	<b>DEFINITION</b>
96-100	A	4.00	Exceptional
91-95	A-	3.70	
88-90	B+	3.30	Above Average
84-87	B	3.00	
81-83	B-	2.70	

78-80	C +	2.30	
74-77	C	2.00	Average
71-73	C-	1.70	
68-70	D+	1.30	
64-67	D	1.00	Minimal Performance
61-63	D-	0.70	
0-60	F	0.00	Failure
P	none	Passing	
I	none	Incomplete	
W	none	Withdrew	
S	none	Satisfactory	

A student receiving an "F" in a required and/or core course must repeat the course the next time it is offered in a regular semester. With special permission a student may repeat a course if a "D" was received. The GPA will be based on the last passing grade awarded for the course. An incomplete, "I", must be made up **within three weeks** following the semester in which the "I" was received or it becomes an "F".

With special permission of the Academic Dean, a student may substitute one elective course for another of the same emphasis if a grade of "D" or "F" is received. The substituted course will be used to calculate the student's GPA.

The basic method for calculating GPA is to divide the total number of quality points by the number of hours attempted. For example, if a student earns four "B"s in two-hour courses, one "A" in a three-hour course, and one "C" in a three-hour course the quality points for that semester would be calculated as follows:  $(2 \times 3.00) + (2 \times 3.00) + (2 \times 3.00) + (2 \times 3.00) + (3 \times 4.00) + (3 \times 2.00) = 39.00$ . The quality point total (39.00) divided by the total number of attempted hours (14) equals the GPA (2.79).

#### Minimum Scholastic Attainment (GPA Requirements)

A student must attain and maintain a grade point average of 2.0 by the time 61 semester hours have been attempted. The record will be judged on the basis of semester hours completed and progress made according to the table below:

1-15	1.5
16-30	1.6
31-45	1.7
46-60	1.8
61 or more	2.0

Transfer students should note that only course work completed at Clear Creek Baptist Bible College is used in the calculating above.

#### Academic Standing

To maintain acceptable scholastic standing for graduation, a student must have an overall GPA of 2.00 ("C" average).

#### Statement of Academic Rigor

**Definition:** Academic Rigor supports lifelong learning and is a central part to learning at Clear Creek Baptist Bible College's mission. Academic rigor seeks to provide a learning environment that challenges students to gain high levels of intellectual skills.

Academic rigor for Clear Creek Baptist Bible College emphasizes the need for its students to bring every thought captive to obeying Christ in the pursuit of Bible knowledge, ministry skills, and lifelong learning. The College expects the student to develop and deepen his/her worldview derived from the curriculum. Evidence demonstrating increased knowledge, critical thinking skills, and a sharpening world view is expected.

The faculty commits itself to encouraging and supporting academic rigor within the student body by setting an example for the student body of Clear Creek Baptist Bible College.

#### *Academic Rigor for Students*

Students should approach their learning opportunities from the same rigor that faculty are held to in the above statement. Students need to be prepared to diligently study, read, write, prepare for the weekly class lectures and relevant assignments. Clear Creek Baptist Bible College expects students to recognize that a change in who is responsible for learning to occur once the student leaves the confines of High School and enters the College. Academic performance falls on the student.

*Rigorous students should commit themselves to:*

1. Arrive in class prepared to work.
2. Submit assignments by deadlines found in the Course Syllabus.
3. Strive to build relationships with the faculty.
4. Treat fellow students, faculty, and staff with respect in both the classroom and outside the classroom.
5. Manage time well so that the student balances studies, recreation, and spiritual development.
6. Completes assignments with integrity and honesty.
7. Accepts personal responsibility for learning and for the grades earned.

#### **Academic Honors (Dean's List)**

In recognition of academic excellence, those full-time students who have achieved a grade point average of 3.50 or greater during any given semester will be placed on the Dean's List.

#### **Academic Warning**

Academic Warning means a student's cumulative GPA is below 2.00 but above the minimum requirement for academic probation. The status is designed to place the student on notice that improved performance must occur or further academic disciplinary action will result.

In the first semester on academic warning, the student is required to contact the Director of Tutoring and Developmental Studies to setup a weekly meeting with an available tutor. A student will remain on academic warning until his/her cumulative GPA is at least 2.00 or until placed on academic probation.

The faculty will be presented at the end of each semester with those students who have been placed on academic warning or probation to review the students' capability for continued enrollment at the institution and ability to resolve all academic issues.

#### **Academic Probation**

Academic Probation means a student's cumulative GPA is below a minimum level determined by the total number of credit hours completed (see Minimum Scholastic Attainment). Academic probation indicates a student's continued enrollment at Clear Creek Baptist Bible College is in jeopardy. The college desires to see the student succeed, but the primary responsibility rests with the student to improve to the required level for continued enrollment.

A student on academic probation will not be considered to be in good academic standing and therefore will not be allowed to represent the college in any capacity except as required through college work-ship. A student will be removed from academic probation upon attainment of a minimum cumulative GPA for the number of credit hours attempted (see Minimum Scholastic Attainment).

Prior to registration for each semester in which a student is on academic probation the student must meet with his/her academic advisor to work out an appropriate plan for achieving the required level of academic success. This plan must be approved and verified in writing by the advisor before the student will be permitted to register. A student will continue to be on academic probation for no more than two consecutive

semesters. After two consecutive semesters of academic probation, a student will be suspended. Some students are admitted on academic probation and must meet requirements as stated in their letters of acceptance. Weekly participation in tutoring during the semester is mandated for students on academic probation.

### **Tutoring Services**

Tutoring services are available during the school year by contacting the Director of Tutoring Services and Developmental Studies. Any student may take advantage of these services at no charge, including Distance Education students who can meet with tutors electronically. Participation in tutoring is mandated for students on academic warning and probation.

- 1) Students who are placed on academic warning or probation must set up a meeting with the Director of Tutoring Services and Developmental Studies during the first two weeks of classes to be assigned a tutor.
- 2) The tutor and the student must create an academic success plan for the semester. This plan must include the following elements:
  - A) A description of problematic academic achievement areas: tests, writing, time management, study skills, etc.
  - B) A determination of scheduled meetings with the minimum being one session per week.
  - C) A review of current obligations and a plan/schedule for completing all major assignments for the semester.
  - D) Any other individual areas of improvement that need to be addressed such as tardiness, class, attendance, etc.
- 3) The plan must be submitted to and approved by the Director of Tutoring and Developmental Studies. This plan serves as a contract between the student and the school and must be fulfilled for the student to be removed from warning or probationary standing.
- 4) The student must provide midterm reports to the Director of Tutoring and Developmental Studies.

### **Academic Suspension**

Academic Suspension means all attempts to improve have been unsuccessful and the student will not be allowed to continue enrollment for a specific period of time.

The first time a student is placed on academic suspension, it is for one semester. A student who receives a second suspension may not return to the college for a full calendar year following the date of suspension. Readmission after academic suspension is not guaranteed but will require an application to and discretionary action by the Admission Committee. Any student readmitted after academic suspension will be readmitted on academic probation.

A student will be academically suspended if the student:

1. Fails to achieve a semester GPA during the first semester on academic probation greater than the minimum GPA required for the total number of credit hours attempted (see Minimum Scholastic Attainment).
2. Fails to attain the minimum cumulative GPA required for the total number of credit hours completed by the calendar year on academic probation.
3. Has excessive class absences (see Class Attendance Policy).
4. Fails to adequately makeup excessive chapel absences.

### **Class Attendance**

On-Campus students are responsible for all work from the first day of the semester, and on-campus students are expected to attend all classes. Absences beyond 3 for a 3-hour class, 2 for a 2-hour class or 1 for a 1-hour class will be penalized at the discretion of the professor. Tardiness to class is equal to 1/3 a class session per tardy. Tardiness to three class sessions equals one absence. A student who misses the equivalent of three weeks of class fails unless an appeal is made and a waiver granted. If that student then misses the equivalent of a fourth week, he or she fails without opportunity to appeal. When a waiver is granted, all absences continue to accumulate. Any student who misses 25% of the sessions of a class automatically fails.

Online Students are responsible for all work from the first day of the semester and online students are expected to attend all classes, though they do not have to attend during the scheduled live-stream. Online students will have a weekly assignment by which the professor will track their attendance. Failure to complete the weekly assignment will count towards an absence for the online student. Absences beyond 3 for a 3-hour class, 2 for a 2-hour class or 1 for a 1-hour class will be penalized at the discretion of the professor. A student who misses the equivalent of three weeks of class fails unless an appeal is made and a waiver granted. If that student then misses the equivalent of a fourth week, he or she fails without opportunity to appeal. When a waiver is granted, all absences continue to accumulate. Any student who misses 25% of the sessions of a class automatically fails.

All attendance records for on-campus and online students will be submitted by the Faculty into Sonis by Friday of each week. If a student reaches two weeks of no attendance, an email will be sent to the Faculty, Academics Office, Educational Technologies, and the student warning them of the dangers in missing three weeks or more. If a student misses three weeks of class, the Faculty, Academics Office, Educational Technologies, and student will receive an email detailing the student's need to contact the chair of the AAC committee through the form of a written email, and the result of missing a fourth week of class.

### **Directed Independent Study**

A third-year or fourth-year student may participate in a directed independent study upon approval of the Academic Affairs Committee (AAC). An additional charge is assessed for all directed independent study courses and students are limited to no more than two such courses during their program of study unless granted special permission by the AAC.

Students wishing to enroll in a Directed Independent Study must submit a request to the Academics Office for review by the AAC by April 1 for summer term or fall term or by November 1 for spring term. This request should include the course(s) to be taken and the rationale for taking the course during the term specified.

Upon approval by the AAC, the Dean of Academic Affairs will assign the course to an instructor and notify the Registrar, who will register the student. Should a request be denied, the AAC Chairman will notify the student of the denial.

### **Policy on Plagiarism**

Webster defines plagiarism as, "the act of stealing the words, ideas, etc. of another and using them as one's own." All students and faculty are expected to maintain intellectual honesty in their academic pursuits. Consequently, the college does not tolerate plagiarism. Anyone found guilty of plagiarism is subject to strict disciplinary measures. A student may be placed on probation or dismissed from school. To avoid suspicion of plagiarism, one should always give credit to any known source of borrowed information. Correct citation form can be found in the CCBBC approved style manual, which is the latest edition of "A Manual for Writers" by Kate Turabian. Students are reminded that care must be maintained in all areas of academic life including written works, class work and music. Papers and other material (both written and other media) produced by students for classes remain the intellectual property of the student and cannot be used without the permission of the student. (See **Appendix B**)

### **Late Assignment Policy**

Course Assignments, including discussions, exams, and other graded assignments, should be submitted on time. If the student cannot complete an assignment on time, they must contact the professor immediately by email. The professor may use discretion in this area, and this may help the student to avoid one of the deductions below:

1. Assignments that are submitted after the due date without prior approval from the professor will receive the following deductions:
2. Assignments submitted on the fifteenth (15) day or after the final date of the course will not be accepted outside of special circumstances (e.g., death in the family, or significant personal health issues, which will be reviewed on a case-by-case basis by the instructor). A zero will be recorded in the gradebook.

3. Group projects, including group discussion threads and/or replies and assignments, will not be accepted after the due date outside of special circumstances (e.g., death in the family, or significant personal health issues, which will be reviewed on a case-by-case basis by the instructor).

### **Academic Discipline Policy**

A student may be placed on probation or dismissed from school for the following reasons:

1. Inability to meet the academic requirements.
2. Any evidence of cheating and/or plagiarism in respect to examinations and class assignments.
3. Excessive chapel absences

### **Faculty Invitation to Continue Study**

The faculty will be presented at the end of each semester with those students who have been placed on academic warning or probation to review the students' capability for continued enrollment at the institution and ability to resolve all academic issues.

### **Withdrawal Procedures**

If for any reason it becomes necessary for a student to leave school, a withdrawal form must be completed. This form is obtained from the student's academic advisor and must be completed by the student.

Withdrawal is not complete until student housing is vacated, the Physical Plant/Kelly Hall is notified, all appropriate financial arrangements have been made in the business office, and the student receives a copy of the completed withdrawal form. If the student drops out of the institution without notifying the institution (i.e., does not officially withdraw), the last recorded date of class attendance by the student, as documented by the institution, will be considered the withdrawal date. See student fee sheet for refund information.

- **You are responsible** for turning in **ALL** keys to the Physical Plant/Kelly Hall **before** vacating the premises.
- The Physical Plant will notify the Business Office if there are any charges or refunds to be assessed to your student account.

The Business Office will send you a current statement within seven business day **after** you have completed the withdrawal process **and** vacated the premises.

### **Accessing Course Catalogs**

Clear Creek Baptist Bible College provides students access to current and archived course catalogs to support their academic needs.

- **Digital Catalogs (2008–Present):** Digital versions of course catalogs from 2008 to the current academic year are available online at [www.ccbbc.edu/academics/course-catalogs](http://www.ccbbc.edu/academics/course-catalogs).
- **Print Catalogs (1961–2007):** A complete collection of print course catalogs from 1961 to 2007 is securely housed in the Academic Office. These physical copies are available for review upon request.

For assistance or additional information, please contact the Academic Office.

## Christian Service

The task of the Christian Service department is to prepare all students for a lifetime of Christian Service by providing them with a platform for practical ministry experience within the local church, the unreached and unchurched community, and through a variety of ministry-related courses. These courses along with practical ministry experiences will help the student to discover and develop their God-given gifts and to identify or affirm their ministry calling. With that said, in order to graduate, every student must achieve acceptable participation in the Christian Service responsibilities described below.

### Report of Church Involvement (RCI)

Each semester at CCBBC degree seeking students must enroll in *RCI* otherwise known as the *Report of Church Involvement*. Please note this is a “**Pass/Fail**” course that does not affect the student’s overall GPA. However, students will not be able to graduate until they have successfully passed all required semesters of *RCI* reporting (See the *Christian Service Handbook* for further information). The assignment for this course consists of a weekly report that details the student’s church involvement for the corresponding week. Note: even if the student did not attend church in a given week the student must still submit that week’s report by simply indicating that they were not in attendance within the time frame of that respective report. To submit the weekly report students will access the *RCI* course site through Canvas. Specific instructions regarding how to complete and submit this report will be provided during orientation and can be found in the *Christian Service Handbook*. Furthermore, the weekly reports will be graded by the following criteria:

- Three late reports equal one missed report.
- Three missed reports equal a failed semester of *RCI*.
- A failed semester will require the student to enroll in an additional semester and will prevent the student from graduating by their anticipated graduation date.

### Christian Service Assignment (CSA)

Every student must log 30 hours of community based-ministry involvement in two separate semesters as a fulfillment of CSA 1 and CSA 2. Please note that the intended purpose of the Christian Service Assignment course is to promote community engagement and involvement in the student’s life and ministry. With that said, Clear Creek Baptist Bible College seeks to build the practice of community engagement into the DNA of our students. As such, our students will graduate CCBBC equipped to lead a congregation to move beyond the four walls of the local church to impact the unreached and the unchurched community with the gospel in both word and deed. Though this is recognized as a non-credit course, the student will receive either a P-Pass or F-Fail grade for the two semesters they are enrolled in the Christian Service Assignment course. As a result, a student will not be able to graduate until they have successfully passed the two required semesters of the Christian Service Assignment. In addition, the Christian Service Director will instruct students at the time of enrollment as to where these hours can be served. In the past CCBBC students have served the community by volunteering at local nursing homes, food pantries, senior adults centers, jail/prisons, homeless shelters, and local schools. Students are encouraged to complete their two semesters of CSA during their first or second year of enrollment at CCBBC.

### Supervised Internship

Each student must participate in a mentored internship in a church or Christian institution selected by the student with the approval of the Christian Service Director. This internship is an integral part of the Transition to Ministry course and must conform to the guidelines established by the Christian Service Office. (See the *Internship Handbook* for further information.)

### **Graduation Requirements**

To qualify for graduation a student must successfully complete all academic requirements including maintaining a 2.0 or better GPA. Commencement exercises are normally held in May. Students who complete a program in December are invited to participate in the following May graduation.

Academic Requirements for Graduation are:

1. Bachelor Degree - 120 hours as specified
2. Associate Degree - 60 hours as specified
3. Certificate - 18 or 28 hours as specified
4. Be approved by vote of faculty.
5. Show Math proficiency.

Christian Development Requirements for Graduation are:

Pass chapel every semester enrolled.

Christian Service Requirements for Graduation are:

1. Fulfill Christian Service Assignment I & II usually during first two or three semesters.
2. Serve in a mentored internship in conjunction with the Transition to Ministry class.
3. Submit the weekly *Report of Church Involvement (RCI)* reports (online) for each week of every semester.

### **Graduation Procedures**

Completion of academic requirements does not guarantee graduation. Students must complete the following steps:

1. Submit online application to the Academic Office for graduation one year prior to anticipated graduation date.
2. Settle all financial accounts and return all items to the library.
3. Be appraised as having proper moral conduct and attitude appropriate for a graduate of Clear Creek Baptist Bible College.
4. Participate in graduation exercises or inform the Academic Office of graduation in absentia.

### **Participation in Graduation Exercises before Completing All Requirements**

Clear Creek Baptist Bible College has only one graduation ceremony each year. Students who have not completed all the requirements may participate in graduation exercises under the following guidelines:

1. No degree is granted until all requirements are met. Students allowed to “walk” receive only the cover.
2. Students finishing work after the ceremony are designated by a plus sign (+) on the program.
3. Electronic form contracts must be on file in the Academic Office describing the work to be completed and the plan to finish the requirement.
4. Students must be able to complete all requirements during the summer following graduation.
5. Any student who fails to complete the work in the calendar year of the graduation ceremony must reapply for graduation and pay all fees associated with graduation, including the printing of a new diploma. The unused diploma with the improper date will be destroyed by the registrar.

### **Transcripts**

Clear Creek Baptist Bible College has partnered with Parchment to process transcript orders for the institution through the internet. Go to CCBBC website, hover over Academics and on the drop-down, click on Transcript Requests. Create an account with Parchment then follow the instructions. Transcripts will only be processed if no hold has been placed on the student’s account by the business office.

### Course Lettering System

The course lettering system at CCBBC is to be understood by the following:

"R" Non-credit required classes.

"C" Core courses.

"E" Elective courses.

CBTH	Bible and Theological Studies	(New and Old Testament, Theology, Etc.)
CGES	General Education Studies	(Math, English, Etc.)
CPFS	Ministry Studies	(Ministry, Organization, Etc.)
ECHU	Church Ministry and Leadership Studies	
EMEV	Missions and Evangelism Studies	
EPAS	Elective Ministry Studies	
MUS_	Music Studies	(MusE, MusI, MusP, MusV)
REQU	Required	(Chapel, Christian Service, Etc.)

### General Education Requirements and Rationale

#### Objective

Clear Creek Bible College's overarching educational goals are to assist our students to gain an understanding of the Bible and Christian theology, to exhibit a sensitivity to the needs of people and the ability to minister from a biblical perspective, and to communicate in the context of ministry. The student should acquire the essential tools to be lifelong learners. General Education courses assist the students of CCBBC to master these lifelong skills.

#### Purpose of the Rationale

This rationale establishes the process for the General Education Curriculum requirements that undergraduate students at Clear Creek Baptist Bible College are required to complete.

General Education courses seek to provide students with skills to analyze and communicate major concepts, philosophies, presuppositions and worldviews. The student will analyze these skills in light of biblical principles.

The General Education Curriculum, as approved by the faculty, is published in this Course Catalog. A variety of General Education courses will be scheduled each Fall and Spring semesters.

### General Education Competencies

#### Communication

The degree graduates will be able to demonstrate the ability to communicate effectively in written and spoken English both in ministry and general settings.

#### Arts and Humanities

The degree graduates will be able to demonstrate an understanding of the arts and humanities from a Christian perspective in historical and cultural contexts.

#### Mathematics

The degree graduates will be able to demonstrate mathematical literacy at a basic college level.

#### Natural Sciences

The degree graduates will be able to demonstrate scientific literacy by explaining the process of scientific reasoning and applying scientific principles inside and outside of the laboratory or field setting.

### **Computer**

The degree graduates will be able to demonstrate the ability to utilize the internet and computer resources to perform academic research necessary to do graduate level research at a seminary. The student should demonstrate the ability to utilize these skills in ministry.

### **Social Sciences**

The degree graduates will be able to demonstrate an understanding of social science methodologies in order to explain the consequences of human actions.

### **Ethical Judgment**

The degree graduates will be able to demonstrate an ability to identify, comprehend, and deal with ethical problems and their ramifications in a systematic, thorough, and responsible way. This should include both ministry and non-ministry situations.

### **Critical Thinking**

The degree graduates will be able to demonstrate the ability to critically analyze the quality and utility of knowledge gained throughout the undergraduate experience and apply this knowledge to a wide range of problems.

## **Bible/Theology Rationale**

### **Objective for the Bible/Theology Requirements**

Clear Creek Baptist Bible College's Mission statement claims that the college "exists to provide educational preparation for adults called of God into Christian Service." The purpose of Clear Creek Baptist Bible College "is to provide a quality Bible-based education with an emphasis on practical Christian service." Institutional Objectives states that the college seeks to provide God-called students to prepare for the Lord's work and to provide a quality Bible-based education with an emphasis on practical Christian service. One of the educational Objectives strives to help the student demonstrate knowledge and understanding of the Bible and Christian theology. To accomplish these stated objectives, Clear Creek requires 44 hours of Bible/Theology for every bachelor's graduate regardless of which track a student is enrolled. The Associate of Arts degree requires its graduates to complete a minimum of 22 hours in Bible/Theology.

### **Rationale of Purpose**

This statement establishes the process for the Bible/Theology requirements that Bachelor of Arts in Ministry degree and Associate of Arts degree students at Clear Creek Baptist Bible College must complete before graduation is permitted.

Bible courses offer the student a direct study of the Bible through Bible readings, appropriate textbooks directly related to the biblical text, assigned papers requiring significant Bible study and/or interpretation/application, and tests designed to evaluate the student's facility to interpret and apply the biblical text.

Theology courses provide the student with historical, systematic, or biblical theological perspectives. The courses require reading of appropriate texts, writing substantive narratives on theological topics, and exams to demonstrate competency in the area of theology.

Clear Creek Baptist Bible College requires each Bachelor of Arts Student to graduate with 44 hours of Bible/Theology regardless of which track the student may be enrolled. The Associate of Arts in Ministry degree requires a minimum of 22 hours in Bible/Theology.



## **Undergraduate Degrees and Certificates at CCBBC**

### ***Bachelor of Arts in Ministry***

The Bachelor of Arts in Ministry degree prepares the graduate for the particular ministry to which God has called him or her. The graduate will be competent to prepare and proclaim effective Bible messages and/or lessons, provide competent counsel or assistance to those to whom he or she ministers in coping with the typical problems of life, and give competent leadership to the ministries and programs of the local church. For many graduates, this degree is their formal, ministry preparation. For those called to continue their education, the Bachelor of Arts in Ministry is an excellent foundation for graduate studies.

In addition to the 79 hours of core studies, the Bachelor of Arts in Ministry degree consists of 20 hours of required ministry courses and 21 hours of ministry electives designed to allow the student to structure his studies according to personal needs or interests.

<b>Bible/Theology</b>	<b>44 Hours</b>	<b>General Studies</b>	<b>35 Hours</b>
Baptist Doctrine	3	College Research and Lit.	3
New Testament 1-8	16	American History 1-2	6
Old Testament 1-8	16	Church History	3
Biblical Hermeneutics	3	English Composition 1-2	6
Christian Theology 1-2	6	Fine Arts/Humanities	3
<b>Ministry Studies</b>	<b>20 Hours</b>	Psychology of Lifespan Dev.	3
Public Speaking in Ministry	3	General Science	3
Church Admin. & Leadership	3	General Science Lab	1
Spiritual Formation	2	Philosophy	3
Missions Preparation	1	General Psychology	3
Transition to Ministry	3	Senior Seminar	1
Evangelism & Missions	3	<b>Ministry Electives</b>	<b>21 Hours</b>
Sermon Prep. <b>OR</b> Prin. of Teaching	3	(may be taken from CPFES, EPAS, ECHU, EMEV, MUS_ courses).	
Sermon Delivery <b>OR</b> Bible Teach. Lab	2		
<b>Required Non-credit Courses</b>		<b>Total:</b>	<b>120 Hours</b>
Christian Services Assignment 1-2			
Chapel (every semester)			
Report of Church Involvement (every semester)			
Math Proficiency			

### **Bachelor of Arts in Ministry Student Learning Outcomes**

1. Demonstrate an increase in Biblical knowledge from both the Old and New Testaments.
2. Clearly articulate and explain Christian theology.
3. Demonstrate sensitivity to the needs of people and the ability to minister from a biblical perspective.
4. Demonstrate an improvement in communication skills in the context of ministry.
5. Demonstrate an increase in leadership skills.
6. Write and deliver a sermon or create a teaching outline utilizing proper hermeneutical tools consisting of biblical and literary contexts, organization of biblical content, and proper applications.
7. Develop and apply administrative principles in planning, organizing, and evaluating the work of a local church and basic church programs as explored in the Church.

### ***Biblical Counseling Ministry Track***

The Bachelor of Arts in Ministry, Biblical Counseling Ministry track serves a dual purpose. It meets the needs of students preparing for a pastoral role in ministry who desire a targeted pursuit of study in counseling. It also equips those students who are training for preparation for other ministry roles/areas that would benefit from pursuing biblical counseling specialization and vocational preparation in their local settings (teaching, missions, para-church ministries, community counseling clinics, support ministries – etc.).

In addition to the 79 hours of core studies, the Bachelor of Arts in Ministry, Biblical Counseling Ministry track consists of 12 hours of required ministry courses, 20 hours of biblical counseling ministry courses, and 9 hours of ministry elective courses.

<b>Bible/Theology</b>	<b>44 Hours</b>	<b>General Studies</b>	<b>35 Hours</b>
Baptist Doctrine	3	College Research and Lit.	3
New Testament 1-8	16	American History 1-2	6
Old Testament 1-8	16	Church History	3
Biblical Hermeneutics	3	English Composition 1-2	6
Christian Theology 1-2	6	Fine Arts/Humanities	3
		<b>OR Music Appreciation</b>	
		Psychology of Lifespan Dev.	3
<b>Ministry Studies</b>	<b>12 Hours</b>	General Science	3
Spiritual Formation	2	General Science Lab	1
Church Admin. & Leadership	3	Philosophy	3
Mission Preparation	1	General Psychology	3
Evangelism & Missions	3	Senior Seminar	1
Transition to Ministry	3		
<b>Ministry Electives</b>	<b>9 Hours</b>	<b>Biblical Counsel. Min. Studies</b>	<b>20 Hours</b>
(may be taken from CPFS, EPAS, ECHU, EMEV, MUS_ courses).		Biblical Counseling Theology	3
<b>Required Non-credit Courses</b>		Biblical Counseling Methodology	3
Christian Services Assignment 1-2		Biblical Counseling & Forgiveness	2
Chapel (every semester)		Biblical Counsel. & Spiritual War.	2
Report of Church Involvement (every semester)		Family Topics in Biblical Counsel.	2
Math Proficiency		Adv. Topics in Biblical Counseling	3
		Vocational <b>OR</b> Pastoral Counsel.	2
		Biblical Counseling Practicum	3
		<b>Total:</b>	<b>120 Hours</b>

### **Biblical Counseling Ministry Track Student Learning Outcomes**

1. Articulate a biblical theology as it relates specifically to the task of counseling.
2. Demonstrate knowledge and sensitivities to the various methodologies of counseling influential to the local church.
3. Demonstrate proficiency in the necessary communication skills required for conducting biblical counseling.
4. Demonstrate understanding of the basic premises and biblical critiques of the theories of psychotherapy.
5. Demonstrate awareness and proficiency in preparation for the commonly anticipated needs of individuals and families seeking biblical counseling.
6. Demonstrate awareness of opportunities for further personal growth in accreditation, education and professional training in the ministry of biblical counseling.

### ***Biblical Studies Track***

The Bachelor of Arts in Ministry, Biblical Studies track consists of 120 hours. It is designed to equip graduates to interpret and apply biblical truth within contemporary life accurately and in their specific ministry context. In addition to taking thirty-two hours of Bible, students pursuing this track will be required to take courses like How We Got the Bible, Applied Hermeneutics, Apologetics and the Bible, as well as Hebrew 1-2 and Greek 1-2. This track will help provide the foundation for a calling to an exegetical Bible ministry or for the individual who plans to earn a post-graduate degree at a seminary.

In addition to the 76-hour core of studies (Bible/Theology & General studies), the Bachelor of Arts in Ministry, Biblical Studies track consists of 11 hours of required Ministry Studies, 8 hours of Ministry Studies electives, and 25 hours of Bible Teaching Studies.

<b>Bible/Theology</b>	<b>44 Hours</b>	<b>General Studies</b>	<b>32 Hours</b>
Baptist Doctrine	3	College Research and Lit.	3
New Testament 1-8	16	American History 1-2	6
Old Testament 1-8	16	Church History	3
Biblical Hermeneutics	3	English Composition 1-2	6
Christian Theology 1-2	6	Fine Arts/Humanities	
		OR Music Appreciation	3
<b>Ministry Studies</b>	<b>13 Hours</b>	General Science	3
Church Admin. & Leadership	3	General Science Lab	1
Spiritual Formation	2	Philosophy	3
Evangelism & Missions	3	General Psychology	3
Sermon Preparation*	3	Senior Seminar	1
Sermon Delivery*	2		
<b>Bible Foundations</b>	<b>10 Hours</b>	<b>Bible Teaching Studies</b>	<b>21 Hours</b>
Basic Christian Apologetics	2	Greek 1-2	6
Apologetics and the Bible	2	Hebrew 1-2	6
How We Got the Bible	2	The Bible's Big Picture	3
(2) EPAS Bible Book classes	4	Applied Hermeneutics	2
		Biblical Backgrounds	2
		Translation & Interpret. of NT/OT	2
* female students will take Prin. Of Teaching/ Bible Teach. Lab		<b>Total:</b>	<b>120 Hours</b>

**Required Non-credit Courses**

Christian Services Assignment 1-2  
 Chapel (every semester)  
 Report of Church Involvement (every semester)  
 Math Proficiency

### **Biblical Studies Track Student Learning Outcomes**

1. Increase in Bible Knowledge.
2. Research, write, and present a topical Bible Knowledge Research Paper (in *Apologetics & the Bible class*) and a Biblical Theology/Typology paper on the Grand Narrative of Salvation in the Bible (in *The Bible's Big Picture class*).
3. Research, write, and present an advance exegetical research paper using Hebrew and/or Greek Biblical Languages (in *Applied Hermeneutics class*; and in either *Translation & Interpretation of NT/OT*);

### **Christian Apologetics Ministry Track**

The Bachelor of Arts in Ministry, Christian Apologetics Ministry track is a 120-hour degree program that prepares the graduate to engage the culture through proclamation and defense of the gospel. Graduates of the track will be prepared to provide a defense of the major teachings of Christianity. Graduates of the degree will be able to present a Christian worldview through personal growth in the Scriptures and theological understanding. Graduates will learn to present the truth engagingly and respectfully.

<b>Bible/Theology</b>	<b>44 Hours</b>		
Baptist Doctrine	3	General Science	3
New Testament 1-8	16	General Science Lab	1
Old Testament 1-8	16	Philosophy	3
Biblical Hermeneutics	3	General Psychology	3
Christian Theology 1-2	6	Senior Seminar	1
<b>Ministry Studies</b>	<b>17 Hours</b>	<b>Apologetics Studies</b>	<b>21 Hours</b>
Public Speaking in Ministry	3	Basic Christian Apologetics	2
Church Admin & Leadership	3	Apologetics and the Bible	2
Spiritual Formation	2	Apologetics and the Resurrection	2
Missions Preparation	1	Apologetics in a Pluralistic Age	2
Evangelism & Missions	3	Contemporary Worldviews	2
Sermon Prep./Prin. Of Teaching	3	Apologetics and Ethics	2
Sermon Delivery/Bible Teach. Lab.	2	Apologetics in a Scientific Age	2
<b>General Studies</b>	<b>32 Hours</b>	Creation: Theories and Facts	3
College Research and Lit.	3	Apologetics and Logic	2
American History 1-2	6	Apologetics and Evil	2
Church History	3		
English Composition 1-2	6	<b>Ministry Electives</b>	<b>6 Hours</b>
Fine Arts/Humanities <b>OR</b>			
Music Appreciation	3		

**Required Non-credit Courses**

Christian Services Assignment 1-2  
Chapel (every semester)  
Report of Church Involvement (every semester)  
Math Proficiency

### **Christian Apologetics Ministry Track Student Learning Outcomes**

1. Develop a biblical worldview for the task of Christian apologetics.
2. Exhibit an awareness of issues related to Christian apologetics.
3. Develop answers to common objections against Christianity with an awareness of the needs of individuals one is answering.
4. Create a strategy for engaging contemporary culture with the gospel by effectively communicating the truth of Christianity.

### **Church Planting Ministry Track**

Recent studies have shown that more churches are closing than opening. As churches close their doors, the gospel impact in the community is lost. We want to be a part of a movement that reverses the trend. Our Bachelor of Arts in Ministry, Church Planting Ministry track combines foundational preparation in biblical, theological, and ministry education with field experience designed specifically for those called to be church planters.

In addition to the 79 hours of core studies, the Bachelor of Arts in Ministry, Church Planting Ministry track consists of 20 hours of Ministry Studies, and 21 hours of Supervised Field Experience (SFE) in Church Planting. The Church Planting Ministry track prepares students for graduate studies if they desire to advance with Church Planting.

<b>Bible/Theology</b>	<b>44 Hours</b>	<b>General Studies</b>	<b>35 Hours</b>
Baptist Doctrine	3	College Research and Lit.	3
New Testament 1-8	16	American History 1-2	6
Old Testament 1-8	16	Church History	3
Biblical Hermeneutics	3	English Composition 1-2	6
Christian Theology 1-2	6	Fine Arts/Humanities	3
<b>Ministry Studies</b>	<b>20 Hours</b>	Psychology of Lifespan Dev.	3
Evangelism and Missions	3	General Science	3
Spiritual Formation	2	General Science Lab	1
Church Admin. & Leadership	3	Philosophy	3
Public Speaking in Ministry	3	General Psychology	3
Transition to Ministry	3	Senior Seminar	1
Missions Preparation	1	<b>Supervised Field Experience</b>	<b>21 Hours</b>
Sermon Prep. <b>OR</b> Prin. of Teaching	3	SFE in Church Planting 1-5	21
Sermon Delivery <b>OR</b> Bible Teach. Lab	2		
<b>Required Non-credit Courses</b>		<b>Total:</b>	<b>120 Hours</b>
Christian Services Assignment 1-2			
Chapel (every semester)			
Report of Church Involvement (every semester)			
Math Proficiency			

### **Church Planting Ministry Track Student Learning Outcomes**

1. Students will demonstrate knowledge of the Bible and Christian Theology
2. Students will implement proper communication and hermeneutical skills when speaking publicly.
3. Students will administer a plan to lead a church plant in the area of missions, church administration, and spiritual formations.
4. Students will implement plans to develop a sensitivity to the needs of the people encountered at a church plant.

### ***Pastoral Ministry Track***

The Bachelor of Arts in Ministry, Pastoral Ministry track consists of 120 hours and is intentionally designed to prepare and equip graduates to fulfill their calling as pastors within the context of the local church. Participation in this track will focus heavily on the areas of pastoral preaching, pastoral care, pastoral leadership, and pastoral counseling. Graduates of this degree will enter the pastorate with confidence that they are competent to lead the local church through the challenges which they will face.

In addition to the 76-hour core of studies, the Bachelor of Arts in Ministry, Pastoral Ministry track consists of 11 hours of required ministry studies, 25 hours of pastoral ministry studies, and 8 hours of ministry electives.

<b>Bible/Theology</b>	<b>44 Hours</b>	<b>General Studies</b>	<b>32 Hours</b>
Baptist Doctrine	3	College Research and Lit.	3
New Testament 1-8	16	American History 1-2	6
Old Testament 1-8	16	Church History	3
Biblical Hermeneutics	3	English Composition 1-2	6
Christian Theology 1-2	6	Fine Arts/Humanities	3
		General Science	3
		General Science Lab	1
<b>Ministry Studies</b>	<b>11 Hours</b>	Philosophy	3
Church Admin. & Leadership	3	General Psychology	3
Spiritual Formation	2	Senior Seminar	1
Transition to Ministry	3		
Evangelism & Missions	3		
		<b>Pastoral Ministry Studies</b>	<b>25 Hours</b>
<b>Ministry Electives</b>	<b>8 Hours</b>	Sermon Preparation	3
(may be taken from CPFS, EPAS, ECHU, EMEV, MUS_ courses).		Sermon Delivery	2
		Intro. to Biblical Languages	2
<b>Required Non-credit Courses</b>		Pastoral Preaching	2
Christian Services Assignment 1-2		Applied Pastoral Min. 1-2	4
Chapel (every semester)		Planned Program of Preaching	2
Report of Church Involvement (every semester)		Basic Christian Apologetics	2
Math Proficiency		Church Revitalization	2
		Pastoral Counseling	2
		Church Health & Growth	2
		Discipleship & Family Ministry	2
		<b>Total:</b>	<b>120 Hours</b>

### **Pastoral Ministry Track Student Learning Outcomes**

1. Develop a planned program of preaching.
2. Prepare and preach an expositional sermon.
3. Design a disciple making strategy for use in the local church.
4. Create an evangelism strategy for use in the local church.

### **Worship and Music Ministry Track**

The Bachelor of Arts in Ministry, Worship and Music Ministry track prepares the graduate to serve as a spiritual leader in local churches by nurturing vocationally God-called students as they prepare for the Lord's work and by providing quality Bible-based education with an emphasis on practical Worship and Music Ministry. Unlike other tracks for the B.A. in Ministry degree, students do not select random electives but are required to take specific courses that prepare him/her for the needs of Worship and Music Ministry in the local church.

In addition to the 76 hours of core studies, the Bachelor of Arts in Ministry, Worship and Music Ministry track consists of 12 hours of Ministry Studies, and 32 hours of Worship and Music studies. The Bachelor of Arts in Ministry, Worship and Music Ministry track prepares students for graduate studies if they desire to advance with worship and music.

<b>Bible/Theology</b>	<b>44 Hours</b>	<b>General Studies</b>	<b>32 Hours</b>
Baptist Doctrine	3	College Research and Lit.	3
New Testament 1-8	16	American History 1-2	6
Old Testament 1-8	16	Church History	3
Biblical Hermeneutics	3	English Composition 1-2	6
Christian Theology 1-2	6	Music Appreciation	3
		General Science	3
<b>Ministry Studies</b>	<b>12 Hours</b>	General Science Lab	1
Spiritual Formation	2	Philosophy	3
Church Admin. & Leadership	3	General Psychology	3
Public Speaking in Ministry	3	Senior Seminar	1
Transition to Ministry	3		
Missions Preparation	1	<b>Worship &amp; Music Min. Studies</b>	<b>32 Hours</b>
<b>Required Non-credit Courses</b>		Introduction to Worship	3
Christian Services Assignment 1-2		Musicianship 1-3	6
Chapel (every semester)		CC Singers/Worship Team 1-4	4
Report of Church Involvement (every semester)		Hymnology	2
Math Proficiency		Private Lessons 1-4	4
		Leading Worship	3
		Worship History	3
		Technology in Ministry	2
		Children's Worship	2
		Music in Missions	3
		<b>Total:</b>	<b>120 Hours</b>

### **Worship and Music Ministry Track Student Learning Outcomes**

1. An increase in knowledge and understanding of a biblical worship and music theology.
2. A sensitivity to the methodologies needed to lead worship and music in the local church.
3. An improvement in vocal or instrumental skills in the context of ministry.
4. An understanding of a biblical worship philosophy.

### ***Associate of Arts in Ministry***

The Associate of Arts in Ministry degree equips students with the general ministry skills while increasing their Bible knowledge and preparing them for additional study in a specialized ministry area. This degree is most beneficial to church members desiring greater usefulness in his or her local church or to vocationally called men or women who are still discerning their ministry direction.

In addition to the 38 hours of core studies, the Associate of Arts in Ministry degree consists of 13 hours of Ministry Studies, and 9 hours of Ministry Elective Studies. The AA in Ministry degree prepares students for further undergraduate studies if they desire to advance with their education.

<b>Bible/Theology</b>	<b>22 Hours</b>	<b>General Studies</b>	<b>16 Hours</b>
Baptist Doctrine	3	College Research and Lit.	3
New Testament 1-8 (choose 4)	8	English Composition 1-2	6
Old Testament 1-8 (choose 4)	8	General Science	3
Biblical Hermeneutics	3	General Science Lab	1
		Psychology of Lifespan Dev.	3
 <b>Ministry Studies</b>	 <b>13 Hours</b>	 <b>Ministry Electives</b>	 <b>9 Hours</b>
Evangelism and Missions	3	(may be taken from CPFS, EPAS, ECHU, EMEV, MUS_ courses).	
Church Admin. & Leadership	3		
Sermon Prep. <b>OR</b> Prin. of Teaching	3		
Sermon Delivery <b>OR</b> Bible Teach. Lab	2		
Spiritual Formation	2		
		<b>Total:</b>	<b>60 Hours</b>
 <b>Required Non-credit Courses</b>			
Christian Services Assignment 1-2			
Chapel (every semester)			
Report of Church Involvement (every semester)			
Math Proficiency			

### **Associate of Arts in Ministry Student Learning Outcomes**

1. Students will exhibit Biblical knowledge from both the Old and New Testaments.
2. Students will exhibit proficiency in Biblical Exegesis.
3. Students will exhibit effective communication in the context of ministry.
4. Students will exhibit leadership skills in the context of ministry.

### ***Certificate in Bible***

The primary goal of the Certificate in Bible is to increase an individual's knowledge and understanding of the Bible. A secondary goal is an increase in knowledge and understanding of biblical (Christian) theology through a rigorous study of God's Word.

This 28-semester hour certificate will allow an individual to take courses on-campus or online (or in combination) and complete the certificate in as little as one calendar year. The certificate consists of any 14 of the 16 courses listed below.

#### **Course List**

- CBTH-1215: Old Testament 1 (Genesis through Leviticus)
- CBTH 1226: Old Testament 2 (From the Wilderness to the Kingdom)
- CBTH 2215: Old Testament 3 (The Kingdom of Israel, Part One)
- CBTH 2226: Old Testament 4 (The Kingdom of Israel, Part Two)
- CBTH 3215: Old Testament 5 (The Prophets, Part One)
- CBTH 3226: Old Testament 6 (The Prophets, Part Two)
- CBTH 4215: Old Testament 7 (The Prophets, Part Three)
- CBTH 4226: Old Testament 8 (The Writing and Wisdom Literature)
- CBTH 1217: New Testament 1 (New Testament Backgrounds and the Gospel of Mark)
- CBTH 1228: New Testament 2 (Matthew and Luke)
- CBTH 2217: New Testament 3 (The Gospel of John and His Three Epistles)
- CBTH 2228: New Testament 4 (Acts and the Prison Epistles)
- CBTH 3217: New Testament 5 (Romans and 1-2 Corinthians)
- CBTH 3228: New Testament 6 (Galatians, 1-2 Thessalonians and the Pastoral Epistles)
- CBTH 4217: New Testament 7 (James, 1-2 Peter and Jude)
- CBTH 4228: New Testament 8 (Hebrews and the Revelation)

#### **Certificate in Bible Student Learning Outcomes**

1. Students will increase in Bible knowledge and understanding.
2. Students will increase in knowledge and understanding of Christian/Biblical theology.

***Bivocational Ministry Certificate***  
***(A special cohort offering, not always available for entry.)***

The Bivocational Ministry Certificate will consist of 18 credit hours. The coursework will include 8 hours in Bible, 6 hours in doctrine and hermeneutics, and classes in Church Revitalization and Spiritual Formation. The certificate is designed to be completed across three semesters. It is recommended that seven hours will be taken in the first two semesters and four hours in the third semester. The entire certificate will be delivered online to accommodate the busy schedule of the Bivocational pastor.

**Course List**

- CBTH 2320: Baptist Doctrine
- CPFS 1222: Spiritual Formation
- ECHU 3221 Church Revitalization
- CBTH \_\_\_\_: Old Testament (2 Old Testament Courses)
- CBTH \_\_\_\_: New Testament (2 New Testament Courses)
- CBTH 1321: Biblical Hermeneutics

**18 Credit Hours**

**Bivocational Ministry Certificate Student Learning Outcomes**

1. Students will apply proper hermeneutical skills for the purpose of exegeting the Scripture in an applicable way for a contemporary audience.
2. Students will apply various spiritual disciplines to potential ministry situations.

**Note: Certificates are not eligible for Title IV financial aid funds.**

Each of the courses in the Certificate in Bible are directly transferrable into either the Associate of Arts degree or the Bachelor of Arts degree.

### **Bivocational Ministry Certificate – Financials**

**Cost to Student:**

- Fees
- Books

**Scholarship Offer:**

- CCBBC will scholarship the cost of tuition of certificate courses.

**Withdrawals:**

- Students who withdraw from the certificate courses will be responsible to cover the cost of financial aid that was applied to their account for tuition. This can be appealed to the scholarship committee to review the circumstance of the withdrawal.

**Failures:**

- Students who must retake a course they have failed will be responsible for the full tuition cost.

**Appeals Process:**

- A student may appeal loss of Financial Aid due to “illness, injury, death of a relative, or other special circumstance”. These are examples and not the only reasons which could be considered. Although, taking too many courses or failure to study or attend class is not acceptable. It is the students’ responsibility to request in writing that their case be taken into consideration by the scholarship committee. Once the written appeal has been received the student will be notified of the committee decision by email within two weeks from receipt of the appeal.

## Course Descriptions

### Biblical and Theological Studies

#### **CBTH 1215 Old Testament 1 - Genesis through Leviticus**

This course is divided into two parts: an introduction to the Old Testament through a study of the background and theology of the Old Testament followed by a study of the history and theology of Genesis through Leviticus with an emphasis on life application. Two hours.

#### **CBTH 1217 New Testament 1 - New Testament Background and the Gospel of Mark**

This course is divided into two parts: a survey of the Inter-testament period and background of the New Testament followed by a study of the Gospel of Mark. The study of the Gospel of Mark will cover the background, contents, purpose, and interpretation of the gospel with an emphasis on life application. Two hours.

#### **CBTH 1226 Old Testament 2 - From the Wilderness to the Kingdom**

A study of the background and theology of Israel from the book of Numbers through the days of Samuel with an emphasis on life application. Included in this study is an overview of Deuteronomy. Two hours.

#### **CBTH 1228 New Testament 2 - Matthew and Luke**

A study of the gospels of Matthew and Luke dealing with their background, contents, purpose, and interpretation with an emphasis on life application. Two hours.

#### **CBTH 1321 Biblical Hermeneutics**

This course will be based on the Historical-Grammatical approach to biblical interpretation. The course will have three basic components: (1) it will give serious attention to reading the Bible carefully; (2) it will address general hermeneutical issues that confront every interpreter (the role of the Holy Spirit etc.); (3) it will offer guidelines for interpreting and applying every major literary genre in both the Old and New Testaments. Three hours.

#### **CBTH 2215 Old Testament 3 - The Kingdom of Israel, Part One**

A study of the background and theology of the Kingdom of Israel from the beginning of the monarchy with Saul through the fall of the Northern Kingdom with an emphasis on life application. Two hours.

#### **CBTH 2217 New Testament 3 - The Gospel of John and His Three Epistles**

A study of the Gospel and Epistles of John dealing with their background, contents, purpose, and interpretation with an emphasis on life application. Two hours.

#### **CBTH 2226 Old Testament 4 - The Kingdom of Israel, Part Two**

A study of the background and theology of the Kingdom of Israel from the fall of the Northern Kingdom through the post-exilic period of Ezra, Nehemiah and Esther with an emphasis on life application. Two hours.

#### **CBTH 2228 New Testament 4 - The Book of Acts and the Prison Epistles: Ephesians, Philippians, Colossians, and Philemon.**

A study of the Book of Acts and the Prison Epistles dealing with their background, contents, purpose, and interpretation with an emphasis on life application. Two hours.

#### **CBTH 2320 Baptist Doctrine**

A study of the key Baptist doctrines, approached not from textbook theology, but from a pastoral perspective. Included are the distinctive Baptist beliefs on the authority and inerrancy of the Bible, the priesthood of all believers, and the eternal security of the believer. Three hours.

**CBTH 3215 Old Testament 5 - The Prophets, Part One**

A study of Isaiah and his contemporaries among the Minor Prophets. The study will examine the background and theology of the prophets with an emphasis on life application. Two hours.

**CBTH 3217 New Testament 5 - Romans and 1 & 2 Corinthians**

A study of Romans and 1-2 Corinthians dealing with an introduction to Pauline theology, their background, contents, purpose, and interpretation with an emphasis on life application. Two hours.

**CBTH 3226 Old Testament 6 - The Prophets, Part Two**

A study of Jeremiah and his contemporaries among the Minor Prophets. The study will examine the background and theology of the prophets with an emphasis on life application. Two hours.

**CBTH 3228 New Testament 6 - Galatians, 1 & 2 Thessalonians & the Pastoral Epistles: 1 & 2 Timothy and Titus**

A study of Galatians and 1-2 Thessalonians and the Pastoral Epistles dealing with their background, contents, purpose, and interpretation with an emphasis on life application. Two hours.

**CBTH 3231 Biblical Geography**

This course will be a systematic exploration of the major geographical regions of the biblical world in relation to their geography, economies, climates and biblical history. Two hours.

**CBTH 3311 Christian Theology I**

A course covering the doctrines of revelation, God, and humanity, including theological method, angelology, and hamartiology. Three hours.

**CBTH 3315 Systematic Theology 1**

(Prerequisite: CBTH 2320)

A study of the nature and divisions of theology. Definitions and existence of God; doctrines of the Bible, God, and angels. Three hours.

**CBTH 3321 Christian Theology II**

A course covering the doctrines of Christ, the Holy Spirit, salvation, the Church, and last things. Three hours.

**CBTH 3324 Systematic Theology 2**

(Prerequisite: CBTH 3315)

A study of man, his origin, character, fall, and the consequences of the fall. The doctrine of salvation, its plan, purpose and method, the person of Christ, work of Christ and application of that work. Three hours.

**CBTH 4215 Old Testament 7 - The Prophets, Part Three**

A study of the prophets of the exilic and post-exilic periods. The study will examine the background and theology of the prophets with an emphasis on life application. Two hours.

**CBTH 4217 New Testament 7 - James, 1 & 2 Peter, and Jude**

A study of James, 1-2 Peter, and Jude dealing with their background, contents, purpose, and interpretation with an emphasis on life application. Two hours.

**CBTH 4226 Old Testament 8 - The Writings and Wisdom Literature**

A study of the background and theology of the books of Job through Song of Solomon with an emphasis on life application. Two hours.

**CBTH 4228 New Testament 8 –Hebrews and Revelation**

A study of Hebrews and Revelation dealing with their background, contents, purpose, and interpretation with an emphasis on life application. Two hours.

**CBTH 4310 Systematic Theology 3**

(Prerequisite: CBTH 3315 and CBTH 3324)

A study of the doctrine of the church and last things: the second coming of Christ, resurrection, judgments, millennium views, and final consummation of all things. Three hours.

**CBTH 4320 Ethics**

A study of Christian ethical principles with attention given to Bible ethics, patterns of Christian moral decision, and Christian responsibility in selected areas of life. Three hours.

**General Studies**

**CGES 1000 P.O.W.E.R. To Succeed**

This is a first-year experience course. The proven principles of the P.O.W.E.R. (Prepare, Organize, Work, Evaluate, and Rethink) system are the foundations. Topics to be addressed include: discipline; learning styles; time management; taking notes; test-taking strategies; reading and remembering; decision making; problem solving. Texts, lectures, online resources, and multi-media presentations will be utilized. One hour.

**CGES 1110 Fitness Education**

A classroom study of the principals and behavior necessary to achieve and maintain a physically fit body. Outside physical activity (walking) is required as part of the course. One hour.

**CGES 1125 General Science Lab**

A course designed to allow the student to experience hands-on scientific discovery in the laboratory. One hour.

**CGES 1310 English Composition I**

Students will review and apply the fundamentals of English grammar. College-level reading skills are also part of the syllabus along with writing activities. Three hours.

**CGES 1313 College Research Literacy**

A general introduction to lifelong learning skills necessary to critically assess and use information. Students will learn techniques to think critically about research strategies, cite information, understand issues related to intellectual freedom and copyright, and apply these concepts to research using library resources. Students are expected to understand basic computing and online concepts such as browsing the internet, searching the web, downloading files, finding files on a computer, saving and opening email attachments, and attaching files to email. (A working knowledge of Microsoft Word is necessary.) Three hours.

**CGES 1322 English Composition II**

(Prerequisite: CGES 1310) Students will learn basic principles for writing in a variety of formats including letters, news releases, and essays, with particular attention given to research papers. Three hours.

**CGES 2310 Music Appreciation**

An introduction to various musical genres, styles, and composers from Antiquity through the twenty-first century. Further, students will be able to clearly articulate musical terminology to communicate their musical perceptions. Three hours.

**CGES 2312 General Science**

An introductory course designed to acquaint the student with the theories, biblical and secular, of the disciplines of physics, chemistry, astronomy, earth science and biology. Three hours.

**CGES 2313 General Psychology**

A study of human behavior, personality, and personal adjustment in order for the student to have a basic understanding of people. Three hours.

**CGES 2325 Psychology of Lifespan Development**

An analysis of developmental theories from birth through adulthood with application to Christian education. Studies of the mental, physical, socio-emotional, and spiritual development of each age group along the lifespan will be examined. Three hours.

**CGES 3221 Christian Writing**

An introductory course in Christian writing, offering practical experience in preparing and analyzing copy for newspapers, Baptist state papers, magazines, curriculum materials and books. Two hours.

**CGES 3311 Western Civilization I**

Survey of the history of Western Civilization from Near Eastern civilizations to the 1700's with attention given to ideas, politics, and society as foundations for the present. Three hours.

**CGES 3312 Western Civilization II**

Survey of the history of Western Civilization from the 1700's to the present with emphasis upon European History. Three hours.

**CGES 3321 American History I**

Survey of the history of America and the United States from pre-colonial days to Reconstruction. Three hours.

**CGES 3322 American History II**

Survey of the history of the United States from Reconstruction to the present with emphasis upon the Twentieth Century. Three hours.

**CGES 4100 Senior Seminar**

The senior seminar is a required seminar designed to help the graduating student pull together knowledge and expertise gained while at Clear Creek in preparation for post-graduation ministry. Senior Seminar requires the completion of a portfolio for each graduating senior. The portfolio will include five written pieces and two or three oral pieces. The five written pieces are: written statement of call from the admissions application, a formal term paper from English Composition, the book report from Internship I, the position paper from Senior Seminar, and a resume (includes a statement of ministry philosophy) prepared for Senior Seminar. The two to three oral pieces are taken from: a speech from Public Speaking in Ministry, sermon or teaching lecture done for Sermon Delivery or Bible Teaching Lab and a short six-minute presentation prepared for Senior Seminar. One hour.

**CGES 4310 Fine Arts/Humanities**

Introductory survey to the humanities and fine arts, including literature, drama, art, architecture, music, with emphasis upon the practical application of these in the purpose and mission of the local church. Three hours.

**CGES 4311 Philosophy**

An introduction to the basic terminology and categories of western philosophy with special attention given to philosophers who have shaped the western world view. Three hours.

**CGES 4321 Church History**

Survey of the history of Christianity from the Early Church through the Reformation with the latter portion of the course being devoted to Baptist history. Three hours.

**CGES 4322 Sociology**

An introductory course designed to acquaint the student with the basic concepts of the social interactions between groups and social institutions. Three hours.

## Ministry Studies

### **CPFS 1213 Introduction to Missions**

An introduction to the biblical basis of missions, a historical survey of the modern missions' movement with special attention given to Southern Baptist missions' efforts, and a survey of modern missions' methods. Two hours.

### **CPFS 1222 Spiritual Formation**

This study will deal with spiritual formation (inner transformation) that leads to conforming to the likeness of Jesus Christ, in light of the following areas of study: who is God, diagnosing your spiritual health, the role of the Holy Spirit in spiritual formation, the role of the spiritual disciplines in spiritual formation and the effect of spiritual warfare on spiritual formation. Two hours.

### **CPFS 1311 Evangelism**

A study of the principles and methods of evangelism for today's Christian leader including special emphasis on personal soul winning and building an evangelistic church. Practical training is required. Three hours.

### **CPFS 1315 Public Speaking in Ministry**

A public speaking course which includes instruction and practice in the various forms of public address and the techniques for orally presenting ideas clearly, concisely, and coherently. Critical analysis of great public speeches; personal interaction and presentation will be included. Three hours.

### **CPFS 1323 Church Administration and Leadership**

A functional study of administrative approaches and principles emphasizing planning, organizing, and evaluating the work of the local church. Attention will be given to the administration of human, physical, and financial resources. Three hours.

### **CPFS 2120 Mission Preparation**

This course is designed to introduce the student to the process of planning and participating in a mission activity. During the course of study, the spiritual, logistical and implemental aspects for preparing and completing a mission trip will be examined. After successfully completing the study, the student will be eligible to participate in both home and international mission opportunities provided by the college. This is a prerequisite for Mission Practicum. One hour.

### **CPFS 2318 Principles of Teaching**

An analysis of learning theory and contemporary models of teaching with an emphasis on instructional techniques used with every age group in the local church. Three hours.

### **CPFS 2320 Evangelism and Missions**

An introductory study of the biblical principles, practice and theology of evangelism and missions for today's Christian leader. Special emphasis is given to the practice of evangelism and contemporary issues in missions. Three hours.

### **CPFS 2321 Introduction to Worship**

This course is an introduction to Christian worship, its biblical basis, expressions and actions, planning and leading, and special services. The study will also include an overview of worship theology, basic musical knowledge, and principles of a healthy worship pastor/senior pastor relationship. Three hours.

### **CPFS 2323 Principles of Leadership**

A study of contemporary leadership principles and biblical paradigms with strong emphasis on the criteria for Christian leadership. Three hours.

### **CPFS 2324 Missiology**

An introduction to the biblical, historical, cultural, and strategic foundations of Christian world missions. Three hours.

**CPFS 2510, 2520 Internship I and Internship II**

(Prerequisite: BA students must have at least 66 credit hours.)

Each degree seeking student must participate in a yearlong internship. This will be done in a church or institution selected under the direction of the Christian Service Director. 0.5 credit hours each.

**CPFS 3223 Sermon Delivery**

(Prerequisite: CPFS 3312)

An introduction to expository sermon delivery. Each student will preach in class in order to gain poise, confidence, and proficiency. Two hours.

**CPFS 3229 Bible Teaching Lab**

(Prerequisite: CPFS 2318)

An interactive laboratory experience utilizing the methods and principles of teaching previously studied in CPFS 2318. Curriculum design, lesson plan, development, learning styles, and practice teaching sessions for all age groups will be featured. Two hours.

**CPFS 3312 Sermon Preparation**

(Prerequisite: CBTH 1321)

An introduction to the nature of preaching and the preparation of sermons. The course will emphasize the preparation of expository sermons. Three hours.

**CPFS 4310 Transition to Ministry**

An examination of the character of the minister, identification and incorporation of servant-leadership skills, working in the local church, and guiding the local church into cooperative relationships. Attention will also be given to building and maintaining healthy relationships in ministry with special emphasis given to working as a part of a ministry team in a local church or other ministry setting. Three hours.

**Church Ministries and Leadership Courses**

**ECHU 1111, 1121, 2111, 2121, 3111, 3121, 4111, 4121 Clear Creek Players**

A select group of students who before biblically-centered presentations through drama on and off campus. Members should seek to enroll in both the Fall and Spring semesters. One hour.

**ECHU 2222 Spiritual Formation of Children**

An in-depth study of how to help children grow and progress in their faith. Two hours.

**ECHU 2232 Educational Psychology**

A study of the major educational theories and practices which have influenced Christian education. Two hours.

**ECHU 2233 Educational Administration and Leadership**

A survey study of the principles and administrative approaches of the educational ministry of the church. Special attention will be given to the administration of Sunday School, Discipleship Training, and Mission education programs. Two hours.

**ECHU 2234 The Minister of Youth**

A study of the roles and tasks of directing a comprehensive youth ministry through the church. Special emphasis will be given to qualifications, staff relationships, organizational methods, and youth/parent relationships. Two hours.

**ECHU 2240 Technology in Ministry**

An examination of the newest and most innovative technologies available today with application to the Church. Further, the study will include an overview of the use of computer software, social media, worship planning programs, and other forms of technology as tools for evangelism. Two hours.

**ECHU 2242 Church Drama Ministry**

A study of the scope and concept of a church drama ministry including set design, skits, productions, and facility usage. Special emphasis on pageants, passion plays, puppetry, and other dramatic forms. Two hours.

**ECHU 2243 Camping and Retreat Ministry**

A study of camps and retreat settings for ministry. Youth camps, adventure camping, and retreats will be examined. Facilities management and camp leadership/administration will be addressed. Two hours.

**ECHU 2246 Introduction to Adult Ministry**

A study of the programs, activities, and materials necessary in teaching and meeting the needs of adults through the program organizations of the church and denomination. Two hours.

**ECHU 2252 Youth Ministry Issues**

A study of contemporary youth issues of family, identity, school, moral values, peer pressure and culture. Biblical models for understanding these issues will be explored. Two hours.

**ECHU 3220 Congregational Conflict Assessment**

A course designed to meet the needs of ministry leaders who will serve during times of conflict. The course will focus on developing the skills necessary to analyze congregational conflict, discover structural elements that promote peace, conflict, and spiritual growth, and facilitate those groups or leaders willing to engage in a conflict transformation process. Two hours.

**ECHU 3221 Church Revitalization**

A study of the discipline of Church Revitalization and practical ministry skills that can be applied to lead a plateaued or declining church toward revitalization. Two hours.

**ECHU 3231 Ministry to Senior Adults**

A survey of the ministry to and with senior adults in the local church setting. Attention will be given to the concerns and needs of older adults as well as to consideration of ways to structure ministries involving seniors and those who relate to them. Two hours.

**ECHU 3234 Introduction to Preschool & Children's Ministry**

A study of the programs, activities, and materials necessary in meeting the needs of Preschoolers and children through the organizations of the church. Two hours.

**ECHU 3236 Introduction to Youth Ministry**

A study of the programs, activities, and materials necessary in meeting the needs of youth through the organizations of the church and denomination. Two hours.

**ECHU 3239 Adolescent Development**

A study of basic youth developmental psychology theory, moral development, personality and behavior in light of the contemporary culture and youth ministry. Two hours.

**ECHU 3249 Foundations of Education**

This course is an analysis of the Biblical, historical, philosophical, and psychological foundations of Christian education. Two hours.

**ECHU 3250 Youth Ministry Practicum**

A laboratory experience relating to the students' courses of study in areas of Youth Ministry. This will allow students to attend denominational, state, or associational events of academic significance. Content of the study and work to be accomplished for credit will be contracted between student and professor. Group or individual participation in these events will qualify. Two hours.

**ECHU 3251 Educational Ministry Practicum**

A laboratory experience relating to the students' courses of study in the area of Educational Ministry. This will allow students to attend denominational, state, or associational events of academic significance. Content of the study and work to be accomplished for credit will be contracted between student and professor. Group or individual participation in these events will qualify. Two hours.

**ECHU 3252 Bivocational Ministry Practicum**

A laboratory experience relating to the student's courses of study in areas of Bivocational Ministry. This will allow students to attend denominational, state, or associational events of academic significance. Content of the study and work to be accomplished for credit will be contracted between student and professor. Group or individual participation in these events will qualify. Two hours.

**ECHU 4222 Discipleship and Worship in Youth Ministry**

A study of the principles and methods of worship and discipleship within the context of youth ministry in the local church. Two hours.

**ECHU 4231 Youth Evangelism**

A study of strategies for student ministers in reaching and equipping students to impact their campuses, community and world with the gospel. Two hours.

**ECHU 4248 Ministry to Youth in Crisis**

A study of the youth of today who are at risk. Situations such as eating disorders, suicide, poverty, depression, drug/alcohol abuse and resulting juvenile delinquency will be examined. Case studies of troubled youth, along with field trips to local adolescent care facilities and juvenile detention centers will be featured. Two hours.

**ECHU 4258 Small Church Ministry**

An examination of the unique possibilities and opportunities of the small church ministry, as well as the personal challenges the minister(s) in these local churches encounter. Two hours.

**ECHU 4268 Single Adult Ministry**

A study of ministry with single adults, including the needs and concerns of specific single adult populations: emerging and young adults, never married, divorced and widowed. Primary emphasis will be placed upon the teaching of the Bible in developing innovative discipleship models, curricula, and ministry programming for single adults. Two hours.

**ECHU 4281 Church Recreation Ministry**

A study of the potential and the challenges of the church recreation ministry in a local church. Emphasis will be given to the evangelistic and fellowship possibilities unique to this ministry. Two hours.

**ECHU 4283 Church Staff Leadership**

A study of relationships included in effective church staff work. Approaches to organization, policies, job descriptions, supervision, staff meetings, and enlistment are included. Administrative procedures for performance analysis of staff members are presented. Burnout and staff relationship problems will be addressed. A study of the theories and styles of leadership development and its application to staff/team development within the local church and denomination. Two hours.

**Church Ministries and Leadership/Missions and Evangelism Cross-listed Courses**

**ECHU 2235 or EMEV 2235 Discipleship and Family Ministry**

A study of the process of conversion and spiritual growth of the follower of Christ in apprenticeship to Jesus within the context of the family and church environment. The effects of this process upon the relationship of the disciple to God, to family, to neighbor, to church fellowship and to his/her culture will be examined. Effective church programming in the building of healthy homes will also be considered. Two hours.

**ECHU 2237 or EMEV 2237 Educational Evangelism**

A study of basic growth principles for reaching people with emphasis on utilizing the educational organization for enlistment and personal witnessing activities. Two hours.

**ECHU 2239 or EMEV 2239 Missions Education in the Church**

Survey of traditional SBC and local church programs and resources used in missions' education. Emphasis upon the exploration of approaches to lead various age groups to grow in knowledge and personal involvement in mission ministries. Two hours.

**ECHU 2355 or EMEV 2355 Ministry in Appalachia**

A study of the cultural, historical, geographic, and sociological factors that define the Appalachian native with an emphasis on application in the area of ministry to Appalachians. Three hours.

**ECHU 3244 or EMEV 3238 Church Health and Growth**

A study of effective principles in the development of a healthy local church, building a healthy foundation upon leadership, education, evangelism/discipleship and worship. Two hours.

**ECHU 3270 or EMEV 3270 Ministers, Money and Management**

God not only calls us to ministry, but also to take care of our families and to be wise stewards of our resources. Understanding compensation, ministerial tax issues, employee benefit arrangements, and the resources and tools available through Guidestone Financial Resources of the Southern Baptist Convention is the goal of this course. Two hours.

**Missions and Evangelism Courses**

**EMEV 2200 Apologetic Practicum**

An individual learning experience in apologetics under the guidance of a professor. This practicum can be completed in various settings such as apologetic conferences, activities, trips, etc.

**EMEV 2210 Evangelism in Church Planting**

A study of biblical methods and principals for planting a healthy, evangelistic church using evangelistic programs in the leadership, and organization of the local church. Emphasis will be given to various church "diseases" and struggles which hamper effective personal and church-wide evangelism. Characteristics of an evangelistic pastor/planter, the historical drift in church health, analysis of attempts to curb this drift while keeping evangelism central in the local church's ministry, and an overview of prominent evangelism programs available today will be discussed. Two hours.

**EMEV 2221 Apologetics and the Bible**

A study of key issues brought against the Bible. Focus will be given to its historical reliability, canon, difficult issues, inerrancy, infallibility, authority, sufficiency, and criticisms. Two hours.

**EMEV 2232 Ministry Evangelism**

A study of the work of the effective local church ministry or association in doing ministry outside the walls of the church with lost and hurting people of the community. Special emphasis will be given to the "spiritual entrepreneurship" involved in lay-lead enterprises within a community designed to reach people for Christ through special ministries. Two hours.

**EMEV 2238 Religious Cults and New Age**

This is a study of various religious cults in North America which have had influence upon the general culture including the New Age movement. Occult and various other influences on these cults will be examined. World view issues will be addressed in the process of examination. Two hours.

**EMEV 2240 English as a Second Language**

Basics for beginning a literacy ministry in your church. Two hours.

**EMEV 2242 Church Planting I**

Study of the principles and basic methods used in starting new churches. Two hours.

**EMEV 2246 History of the Christian Awakenings**

This is a study of the movement of God among many people groups at crucial times in history. Of special interest will be “revivalism” as a historical evangelical experience and “revival” as a perennial and supernatural revitalizing of God’s people. Two hours.

**EMEV 2248 Southern Baptist Mission Boards**

An in-depth study of Southern Baptist mission work today, both at home and internationally. This course is designed to be a research study into the organizations, methodologies, and practices involved in our mission work currently. Two hours.

**EMEV 3222 Apologetics and the Resurrection**

A study of the evidence of the resurrection. Attention will be given to the evidence for miracles, the centrality of the resurrection in apologetics and the Christian life, and the historical reliability of the resurrection. Two hours.

**EMEV 3224 Apologetics and Ethics**

A study of ethical issues in apologetics. Focus will be given to various ethical questions and discussions in apologetic witness. Two hours.

**EMEV 3231 Theology of Missions and Evangelism**

Study of the nature and attributes of God in relation to evangelism and missions. Two hours.

**EMEV 3236 Evangelism in Acts**

A study of the evangelistic motives, methods, and strategies of the early disciples and apostles of Jesus will be done with special interest in the work of the Holy Spirit in leading the Early Church to a priority of evangelism and church planting around the known world. Two hours.

**EMEV 3241 Cross-Cultural Communication**

A study of the dynamics and methodologies involved in communicating the gospel across cultural lines. Two hours.

**EMEV 3242 Church Planting II**

A study of the various strategies used in the planting of churches. These include “program-based”, “purpose-driven”, “relational-based”, “ministry-based”, and “affinity-based” approaches to starting churches. Two hours.

**EMEV 3243 Evangelism of Jesus**

An in-depth study of the life of Christ as it relates to his personal evangelistic efforts through the study of the four Gospels. Two hours.

**EMEV 3246 Apologetics in a Pluralistic Age**

This course is a study of the need and applications of evangelism/apologetics in light of the postmodern climate in Western culture. Various subjects such as pluralism, relativism, privatization and secularization will be examined in cultural context. Apologetic strategies with postmodern people will be attempted. Two hours.

**EMEV 3248 Basic Christian Apologetics**

A study of the need for and the application of Christian apologetics to evangelism in the 21st Century. Special emphasis will be given to the historical methods of apologetics and a comparison of the seven primary world views existent in Western culture. Two hours.

**EMEV 3250 Apologetics and Logic**

A study of the use of reason in Christian apologetics. Emphasis will be given to thinking logically as a Christian and recognizing fallacies in apologetic witness. Two hours.

**EMEV 3252 Apologetics and Evil**

A study of the problem of evil. Focus will be given to the origin, nature, quantity, remedy, and punishment of evil. A biblical, theological, and philosophical analysis will be presented. Various arguments from evil will be considered. Two hours.

**EMEV 4231 Church Development in a Missionary Context**

A study of church development strategies within the context of the missionary environment. Two hours.

**EMEV 4241 Mission Strategies with Mormons**

This course is a study of the basic history, theology, practices, and personalities of the Church of Jesus Christ of Latter-day Saints with the purpose of seeking to discover basic mission strategies for reaching Mormons for Christ. Two hours.

**EMEV 4243 Mission Strategies with Muslims**

This course is a study of the basic history, theology, practices, and personalities of Islam with the intent of discovering basic mission strategies in reaching Muslims for Christ. Two hours.

**EMEV 4253 Spiritual Disciplines for the Christian Life**

This course is designed to provide the student the Spiritual Disciplines that will guide them in the Spirit-filled pursuit of Godliness in their lives. The course will examine the Spiritual Disciplines of Bible study, prayer, worship, evangelism, service, stewardship, fasting, silence and solitude, journaling, and learning. Two hours.

**EMEV 4261 Contemporary Worldviews**

A study of the dominant worldviews of major world religions and their impact on contemporary society. Two hours.

**EMEV 4277 Apologetics in a Scientific Age**

This course will examine issues of science and faith from three perspectives: theology, scientific theories, and philosophy of science. Conflictive understandings of science in relation to Christian belief will be examined with the goal of discovering truth in relation to the cosmos, the human experience, and the revelation of God in and through the Living Word of God and the written Word of God. Two hours.

**EMEV 4281, 4282 Mission Practicum I and Mission Practicum II**

An individual field experience in missions under the guidance of a professor. This practicum will be carried out in such settings as: Summer missions, BSU missions, school sponsored mission trips, volunteer work through the North American Mission Board or the International Mission Board, etc. Two hours.

**EMEV 4291 Area Studies**

Focus on the cultural and religious milieu in selected nations of the world and their implications for evangelism and missions. Two hours.

**EMEV 4331 Applied Missionary Anthropology**

A study of the uses of anthropological theories in application to the role of the missionary. Three hours.

**EMEV 4332 African Traditional Religions**

A study of African religious traditions and spirituality with special emphasis on the traditions of West Africa. Three hours.

**EMEV 4410, 4420, 4430, 4440, 4450 Supervised Experience in Church Planting I-V**

A hands-on study in the ministry of planting churches and servicing in church plants. A multi-level course presented in five separate units. Methods of instruction may include mentoring, assigned research, guided ministry practice or other tools as deemed necessary for the particular student in the context of the assigned ministry opportunity. The learning experience will be customized and documented in a learning contract. Four hours.

**Pastoral Ministry Courses**

**EPAS 1310 From Genesis to Malachi: An Old Testament Survey**

This study is more than a simple survey of the Old Testament. In the forty-one lessons of this course, the student will be introduced to the background, theme, major movement and lessons that make up each book of the Old Testament. Each book will also be connected to the New Testament in general and in particular to Christ, the Gospels and the contemporary believer. Three hours.

**EPAS 1322 Creation: Theories and Facts**

A critical review of the evidence for creation, comparing the Biblical worldview versus that of naturalism and uniformitarianism. Three hours.

**EPAS 2212 Genesis**

A study of the creation, fall, early history of mankind, and the early beginnings of Israel. Two hours.

**EPAS 2213 Isaiah**

A view of Isaiah's call, subsequent ministry, and his message for today. Two hours.

**EPAS 2217 Introduction to Biblical Languages**

A study of the Hebrew and Greek languages touching on the alphabets, the noun and verbal systems, clauses, phrasing, word study roots, and methodologies, commentaries, and the formation of the Old and New Testament Canons, and how to evaluate translations. Two hours.

**EPAS 2221 Biblical Counseling and Spiritual Warfare**

A study of biblical theology and counseling methodology that focuses on distinguishing and preparing for unique aspects of spiritual warfare in counseling ministry. Two hours.

**EPAS 2223 Psalms**

This course is designed to study God's message through Israel's book of worship. Two hours.

**EPAS 2224 Jeremiah and Lamentations**

An in-depth course examining the historical context and exegetical study of Jeremiah and Lamentations. The course will pay close attention to both interpretation and contemporary application. Two hours.

**EPAS 2226 Sermon on the Mount**

A verse-by-verse study of the teachings of Jesus as applicable to the contemporary situation. Two hours.

**EPAS 2230 Doctrine of Atonement**

A study of the biblical revelation of the cross of Christ as central in the understanding of the Christian faith. Two hours.

**EPAS 2232 Using Greek in Logos 4**

(Prerequisite: CBTH 1321 Biblical Hermeneutics)

This course will consist of learning basic Greek vocabulary and basic Greek grammar concepts. The student will also learn to use the tools and resources available in Logos Bible Software 4 to help identify parts of speech, and to parse Greek nouns, adjectives, and verb forms as well as recognizing grammatical relations within the Greek text. At the end of this course the student should be able to use the Greek NT in their exegetical papers, Bible lessons, and sermons. Two hours.

**EPAS 2234 Job**

This course will examine in-depth the story and theology of Job. It will look into the background, interpretation and application of this unique Old Testament book. Two hours.

**EPAS 2259 The Bible's Big Picture**

A Biblical theology study of the Bible's overarching plan of Salvation in Jesus Christ following the chiasmic chronological pattern presented across the narrative-rhetorical structure of the Bible. Three hours.

**EPAS 2311 Biblical Counseling Methodology**

*\*Replaces CPFS 2322 Intro to Ministerial Counseling & EPAS 4268 Biblical Counseling*

A study of the various methods and approaches to the task of counseling with an emphasis on biblical and practical application. Three hours.

**EPAS 2321 Biblical Counseling Theology**

*\*Replaces CPFS 2322 Intro to Ministerial Counseling & EPAS 4268 Biblical Counseling*

A study of the theological framework that supports and directs a biblical approach to counseling. Three hours.

**EPAS 3210 Biblical Archaeology I**

This course is taught in a seminar format with an overview of the principles, purpose, tools, history, various archaeological periods as well as practical disciplines of biblical archaeology. Two hours.

**EPAS 3211 Family Topics in Biblical Counseling**

Biblical Counseling approaches to the common topics of marriage, family life, and children. Two hours.

**EPAS 3212 Biblical Manhood**

A study of the biblical standards of being a Christ-centered man. The course will cover items such as biblical leadership, marriage, parenting, and spiritual warfare. This course will examine the perfectly created man in the Garden to mankind today. Two Hours.

**EPAS 3214 Gospel of John**

An in-depth study with attention given to historical background, authorship, nature of composition, outline, theology and purpose. Two hours.

**EPAS 3221 Pauline Theology**

A study of the theology of the Apostle Paul giving particular attention to the Pauline epistles. Two hours.

**EPAS 3222 Seeing Christ in the Old Testament**

This study will deal with seeing Christ in the Old Testament in eternity past, in the Hebrew names for God, in the typology of the Biblical characters found there in, and seeing Christ in eternity future. Two hours.

**EPAS 3223 Preaching Without Notes**

This course will deal with various techniques for structuring the content of a sermon to make it easier to remember the material without notes. There will be a strong emphasis on thorough preparation of the sermon material. Students will prepare sermons following the techniques learned in class and then preach their sermons without notes. Two hours.

**EPAS 3227 Revelation**

A study of the Book of the Revelation dealing with background, contents, and interpretation with an emphasis on life application. Two hours.

**EPAS 3311 Advanced Topics in Biblical Counseling**

(Prerequisites: EPAS 2321 & EPAS 2311)

Biblical approaches to common intrapersonal counseling topics including addiction, depression, suicide, sexual sin, anxiety, grief, and physical illness. Three hours.

**EPAS 3318 Elementary Hebrew I**

A study of the fundamentals of O.T. (Masoretic) Hebrew, with special attention given to the basic ability to translate from Hebrew to English. Primary consideration is given to grammar (phonology and morphology of particles, nouns, adjectives, segholate nouns, and strong verbs) and vocabulary. Three hours.

**EPAS 3328 Elementary Hebrew II**

(Prerequisite: EPAS 3318)

A continuation of EPAS 3318, with special attention given to basic Hebrew translation skills as well as to the morphology of weak verbs and vocabulary. Three hours.

**EPAS 3339 Elementary Greek I**

A study of the basic elements of the Greek noun system, definite article, adjectives, pronouns, prepositions, with an emphasis on grammar, vocabulary and some basic translation. Three hours.

**EPAS 3349 Elementary Greek II**

(Prerequisite: EPAS 3339)

A study of the basic elements of Greek Indicative verbs and participles with continued emphases on grammar, vocabulary, and some basic translation. Three hours.

**EPAS 4201 1 & 2 Samuel**

A study of the nature and aims of the inspired historiographical writings of 1 & 2 Samuel interpreted within the Biblical and ancient Near Eastern cultural contexts. Special attention will be paid to the author's Biblical theology, literary strategies, and rhetoric as he presents the life of David: his anointing, character, the eternal covenant God promised to him, and his connections to Christ. Two hours.

**EPAS 4210 Biblical Archaeology II**

The course will blend lectures with on-site excavation experience in the current scientific archaeological methods. The course is designed for students with previous archaeological field experience. In level two the student may serve as a field staff person: square supervisor or other field responsibilities as assigned by the professor(s) of record. The student will be exposed to proper record keeping procedures along with other pertinent materials for preserving the information gained. A final field report will be submitted as part of the course requirements. Pre-requisite EPAS 3210. Two hours.

**EPAS 4211 Critical Thinking**

This course is designed to assist students in developing their practical critical thinking abilities and apply them to college-level intellectual activity and responsible conduct in life. To think critically is to evaluate sources of information and the way information is applied and extended. Topics include analysis, inference, evaluation, induction, deduction, interpretation, and explanation. Two hours.

**EPAS 4222 Baptist History and Heritage**

A study of Baptist from the seventeenth century to the present day. Focus will be placed on Baptist history, Baptist theologians, and Baptist contributions to the church as a whole with application to the church today. Three hours.

**EPAS 4238 Ezekiel**

An exegetical look into the book emphasizing background material as well as an in-depth look at the message of the book and its contemporary application. Two hours.

**EPAS 4239 Feasts of Israel**

A study of the seven special feasts days contained in Israel's worship of Jehovah. This course will examine in detail these feasts or festivals with attention given to modern application to the church. Two hours.

**EPAS 4241 Biblical Backgrounds**

This course will be a four-part study of the Biblical World: (1) The geography of Bible lands, (2) Old

Testament people groups, cultures, religious practices, and major political leaders, institutions; (3) an overview of the significant people and events of the Inter-Testament Period; and (4) New Testament people groups, cultures, religious practices, and major political groups and leaders. Two hours.

**EPAS 4242 How We Got the Bible**

A four part study of the English Bible: (1) the course will study the inspiration, production, canonization, and streams of textual evidence behind our Old Testament; (2) the course will analyze materials relevant to the inspiration, production, canonization, and streams of textual evidence behind our New Testament text; (3) the course will highlight a brief history of the struggle to obtain an English language Bible; (4) the course will evaluate some of the more recent English language translations. Two Hours.

**EPAS 4248 Translation & Interpretation (OT BOOK)**

(Prerequisite: EPAS 3328)

The study of an Old Testament Book or selected passage with focus on intermediate Hebrew syntax. Two hours.

**EPAS 4249 Translation & Interpretation (NT Book)**

(Prerequisite: EPAS 3349)

The study of a New Testament Book or selected passage with focus on intermediate Greek syntax. Two hours.

**EPAS 4251 Hebrews**

An overview of the content, theology, and purpose of the book. Particular attention is given to the persecution setting and its relevance for the contemporary church. Two hours.

**EPAS 4252 Eschatology**

A study of the doctrine pertaining to the last things: the kingdom of God, Judgment, death, millennial perspective, heaven and hell. Two hours.

**EPAS 4255 Pastoral Counseling**

Preparation in counseling approaches of the common tasks of pastoral care – grief, sickness, marriage, communication & conflict, weddings, funerals, baptisms, evangelism and discipleship. Two hours.

**EPAS 4256 Biblical Counseling for Forgiveness**

A biblical counseling model focused on forgiveness, shame, and guilt. The course identifies what forgiveness is and is not. It utilizes a brief counseling paradigm in applying forgiveness in personal relationships. Two hours.

**EPAS 4257 Vocational Counseling**

Studies in counseling ministry as a supporting vocation including: establishing a congregational and community ministry, legal, ethical and financial considerations, career ministry opportunities, and certification/continuing education strategies and resources. Two hours.

**EPAS 4258 Applied Hermeneutics**

This course will consist of an application of the principles and practices of the Historical-Grammatical approach of biblical interpretation (as taught in CBTH 1321 Biblical Hermeneutics) to a passage or entire book of the Bible, as selected by the professor. The course will include a historical-cultural analysis, contextual analysis, lexical analysis, theological analysis, and literary analysis of the selected passage or book. Two hours.

**EPAS 4259 Applied Theology**

This course will explore the essential connections between systematic, biblical and historical theology with that of a person's role in ministry in such areas as ecclesiology, pastoral ministry issues, discipleship and current ethical concerns in a post-modern world. Two hours.

**EPAS 4260 Deuteronomy**

A study of the book of Deuteronomy in its historical content in order to discover the covenant relationship of Israel. Two hours.

**EPAS 4263 Applied Pastoral Ministry I**

A study of pastoral ministry with an emphasis on the practical application of the office of the senior pastor. The course will focus on the distinction, the discipline, duties, the details, and the drama involved in fulfilling the role of senior pastor. In this course, students will interact with the Bible and course textbooks as they gain valuable skills through both hands-on learning and classroom experiences. Two hours.

**EPAS 4267 Applied Pastoral Ministry II**

A study of pastoral ministry with an emphasis on the practical application of the office of the senior pastor. The course will focus on the distinction, the discipline, the duties, the details, and the drama involved in fulfilling the role of senior pastor. In this course, students will interact with the Bible and course textbooks as they gain valuable skills through both hands-on learning and classroom experiences. Two hours.

**EPAS 4264 Romans**

A systematic study of the theology and ethics of Paul. Two hours.

**EPAS 4265 Theology of the Christian Life**

A study of the Christian life as exemplified in scriptural teachings and practical growth. Two hours.

**EPAS 4266 Planned Program of Preaching**

This course is designed to help the student understand the rationale and methods for implementing a long-term plan for preaching and also how to plan for special services, such as the Lord's Supper, baptisms, weddings, funerals, and special calendar events. Two hours.

**EPAS 4267 Applied Pastoral Ministry II**

This course is a further study of pastoral ministry with an emphasis on the practical application of the office of the senior pastor. The course will focus on the distinction, the discipline, the duties, the details, and the drama involved in fulfilling the role of senior pastor. In this course, students will interact with the Bible and course textbooks as they gain valuable skills through both hands-on learning and classroom experiences. Two hours.

**EPAS 4269 Biblical Theology**

A study of Scripture with focus given to its various parts and their relation to the whole storyline. Study includes: definition, task, methods, biblical themes and their development, biblical theology's importance for preaching, teaching, discipleship, and the understanding of Scripture

**EPAS 4277 Preaching Through a Bible Book**

This course will examine the disciplines and guidelines for preaching through a book of the Bible. Application will be made to a selected book of the Bible. Two hours.

**EPAS 4278 Pastoral Preaching**

(Prerequisites: CPFS 3312; CPFS 3223)

An examination of the preparation and delivery of sermons that minister to people in crises. Each student will prepare and deliver pastoral sermons. Two hours.

**EPAS 4279 Evangelistic Preaching**

(Prerequisites: CPFS 3312; CPFS 3223)

An examination of the preparation and delivery of evangelistic sermons. Each student will prepare and deliver evangelistic sermons. Two hours.

**EPAS 4280 Ethical Preaching**

(Prerequisites: CPFS 3312; CPFS 3223)

An examination of the preparation and delivery of sermons which apply the teachings of the Bible to contemporary life's toughest moral issues. Each student will prepare and deliver ethical sermons. Two hours.

**EPAS 4281 Doctrinal Preaching**

(Prerequisites: CPFS 3312, CPFS 3223)

An examination of the preparation and delivery of sermons which explain a specific biblical doctrine. Each student will prepare and deliver doctrinal sermons. Two hours.

**EPAS 4286 Parables**

A comprehensive study and interpretation of the parables of Jesus. Two hours.

**EPAS 4291 Biblical Language Teaching Practicum**

(Prerequisites: CPFS 2318- Principles of Teaching; first three levels of the language to be taught.)

A supervised practical application of previously studied course content. This course offers the opportunity to utilize specialized training in teaching methodology under the supervision of the instructor of record for the course of content. Students must have demonstrated excellence in their academic work and be approved by the Academic Affairs Committee for this experience. Two hours.

**EPAS 4293 Study Tour of Israel**

An on-site study of the geographical, historical, cultural, and archaeological background of the Old and New Testaments as well as modern current events in the land of Israel. Two hours.

**EPAS 4311 Biblical Counseling Practicum**

(Prerequisites: EPAS2321, EPAS 2311, & EPAS 3311)

A culmination course for those studying biblical counseling which includes: case study reviews, current literature reviews, and scenario modeling for the practice and development of counseling skills. Three hours.

**Church Music Courses**

**Musicianship** (*Musicianship courses must be taken in order.*)

**MUSE 1111, 2111, 3111, 4111, 1121, 2121, 3121, 4121**

**Clear Creek Singers**

A select group of mixed voices who sing on and off campus several times during the year. Members are required to enroll for both fall and spring semesters to be eligible for the small scholarship which is granted to members each spring. One hour.

**MUSE 1113, 2113, 3113, 4113, 1123, 2123, 3123, 4123**

**English Hand-bells Ensemble**

Teaches skills of score reading and hand bell control with faculty, students and family of such to present hand bell arrangements before the chapel services at least once a semester. One hour.

**MUSE 1116 Recorder Consort**

This class will use the skills of students, faculty, and family of same to play historical and 20th century and 21st century tunes as preludes for chapel services on campus at Clear Creek. One hour.

**MUSE 1150 Instrumental Ensemble**

The purpose of this group of winds, strings, and percussion is to play suitable chamber literature adaptable for instrumentation available, usually including hymns, carols, and classical music tunes printed from choral music and other sources suitable for worship services in churches. One hour.

**MUSI 1101, 1102 Worship Team I and Worship Team II**

These courses offer students the opportunity to provide musical and worship leading support for Chapel services while learning to lead others in biblical worship. Two hours.

**MUSI 1211 Musicianship I**

This course is an introduction to traditional major/minor harmony with practical experience in writing, hearing and playing musical intervals and chords at the piano. Two hours.

**MUSI 1221 Musicianship II**

This course integrates elements of rhythm and pitch in a study of melody and basic musical structure as the student begins to build skills in sight-singing and ear training. Two hours.

**MUSI 2211 Musicianship III**

This course continues the study of traditional harmony with chord inversions, cadences, and non-harmonic tones through analysis, part-writing, singing and playing at the piano. Two hours

**MUSI 2221 Musicianship IV**

This course includes study of chromatic and contemporary harmonies with practical experience in listening, singing, analysis, composition and playing at the piano. Two hours.

**MUSI 2222 Children's Worship**

A study of music ministry with children, including the philosophy, organization, methods, and materials for children's music groups in the church. Two hours.

**MUSI 3211 Musicianship V**

This course is designed to give the student an approach to the study and mastery of musical scores, with a view to teaching the music to various groups in the church. It attempts to integrate practically the musical concepts and skills in Musicianship I-IV. Two hours.

**MUSI 3223 Conducting**

A study of basic choral methods and techniques including their application to various types of choral literature. Two hours.

**MUSI 3331 Music in Missions**

An examination of the latest methods and tools needed in developing music and worship services on the mission field. The study will emphasize the need for cultural forms of worship to be developed within the context of the native people's customs. Three hours.

**MUSI 4212 Leading Worship**

A study of the programs, activities, and materials necessary in leading youth and adult choirs, orchestras, and worship bands with special emphasis given to worship planning. Two hours.

**MUSI 4213 Hymnology**

A survey of the origins of hymns and songs of the church along with their usage, structure, and meaning. Two hours.

**MUSI 4323 Worship History**

A survey of biblical and historical principles that impact worship and music ministry from the period of the Old Testament to the present. Special emphasis will be given to music in worship and periods of spiritual renewal and the development of principal forms and styles. Three Hours.

**MUSP 1111, 1121, 2121 Class Piano**

These sessions in classes are to lead players through method books according to abilities and experience of the student in agreement with the instructor. Most students will be expected to play for a semester recital. Literature will vary. One hour.

**MUSP 1115, 1125, 2115, 2125, 3115, 3125, 4115, 4125 Private Piano**

The student will experience private instruction in piano to build techniques and practical repertoire for use in church and community settings. Each student is required to play for the semester recital. One hour.

**MUSS 1117, 1127, 2117, 2127, 3117, 3127, 4117, 4127                      Strings**

The student will experience private instruction in guitar/violin/ukulele/other stringed instruments as available to build techniques and practical repertoire for use in church and community settings. Each student is required to play for the semester recital. One hour.

**MUST 1101      Worship Technologies**

The student will experience hands on training in worship technologies for use in church and community settings. Each student is required to participate in the organization and operation of worship technologies during chapel services on campus at Clear Creek. One hour.

**MUSV 1111, 1121                      Class Voice**

Group instruction in basic vocal techniques to teach technique to master vocal production and presentation. Literature in general will be taken from selected tunes, and instructor will provide a notebook. Performance selections according to students' development and ability may be selected. Some solo singing is required. Each student is required to sing for the semester recital. One hour.

**MUSV 1113, 1123, 2113, 2123, 3113, 3123, 4113, 4123                      Private Voice**

The student will experience private instruction in voice to build techniques and practical repertoire for use in church and community settings. Each student is required to sing for the semester recital. One hour.

**Required Courses**

**REQU 1000      Report of Church Involvement**

During every semester enrolled, each student must submit a weekly report of all ministry-related activities. No credit.

**REQU 1004      English Proficiency**

The student receives a passing grade upon making 70 or more on the entrance Accuplacer Test in English. If the entrance test is failed, then the student must take the English Proficiency class, REQU 1004, offered each year, followed by retaking the Accuplacer Test. Passing the Accuplacer Test is required before the student can enroll in CGES 1310 English Composition I and CGES 1322 English Composition II. No credit.

**REQU 1010, 1020                      Christian Service Assignment I & II**

Every student is assigned to a supervised community service for two semesters. This is a non-credit, Pass/Fail requirement where the student engages in community services such as nursing homes, homeless shelters, jails/prisons, public school after-school programs, community food pantries, etc. No credit

**REQU 1023      Math Proficiency**

Students failing the "Math Proficiency" exam upon admission must enroll in REQU 1023. This course covers basic secondary-level math concepts. The course is developmental in nature and is not offered for baccalaureate-level credit. No credit.

**REQU 1001      Chapel**

All students are required to participate in chapel services held two times each week. These periods are devotional in character, with messages by invited pastors, missionaries, and other outstanding Christian workers. No credit.

## Faculty

### Full-Time Faculty

#### **Burton, Donavon**

##### ***(2019) Professor of Biblical Counseling***

B.A. University of Kentucky - 1997

M.Div. Southern Baptist Theological Seminary - 2009

D. Min. Southern Baptist Theological Seminary - 2015

#### **Ditty, John**

##### ***(1990) Robert O. Fitts Professor of Old Testament***

B.Th. Clear Creek Baptist Bible College - 1983

M.Div. Southwestern Baptist Theological Seminary - 1988

D. Min. Southwestern Baptist Theological Seminary - 1993

#### **Little, Kelli**

##### ***Director of Testing & Developmental Studies***

##### ***(2019) Assistant Professor of General Studies***

B.S. East Tennessee State University - 1987

B.A. Clear Creek Baptist College - 2024

M.A.Ed. University of the Cumberlands - 2000

M.A. East Tennessee State University - 2010

M.A. Clear Creek Baptist Bible College - in progress

#### **Mitchell, Eric**

##### ***(2023) L.C. Kelly Chair of Biblical Interpretation***

##### ***Director of Graduate Studies***

B.A. Baylor University - 1981

M.Div. Mid-America Baptist Theological Seminary - 1994

Ph.D. Southern Baptist Theological Seminary - 2002

#### **Nix, Matthew**

##### ***(2018) Professor of Music and Worship***

B.S. Liberty University - 2011

M.A. Liberty University - 2013

D.W.S. Liberty University - 2020

#### **Sims, Dustin**

##### ***(2020) Assistant Professor of Apologetics and Theology***

B.A. Clear Creek Baptist Bible College - 2008

M.T.S. Southwestern Baptist Theological Seminary - 2017

M.A. Liberty University - 2020

D.Ed. Min. Southern Baptist Theological Seminary - 2023

Th.M. Liberty University - 2024

#### **Smith, Joshua**

##### ***(2017) Director of Christian Service***

##### ***Professor of Expository Preaching***

B.A. Clear Creek Baptist Bible College - 2008

M.Div. Liberty Baptist Theological Seminary - 2011

D. Min. Liberty University - 2021

**Full-Time Teaching Administrator Faculty**

**Burchfield, Andrea**

**(2019) Director of Library Services**

**Instructor of General Studies**

B.A. Lincoln Memorial University - 2010

M.L.I.S. University of Southern Mississippi - 2022

**Goodman, Charlie R.**

**President**

**(2014) Professor of Christian Theology**

B.A. Clear Creek Baptist Bible College - 2009

M.R.E. Covington Theological Seminary - 2010

M.A.C.S. University of the Cumberlands - 2014

M.T.S. Liberty University - 2018

M.A. in Biblical Exposition Liberty University - 2019

D. Min. Liberty University - 2021

**King, Brad**

**(2024) Dean of Students**

B.S. Campbellsville University -1996

M.Div. Southern Baptist Theological Seminary - 2004

D. Min. Lexington Theological Seminary - 2021

**Lucas, Roy**

**(1999) Academic Dean**

**Professor of Bible**

B.A. Oklahoma Baptist University - 1978

B.A. Oklahoma Baptist University - 1979

M. Div. Southwestern Baptist Theological Seminary - 1982

M.A. Southwestern Baptist Theological Seminary - 1985

Ph.D. Southwestern Baptist Theological Seminary - 1993

**Part-Time Undergraduate Faculty**

**Dyer, Andrew**

**(2017) Part Time Professor of Missions and Evangelism**

B.A. Campbellsville University - 1999

M.Div. Southern Baptist Theological Seminary - 2003

D. Min. Southern Baptist Theological Seminary - 2011

**Merrick, Bruce**

**(2004) Co-Director of Institutional Research**

**Co-Director of Institutional Effectiveness**

**Distinguished Professor of Church Ministries and Leadership**

B.A. Drury University - 1973

M.R.E. Southwestern Baptist Theological Seminary - 1977

Ph.D. Southwestern Baptist Theological Seminary -1994

**Stachewicz, Kyle**

**(2023) Part-Time Professor of Biblical Studies**

B.A. Clear Creek Baptist Bible College - 2015

M.Div. Southwestern Baptist Theological Seminary - 2022

Th.M. Southern Baptist Theological Seminary - 2023

Th.M. Liberty University - 2024

Ph.D. Midwestern Baptist Theological Seminary - in progress

**Adjunct Undergraduate and Graduate Faculty**

**Brooks, Lonnie**

B.A. Clear Creek Baptist Bible College - 1993  
M.Div. Southeastern Baptist Theological Seminary - 2000  
D. Min. Southern Baptist Theological Seminary - 2010

**DeLand, Susan**

B.S. University of Tennessee - 2007

**Haggerty, Dan**

B.A. Clear Creek Baptist Bible College - 2011  
Adv. M.Div. Southwestern Baptist Theological Seminary - 2015  
ABD, for Ph.D. Southwestern Baptist Theological Seminary – forthcoming 2026

**Hester, Malcolm**

B.A. Samford University - 1971  
M.Div. Southern Baptist Theological Seminary - 1974  
Ph.D. Southern Baptist Theological Seminary - 1981  
Post Graduate study: Oxford University - 1990

**Kennedy, Kevin**

B.A. Liberty University - 1986  
M.Div. Southeastern Baptist Theological Seminary - 1990  
Ph.D. The Southern Baptist Theological Seminary - 1999

**Martin, Ruth**

B.A. Northland International University - 2008  
M.A. Northland International University - 2011  
M.A. Liberty University - in progress

**Summerlin, Dan**

B.S. University of Alabama - 1981  
M.Div. New Orleans Baptist Theological Seminary - 1985  
Th.D. New Orleans Baptist Theological Seminary - 1991

**Wallis, Thomas**

B.A. Murray State University - 1970  
Ph.D. Duke University - 1974

**Whittaker, John**

B.S. Middle School Education Murray State University - 1998  
M.Div. Southern Baptist Theological Seminary - 2003  
D. Min. Expository Preaching Union University - 2016

**Yates, Jacob**

B.A. Tusculum College - 2006  
M.A. Trinity Evangelical Divinity School - 2008  
M.A.Ed. Emory & Henry College - 2010

## Staff

### **Bailey, Monique**

#### **(1999) Director of Business Services**

Medical Office Technology Cumberland Valley Health Occupations Center - 1990  
A.A. Clear Creek Baptist Bible College - 2009

### **Bartell, Niall**

#### **(2023) Director of Information Technologies**

A.A. Walter State Community College - 2021  
B.A. Western Governors University - in progress

### **Chapman, Ryan**

#### **(2023) Assistant to the President**

B.A. Clear Creek Baptist Bible College - 2020  
M.A. Clear Creek Baptist Bible College - in progress

### **Deland, Michael**

#### **(2017) Dean of Institutional Advancement**

B.A. Clear Creek Baptist Bible College - 2016  
M.A. University of the Cumberlands - 2017  
M.T.S. Midwestern Baptist Theological Seminary - 2020  
D. Min. Liberty University - 2023

### **Ditty, Tanya**

#### **(2024) Admissions and Marketing Coordinator**

BBA University of Texas at Arlington - 1986  
M.ED University of West Georgia - 2010

### **Fultz, Lucy**

#### **(2025) Director of Financial Aid and Admissions Counselor**

B.S. University of the Cumberlands - 1996  
M.A. Capella University - in progress

### **Furey, Laura**

#### **(2019) Donor Coordinator**

### **Hess, Clayton**

#### **(2025) Accreditation Consultant**

B.A. Lincoln Memorial University – 1981  
M.Ed. Lincoln Memorial University – 1987  
M.Ed. Lincoln Memorial University – 2006  
Ph.D. Walden University - 1998

### **Hill, Matthew**

#### **(2023) Assistant to the Dean of Administrative Affairs**

B.A. Clear Creek Baptist Bible College - 2023  
M.A. Clear Creek Baptist Bible College - in progress

### **Hill, Sarah**

#### **(2024) Director of Food Services**

### **Martin, Ruth**

#### **(2022) Assistant to the Director of FLCC/Camp Director**

B.A. Northland International University - 2004  
M.A. Northland International University - 2011  
M.A. Liberty University - in progress

Clear Creek Baptist Bible College  
2025-2026 Catalog  
Staff

**Martin, Ryan**

**(2019) Director of Family Life & Conference Center/Camp Director**

B.A. Clear Creek Baptist Bible College - 2013

M.A. Clear Creek Baptist Bible College - in progress

**Partin, Scott**

**(2024) Admissions & Alumni Relations Coordinator**

B.A. Clear Creek Baptist Bible College – 2024

**Sanders, Allen**

**(2007) Director of Maintenance Engineering**

B.A. Clear Creek Baptist Bible College - 1995

**Sanders, Cindy**

**(2007) Financial Suite Secretary**

**Schnitzler, Thomas**

**(2024) Director of Admissions**

B.A. Clear Creek Baptist Bible College - 2022

M.A. Clear Creek Baptist Bible College - 2023

M.A. Liberty University - 2024

**Smallwood, Corey**

**(2022) Director of HVAC/Electric Maintenance Engineering**

B.A. Clear Creek Baptist Bible College - 2022

M.A. Clear Creek Baptist Bible College - in progress

**Smith, Sheila**

**(2006) Academic Office Manager**

**Sonnenmeier, Mark**

**(2023) Director of Groundskeeping and Work Groups**

B.A. Clear Creek Baptist Bible College - 2021

M.A. Clear Creek Baptist Bible College - in progress

**Stachewicz, Kyle**

**(2023) Director of Education Technologies**

B.A. Clear Creek Baptist Bible College - 2015

M.Div. Southwestern Theological Seminary - 2022

Th.M. Southern Baptist Theological Seminary - 2023

Th.M. Liberty University - 2024

Ph.D. Midwestern Baptist Theological Seminary - in progress

**Styles, Jared**

**(2020) Dean of Administrative Affairs**

B.A. Clear Creek Baptist Bible College - 2019

M.A. Liberty University - 2021

Ph.D. Liberty University - in progress

**Tucker, Andrew**

**(2023) Director of Student Life**

B.A. Clear Creek Baptist Bible College - 2023

M.A. Clear Creek Baptist Bible College - in progress

**Tucker, Rebecca**

**(2025) Physical Plant Administrative Assistant**

B.A. Clear Creek Baptist Bible College - in progress

**Yates, Jacob**  
**(2012) Registrar**  
**Co-Director of Institutional Effectiveness**  
**Co-Director of Institutional Research**  
B.A. Tusculum College - 2006  
M.A. Trinity Evangelical Divinity School - 2008  
M.A.Ed. Emory & Henry College - 2010

BOARD OF TRUSTEES 2025-2026

Rev. Bennie Bush.....	Williamsburg, KY
Mrs. Esther Bailey.....	Stanford, KY
Rev. Brad Banks.....	New Liberty, KY
Rev. John Day.....	Greenville, KY
Mrs. Jessica Farris.....	Richmond, KY
Rev. Tommy Floyd.....	Somerset, KY
Dr. George Hammons.....	Barbourville, KY
Rev. James Harley.....	Harrodsburg, KY
Rev. Johnnie Holloway.....	Crestview Hills, KY
Rev. Barry Jeffries.....	Crestwood, KY
Rev. Daryl Jessie.....	Somerset, KY
Rev. Randy McPheron.....	Mount Vernon, KY
Mr. Steve Minton.....	New Tazewell, TN
Mr. Al Morrow.....	Bronston, KY
Rev. Daryl Mullins.....	Butler, KY
Mrs. Katie Peery.....	Barbourville, KY
Rev. Ronnie Pennington.....	Richmond, KY
Rev. David Purichia.....	Glasgow, KY
Rev. Jamie Reynolds.....	Littcarr, KY
Rev. Steve Rutherford.....	Nortonville, KY
Mr. Rick Slusher.....	Pineville, KY
Rev. David Stokes.....	Lexington, KY
Rev. Tommy Tapscott.....	London, KY
Rev. Ron Shepherd.....	Waynesburg, KY
Dr. John Wolfe.....	Manchester, KY

Fall 2025 – Summer 2028 Academic Calendar  
**Fall Semester**

<b>Fall Semester</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Alumni Homecoming	July 21 & 22	TBA	TBA
A-Term Courses (Undergraduate)	July 28 - Aug. 1	July 27-31	July 26-31
Academic Affairs Committee & Faculty Meetings	July 23	July 22	July 21
New Student Orientation	July 29-31	July 28-30	July 28-30
Faculty/Staff Meeting	Aug. 4	Aug. 3	Aug. 2
Undergraduate/Graduate Fall Courses begin	Aug. 4		
Undergraduate Fall Courses begin		Aug. 3	Aug. 2
Graduate Term A begins (8 weeks)		Aug. 3	Aug. 2
A-Term Grades due in Sonis	Aug. 6	Aug. 5	Aug. 4
Summer Undergraduate/Graduate Grades due in Sonis	Aug. 8	Aug. 7	Aug. 8
Last Day to add/drop a class	Aug. 15	Aug. 14	Aug. 13
Academic Affairs Committee & Faculty Meetings	Aug. 25	Aug. 31	Aug. 30
Labor Day (no classes/campus closed)	Sept. 1	Sept. 7	Sept. 6
Faculty/Staff Meeting	Sept. 8	Sept. 14	Sept. 13
J-term & Spring term registration opens	Sept. 15	Sept. 14	Sept. 13
Spring Course Syllabi due	Sept. 22	Sept. 21	Sept. 20
Fall Revival	Sept. 23-25	TBA	TBA
Graduate Term A ends		Sept. 25	Sept. 24
Mid-Term Grades due in Sonis	Sept. 26	Sept. 25	Sept. 24
Fall Break (no classes/campus closed)	Sept. 29 - Oct. 3	Sept. 28 - Oct. 2	Sept. 27 - Oct. 1
Academic Affairs Committee & Faculty Meetings	Oct. 6	Oct. 5	Oct. 4
Last day to Withdraw from a course	Oct. 10	Oct. 9	Oct. 8
Graduate Term B begins (8 weeks)		Oct. 12	Oct. 11
Faculty/Staff Meeting	Oct. 13	Oct. 12	Oct. 11
Fall Trustee Meeting	Oct. 14	Oct. 27	Oct. 26
Academic Affairs Committee & Faculty Meetings	Oct. 27	Oct. 26	Oct. 25
Faculty/Staff Meeting	Nov. 3	Nov. 2	Nov. 1
KBC (no campus classes)	Nov. 11	Nov. 10	Nov. 9
J-term & Spring term registration closes	Nov. 14	Nov. 13	Nov. 12
Thanksgiving Break (campus closed)	Nov. 26-28	Nov. 25-27	Nov. 24-27
Fall Semester Finals Week	Dec. 1-5	Nov. 30 - Dec. 4	Nov. 29 - Dec. 3
Faculty/Staff Christmas Dinner	Dec. 4	Dec. 3	Dec. 2
Fall Semester ends	Dec. 5	Dec. 4	Dec. 3
Graduate Term B ends		Dec. 4	Dec. 3
SACSCOC Annual Meeting	Dec. 6-9	Dec. 5-8	Dec. 3-6
Undergraduate/Graduates grades due in Sonis	Dec. 10	Dec. 9	Dec. 8
Book Lists for Summer Term	Dec. 15	Dec. 14	Dec. 13
Christmas Break - Offices closed	Dec. 22 - Jan. 2	Dec. 21 - Jan. 1	Dec. 20 - Jan. 2

Fall 2025 – Summer 2028 Academic Calendar  
**Spring Semester**

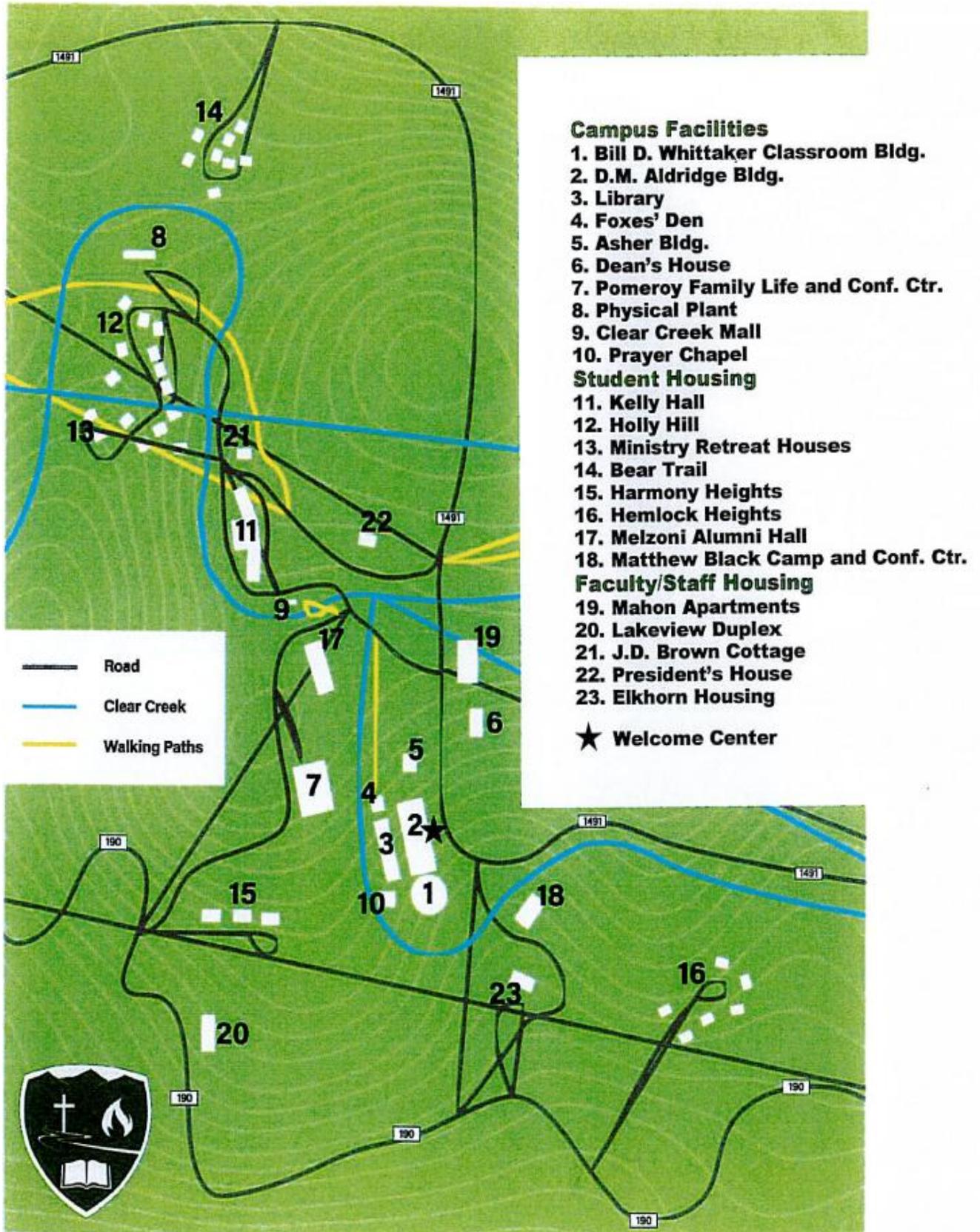
<b>Spring Semester</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Graduate Spring Courses begin	Jan. 5		
Academic Affairs Committee & Faculty Meetings	Jan. 5	Jan. 4	Jan. 3
J-Term Courses (Undergraduate)	Jan. 5-9	Jan. 4-8	Jan. 3-7
New Student Orientation	Jan. 6-8	Jan. 5-7	Jan. 4-6
Faculty/Staff Meeting	Jan. 12	Jan. 11	Jan. 10
Undergraduate Spring Courses begin	Jan. 12	Jan. 11	Jan. 10
Graduate Term C begins (8 weeks)		Jan. 11	Jan. 10
J-Term Grades due in Sonis	Jan. 14	Jan. 13	Jan. 12
Trustee Executive Committee Meeting	Jan. 19	Jan. 18	Jan. 17
Last day to add/drop a class	Jan. 23	Jan. 22	Jan. 21
Summer Course Syllabi due	Jan. 26	Jan. 25	Jan. 24
Academic Affairs Committee & Faculty Meetings	Jan. 26	Jan. 25	Jan. 31
Summer Registration begins	Feb. 2	Feb. 1	Feb. 7
Faculty/Staff Meeting	Feb. 2	Feb. 1	Feb. 7
Book Lists for Fall & Spring Term	Feb. 2	Feb. 1	Feb. 7
ABHE Annual Meeting	Feb. 11-13	Feb. 24-26	Feb. 16-18
Summer Registration ends	Feb. 16	Feb. 15	Feb. 21
Academic Affairs Committee & Faculty Meetings	Feb. 23	Feb. 22	Feb. 28
Lacy Lykens Lectures (tentative)	Feb. 25-26	Feb. 9 & 10	TBA
Fall Course Syllabi due	Feb. 27	Feb. 26	Feb. 25
Faculty/Staff Meeting	March 2	March 1	March 13
Mid-term grades due in Sonis	March 6	March 5	March 3
Graduate Term C ends		March 5	March 3
Spring Break	March 9-13	March 8 - 12	March 6-10
Graduate Term D begins (8 weeks)		March 15	March 13
Fall/Spring Registration opens	March 16	March 15	March 13
Last Day to withdraw from a course	March 20	March 19	March 17
Academic Affairs Committee & Faculty Meetings	March 30	March 29	March 27
Good Friday (campus closed)	April 3	March 26	April 14
Easter	April 5	March 28	April 16
Faculty/Staff Meeting	April 6	April 5	April 3
Spring Trustee Meeting	April 14	April 20	April 18
Graduate Week #16	April 20-24	April 19-23	April 17-21
ABHE Onsite Review	April 27 - 30	NA	NA
Undergraduate Seniors' Finals Week	April 28 - May 1	April 26-30	April 24-28
Graduate Spring Grades due in Sonis	April 29		

Fall 2025 – Summer 2028 Academic Calendar  
**Spring Semester Continued**

<b>Spring Semester</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Undergraduate Finals Week	May 4-8	May 3-7	May 1-5
Graduate Term D ends		May 7	May 5
President's Senior luncheon	May 8	May 7	May 5
Spring Semester ends	May 8	May 7	May 5
Commencement	May 8	May 7	May 5
Undergraduate Spring Grades due in Sonis	May 11	May 10	May 10
Faculty Assessment Retreat	May 19-21	May 18-20	May 16-18

Fall 2025 – Summer 2028 Academic Calendar  
**Summer Semester**

<b>Summer Semester</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Graduate Summer Courses begin (14 week term)	April 28		
Graduate Summer Term Add/Drop Date	May 8		
Undergraduate Summer Courses begin (11 week term)	May 12	May 11	May 9
Undergraduate Summer Term Add/Drop Date	May 22	May 21	May 19
Graduate Term E begins (8 weeks)		May 24	May 22
Southern Baptist Convention	June 9-10	June 8-9	TBA
Worship Leader Retreat	June 18-20	June 17-19	June 15-17
Fall /Spring Registration closes	June 19	June 18	June 16
Summer Term Withdrawal Deadline	June 19	June 18	June 16
Summer Break (campus closed)	June 29 - July 3	July 5-9	July 3-7
Trustee Executive Committee Meeting	July 13	July 19	July 17
Undergraduate Summer Courses ends	July 24	July 23	July 21
Graduate Summer Courses ends	July 31		
Graduate Term E ends		July 16	July 14



## Appendix A

Intellectual Property Rights Policy (Adopted by the faculty October 14, 2002)

### A. Internet Course Materials

The Academic Affairs Committee recommends that the following policies be approved and implemented in relation to the internet/online courses at Clear Creek Baptist Bible College.

1. Clear Creek Baptist Bible College will enter into a contractual relationship with the professor who is asked to produce an online course in order to protect the intellectual property of the professor and the ability of Clear Creek Baptist Bible College to provide continuous, quality online courses in the event of the professor's leaving the College for whatever reason. It is understood that the intellectual material (content-lecture notes, charts, etc.) is the intellectual property of the professor and the course (the vehicle of offering/presenting the material online) belongs to the College. Thus, it is intended that both be protected in mutually satisfying and beneficial ways.

This contract will strive to guarantee that the intellectual materials presented on the online course will not be changed or modified without the permission and knowledge of the professor so that it remains his materials. As one professor on the committee put it, "This keeps the professor who may hold to one eschatological viewpoint from having his materials changed so that he holds another viewpoint." The content of the course will guarantee the College has access to this material as long as the College deems it needful and useful to accomplish its goals and as long as the professor is serving under a current contract.

2. The annual contract of each professor who is asked to produce an internet course will indicate the renewal of first rights for the college on the course(s) the College selects to use for the current year and the following year as a safeguard for the College's ability to offer the particular online course. In essence, this will be a two- year contract that is renewable each year the professor's contract is renewed. This contract will also protect the college from having the same course offered at another institution or as the professor's personal online course(s) simultaneously.

3. Should the professor leave for whatever reason the second year's option of the online course could be exercised by the school by virtue of the previous year's contract. This ensures that the college would not find itself in a place needing to offer an online course and not having access to one. For example, the professor signs a contract for the year 2002-2003. His contract will stipulate that the online course he has produced could be used by Clear Creek the years of 2002- 2003 and 2003-2004. Should his contract be renewed another year (2003-2004), then his contract would indicate that the online course would be renewed for 2003-2004 and 2004-2005.

4. If the professor has left the College and if the school needed and/or wanted to utilize the same online course the second year after the professor left, then the College and the professor would enter into negotiations for the use of the course. It is assumed that the school would allow its new professor to develop his course(s) as soon as possible and that the former professor's course would no longer be needed and utilized in the online courses offered. For example, the professor had a contract for 2002-2003 and then left, his contract would guarantee that the College could use the online materials for 2002-2003 and 2003-2004. If the school needed and wanted to use it the 2004-2005 terms, then they would negotiate with the professor for the use of the course.

5. The College and the professor recognize that when he is requested to develop an online course, he will be credited with either two (2) hours or three (3) hours of teaching load during that semester. So, if a professor is teaching a twelve-hour load and is developing an online course that semester, he will receive credit for fourteen hours. If it is a three-hour course, then his load would be fifteen hours.

6. When the professor is teaching the online course, he receives credit for teaching the two-hour course as if it was another scheduled extension or campus course. For example, he teaches twelve on-campus hours and one two-hour online course, then he would receive a total of fourteen instructional hours.

7. The professor might be asked to teach the online course a second time and this may be counted as part of his normal teaching load. Should he be asked to teach above the normal load, he could request to teach the online course as an adjunct and then receive the normal adjunct stipend. If he chooses not to teach the course as an overload, then the course will be offered to current faculty. If no one on the current faculty desires to teach the course, then it will be offered for outside adjunct instructors to teach as the Academic Dean would recommend.

#### B. Workbooks and Other Academic Materials

1. The Academic Dean may request that a professor produce certain workbooks, syllabi, and other academic materials on school time and equipment for Clear Creek's courses. These requested materials will remain the property of the College as long as it continues using the specific text and workbook approach for the extension accreditation policies. Once the course is dropped by the College, another workbook or other academic materials are produced, then the workbook or other academic material becomes the property of the producing professor. It is agreed that this workbook cannot be altered or revised without the permission of the professor who produced the workbook.

2. Materials produced at the individual discretion and initiative of the professor will remain that professor's intellectual materials. The professor will retain all rights and privileges for this material.

3. In the event that faculty and staff should develop an electronic or any other format of a published journal, Clear Creek Baptist Bible College, would be allowed to obtain first rights to publishing the materials as requested by the journal's editors or publishers. Second and/or later publishing rights would be retained by the producing professor or staff person unless otherwise stated in a written contract.

4. Should the article or material discussed in number 3 be revised or republished for any other journal, periodical or similar published material, the name of Clear Creek Baptist Bible College should be removed from the revised and/or republished manuscript.

5. Papers and other material (both written and other media) produced by students for classes remain the intellectual property of the student and cannot be used without the permission of the student.

Addendum (approved by Board of Trustees as amended July 14, 2014)

Staff members present a situation unique to both faculty and students. All materials, designs, articles, audio/visual presentations, and other intellectual or creative property produced in connection with Clear Creek Baptist Bible College is produced in fulfillment of a contractual agreement with Clear Creek Baptist Bible College or in the course of employment compensated on a "per hour" basis. All intellectual or creative property produced by staff members in the course of their employment at Clear Creek Baptist Bible College is and remains the property of Clear Creek Baptist Bible College.

This policy is not limited to copyrights and materials mentioned in specific above, but also includes all intangible assets such as musical, literary, and artistic works; discoveries and inventions; and words, phrases, symbols, and designs. In effect, all intellectual property produced by an employee of Clear Creek Baptist Bible College in the role of that employment is and remains the property of Clear Creek Baptist Bible College until and unless otherwise noted by this policy or by another binding agreement. Compensation, royalties, and other revenue derived from those intellectual properties are therefore the property of Clear Creek Baptist Bible College to be used as the leadership of the college sees fit.

Appendix B

**PLAGIARISM: POLICIES, INSTRUCTOR DIRECTIVES AND PENALTIES**

REVISED AND APPROVED: AAC (5/12/25)  
2<sup>ND</sup> REVISION: AAC, DAA, DOS & IT REVIEW (5/15/25)  
3<sup>RD</sup> REVISION: AAC (6/26/25)  
Faculty Adoption (7/23/25)

CCBBC: PLAGIARISM SHORT REFERENCE		INSTITUTIONAL RESPONSES					
INFRACTION LEVEL	COURSE SANCTIONS	DAA REPORT	IT REVIEW	REPEAT TRAINING	ACADEMIC REMEDIATION	COURSE FAILURE	PROBATION/SUSPENSION
Minor	15% initial penalty 10% off resubmission	Optional	Assistive	✓			
Moderate	15% initial penalty 10% off resubmission	Optional	Assistive	✓	✓		
Major I	0% initial penalty 50% off resubmission* (if self-reported)	✓	✓	✓	✓		
Major II	Course Failure	✓	✓	✓	✓	✓	✓
Major III	Course Failure	✓	✓	✓	✓	✓	✓

**CCBBC PLAGIARISM POLICIES & RESPONSES: LONG REFERENCE**

PROBLEM DETECTED	INFRACTION LEVEL	COURSE SANCTIONS	INSTITUTIONAL RESPONSE
<p><b>Self-Plagiarism</b></p> <p>Self-plagiarism involves submitting the same work, or substantial portions of it, as new work in a different context (e.g., a different course, a different assignment) without indicating that it was previously written.</p>	<p><b>Minor Infraction</b></p> <p>The first infraction is considered minor and will be dealt with by the professor.</p>	<p><b>Reporting &amp; Deduction</b></p> <p>The professor is free to use his/her personal discretion as when to report to the DAA. It is not always necessary to report it to the DAA.</p> <p>15% deducted, but the student may also request the assignment be resubmitted at a 10% reduction. Student required to repeat Plagiarism training.</p>	<p>The professor WILL Inform the student they need permission to use personal former work for any assignment. The professor MAY report the infraction to the DAA.</p> <p>The professor will maintain a written record of the incident for personal records.</p>

<p><b><i>Inaccurate citations or poorly cited references in Assignment</i></b></p>	<p><b>Moderate Infraction</b></p> <p>The assignment demonstrates the student attempted to apply proper footnotes and bibliography, but the attempt was obviously haphazardly done.</p>	<p><b>Reporting &amp; Deduction</b></p> <p>The professor is free to use his/her personal discretion as when to report to the DAA. It is not always necessary to report it to the DAA. 15% deducted, but the student may also request the assignment be resubmitted at a 10% reduction. Student required to repeat Plagiarism training and tutoring/remediation.</p>	<p>The professor WILL inform the student about the issue and how to correct it. The student will be referred to the Tutoring Center and/or the professor of College Research Literacy for remedial instruction.</p> <p>The professor determines if DAA needs to be notified. The Professor will submit a record of all communication with the student related to this incident to the DAA and/or the College Research Literacy professor, and/or the Tutoring Center.</p>
<p><b>PROBLEM DETECTED</b></p>	<p><b>INFRACTION LEVEL</b></p>	<p><b>COURSE SANCTIONS</b></p>	<p><b>INSTITUTIONAL RESPONSE</b></p>
<p><b><i>Quoted Materials without an attempt to provide citations.</i></b></p> <p>There is a high degree of line for line, or thought for thought content.</p>	<p><b>Major I Infraction</b></p> <p>This is a major issue. The extent of the plagiarism is determined by professor review, submission to plagiarism detection systems, and review by the IT department to see how serious the infringement has been.</p>	<p><b>Reporting &amp; Deduction</b></p> <p>Report the infraction to the DAA. 50% deducted from the submission. Student required to repeat Plagiarism training.</p>	<p>The student WILL be notified of the issue and given an opportunity to respond to the professor's questions related to the assignment.</p> <p>The professor WILL notify the DAA with a report showing and linking plagiarism examples.</p>
<p>Through Professor evaluation and/or plagiarism detection systems, it appears the assignment has a high degree of plagiarized material.</p>	<p><b>Major II Infraction</b></p> <p>This is a major infraction. The extent of plagiarism is determined by the professor, plagiarism detection systems and IT Director review.</p>	<p><b>Reporting &amp; Deduction</b></p> <p>Report the infraction to the DAA. <b>1<sup>st</sup> Occurrence:</b> Failure of assignment, resubmission allowed at 50% credit recovery. Student placed on academic probation for one semester. Student required to repeat Plagiarism training &amp; tutoring participation.</p>	<p>The professor <b>MUST</b> report to the DAA and request help from the IT department, that is the Director of Educational Technology for review.</p> <p>Once IT and the professor agree that there is significant evidence for plagiarism, the Professor</p>

		<p><b>2<sup>nd</sup> Occurrence:</b> Failure of course. Student placed on academic probation for one semester. Required tutoring participation.</p> <p><b>3<sup>rd</sup> Occurrence:</b> Failure of course. Student placed on academic suspension for one year.</p>	<p>will contact the student by email and inform the student of the issue and initiate a conversation about it. If needed the DAA and the Dir of Ed. Tech may be asked to sit in on the conversation with the student.</p> <p>The student can be asked to explain how they developed their content. (Remind the student that all content needs to be their own work as a minimum). Post the grade.</p> <p>Submit a report to the Dean of Academic Affairs so the notice can be documented and placed in the student's file. Remember to be graceful and non-antagonistic with the student. Let's assume the best until evidence proves our suspicions wrong.</p> <p>The student can follow the Student Concerns/Complaints Policy as outlined in the most recent Course Catalog.</p>
PROBLEM DETECTED	INFRACTION LEVEL	COURSE SANCTIONS	INSTITUTIONAL RESPONSE
<p><i>Through Professor evaluation and plagiarism detection submission, it appears the assignment has a high degree of plagiarism with particular reference to AI generated material.</i></p>	<p><b>Major III Infraction</b></p> <p>The use of AI for generative purposes with respect to submitted content is a violation of both academic and ministerial integrity.</p>	<p>If the Occurrence is self-reported within the semester it occurs: failure of assignment, but resubmission allowed at 50% credit recovery. Student placed on academic probation for one semester. Required tutoring participation. If the occurrence is NOT self-reported, but discovered by faculty/staff the above applies without allowance of resubmission.</p>	<p>The student (or Alumnus), being convicted by the Holy Spirit, will be expected to self-report to the Academic Affairs Committee that they have transgressed the CCBBC Plagiarism policy and the CCBBC Integrity Pledge. They will explain when, how, and why they</p>

		<p>If the Occurrence is self-reported after the semester that it occurred: Failure of the course retroactively. Student placed on academic probation for one year. Required tutoring participation. If the occurrence is discovered by faculty/staff student is suspended for 6 months before they can reapply; and will remain on academic probation for two years. If readmitted, tutoring participation will be required the remainder of their time at CCBBC.</p> <p>If the Occurrence is self-reported after the student graduates: Retroactive Failure of all courses that the alumnus self-reports they used AI on assignments. The registrar will pull their diploma and suspend distributing their transcript. If the occurrence is discovered by faculty/staff alumnus student suspended one-year before they may reapply. If readmitted, tutoring participation will be required the remainder of their time at CCBBC and will remain on academic probation the remainder of their time at CCBBC.</p>	<p>did so to the Academic Affairs Committee, meeting with the Director of Educational Technologies. The Director of Educational Technologies will do deeper research into the issue.</p> <p>To regain their Diploma, an Alumnus self-reporting AI usage will need to reapply for the degree program and successfully retake all courses in question in which they used AI. Student's retaking a course for AI usage will be required to participate in tutoring.</p>
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Appendix C

**UNDERGRADUATE CAMPUS FEE SHEET  
 2025 -2026 Tuition and Fees**

**Tuition Charges**

<b>Full-Time Tuition (12-15 Credit Hours Per Semester)</b>	<b>\$4,950.00</b>
<b>Tuition (Per Credit Hour)</b>	<b>\$330.00</b>

**Adjustments and Tuition Refunds**

**Add/Drop Adjustments**

Clear Creek maintains a policy for refund in such situations as:

- The student fails to enter the course.
- The student withdraws from the course.
- The student can change their enrollment status by adding courses until the second week of on-campus classes. If hours are dropped below 12, Pell and Scholarships will be adjusted. Hours dropped between 12 and 15 hours will require no billing or financial aid adjustments.

**Tuition Refunds**

Refunds will be made in accordance with U. S. Regulation 34 CFR 668.22 and the Federal Student Financial Aid Handbook as follows:

- 100% - withdrawal on 1st day of class (less permitted fee of \$100 or 5% of charges - whichever is less).
- After the first day of class, refunds will be calculated by dividing the number of days attended (first day of class through withdrawal date, including weekends) divided by the total number of days in the semester (including weekends but minus spring and fall breaks of more than five consecutive days). This percentage will be used to determine the amount of tuition the student will be responsible for, while the remainder will be refunded to the student's account. This process is used by the Department to determine the amount of Pell the student earned and what portion must be returned by the university and is provided by the Department's R2 T4 software.
  - If a student withdraws before the first day of class, no SFA funds may be used to pay any portion of costs, no matter what refund policy a school uses.
  - A school may exclude from the Institutional charges a reasonable administrative fee, not to exceed \$100.00 or 5% of total charges, whichever is less. Also, a school may exclude documented costs to the school of any non-returnable equipment or returnable equipment that was not returned in good condition within twenty days of withdrawal.
- Withdrawal is not complete until the student has received a copy of the completed withdrawal form. A forwarding address form must be completed and returned to the Business Office.
- Day after 60% of enrollment – NO REFUND

**Charges and Fees**

**Non-Refundable Charges**

<b>Application for Admission</b>	<b>\$50.00</b>
<b>Car Tag (Per Vehicle)</b>	<b>\$10.00</b>
<b>Graduation Application</b>	<b>\$100.00</b>
<b>Key Replacement – Mailbox</b>	<b>\$5.00</b>
<b>Key Replacement – Housing</b>	<b>\$15.00</b>
<b>Parking/Traffic Violation (If Not Paid Within 24 Hours)</b>	<b>\$10.00 \$15.00</b>

<b>Reapplication for Married Housing</b>	<b>\$10.00</b>
<b>Returned Check/ACH (per check)</b>	<b>\$13.00</b>
<b>Schedule Change</b>	<b>\$20.00</b>
<b>Student Identification and Library Card (Replacement)</b>	<b>\$20.00</b>
<b>Transcript Evaluation</b>	<b>\$10.00</b>

**Non-Refundable Fees**

<b>Audit Fee (Per Hour)</b>	<b>\$100.00</b>
<b>Class Music Fee</b>	<b>\$50.00</b>
<b>Directed Independent Study</b>	<b>\$100.00</b>
<b>Developmental Course Fee</b>	<b>\$300.00</b>
<b>Health Service Fee</b>	<b>\$60.00</b>

<b>Housing Application Fee</b>	<b>\$50.00</b>
<b>Late Registration Fee</b>	<b>\$50.00</b>
<b>Private Music Fee</b>	<b>\$200.00</b>
<b>Program Change Fee</b>	<b>\$100.00</b>
<b>Registration Fee</b>	<b>\$50.00</b>

**Non-Refundable Fees | Student Resource Fee**

Technology Hardware and Software Resources, PerLego Research Library, Library Resources, Access to Campus Resources (Family Life Center, Health Clinic, Mail Room Services, Etc.)

<b>Full-Time (12+ Hours)</b>	<b>\$500.00</b>
<b>Part-Time (0 – 11.5 Hours) or Non-Degree (7 – 11.5 Hours)</b>	<b>\$350.00</b>
<b>Non-Degree (0 – 6.5 Hours)</b>	<b>\$250.00</b>

The college reserves the right to alter or amend, at its discretion, any of the information on this fee sheet.

## Housing Rates

### Married Students

<b>Student Rates</b>	<b>\$275.00 – \$385.00</b>
<b>Security Deposit (Paid When Keys Are Issued)</b>	<b>One Month's Rent</b>

All rates include rent, water, sewer, and garbage. Each student must deal with Kentucky Utilities Company directly for electric service, the telephone company for telephone service, and Delta Gas for gas service.

### Single Students

<b>Kelly Hall/Melzoni-Alumni Resident</b>	<b>\$1,200 (Per Semester/16 Weeks)</b>
<b>Commuter</b>	<b>\$20.00 (Per Night)</b>
<b>Summer/Winter Rates</b>	<b>\$75.00 (Per Week)</b>

### Kelly Hall Guest Charges

<b>1 Bedroom Apartment</b>	<b>\$50.00 (Per Night)</b>
<b>2 Bedroom Apartment</b>	<b>\$65.00 (Per Night)</b>
<b>3 Bedroom Apartment</b>	<b>\$80.00 (Per Night)</b>
<b>Guest Room</b>	<b>\$25.00 (Per Person, Per Night)</b>
<b>Dorm Room</b>	<b>\$20.00 (Per Person, Per Night)</b>

**Note: There is no charge for children aged 17 or under if they stay in the same room with their parents.**

## Student Housing Policies

### Rent

Rent for married housing is charged each semester on the following basis: fall semester (August–December); spring semester (January–May); and June and July rent. Rates for Kelly Hall/Melzoni Alumni Apartments are charged by the semester (per number of weeks), and May/June/July rent is paid monthly out of pocket to the Business Office by the resident and is due by the 15<sup>th</sup> of each month.

### Security Deposit | Married Students

A security deposit of one month's rent must be paid by each resident planning to live in campus-owned housing and must be paid before keys are issued. Before a student moves in, a check-in inspection is conducted by a representative of the Physical Plant accompanied by each new tenant. A housing inspection checklist is reviewed and signed by both.

Security deposits are refunded after the student moves if the following guidelines are met:

- Student graduates and premises are left in the same condition as they were found.
- Students moving before graduation must give written notice of the moving date, and premises are left in the same condition as they were found.
- All keys, including mailbox keys, have been turned in, and a forwarding address form must be on file in the Business Office.
- The student has a zero or credit balance on their account. If not, the security deposit is applied to the outstanding balance. If a married couple are both students, both accounts must be paid for in full.

### **Vacating Student Housing**

It is necessary for students who graduate to vacate married student housing by May 31<sup>st</sup> (Monday following graduation for single student housing) to allow time to get housing ready for new students. A written request must be submitted to the Physical Plant office for married housing or Student Life office for single housing to stay beyond the May 31<sup>st</sup> deadline. Each submission will be answered in writing by the respective office.

Students completing course requirements in December must vacate student housing by December 31<sup>st</sup> (Monday following graduation for single student housing). Graduates are not required to give written notice of departure but must notify the respective office of their departure date.

Any student who moves before they graduate is required to give a 30-day written notice to the Physical Plant for married housing or to Student life for single housing. Failure to give written notice will result in forfeiture of the security deposit.

### **Refunds**

Campus housing (excluding dormitory space) will be prorated, with part of a week being considered a full week. Refunds at the dormitory will be granted on the basis of the actual number of weeks remaining in the semester, with a part week being considered a full week.

### **Single and Commuter Student Housing**

Male full-time residents and male commuters are housed in Kelly Hall. Female full-time residents and female commuters are housed in Melzoni/Alumni Hall.

A security deposit of \$100 for full-time students (\$50 for commuter students) must be paid to the Student Life office before the keys are issued. A \$25 deposit must be paid to the Student Life office by the end of the spring semester to reserve housing for the following fall semester. This deposit will be applied to the student's account for college expenses upon enrollment in the fall.

The Student Life Director must be notified in writing by July 1<sup>st</sup> if the student plans not to return or forfeit their deposit. Failure to pay this deposit by the end of the spring semester will result in a non-refundable \$25 reservation fee due before receiving housing for the fall semester.

Students who stay in campus housing for the summer are not required to pay a \$25 reservation deposit for the fall semester. Failure to complete this fall reservation process, as stated above, will result in re-application for student housing and a non-refundable \$50 fee. See the Kelly Hall/Melzoni-Alumni Apartments Handbook or Student Handbook for more information.

The Student Life Director reserves the right to consolidate empty living spaces or make reassignments when vacancies occur.

**Student Housing Policies Continued**

**Meals**

Kelly Hall offers one meal plan, which is a breakfast and lunch Monday-Friday meal plan. **All on-campus students will be assessed a meal plan charge; however, this meal plan is covered through Financial Aid.** If you wish to drop your meal plan, you must do so by the course drop/add date, which is the 2<sup>nd</sup> week of the semester. **All students must come to Food Services and speak to the Director to change meal plans.**

<b>Meal Plan Rates</b>	<b>5 Days</b>
<b>Breakfast &amp; Lunch</b>	<b>\$1,530.00</b>

Meal plans are calculated based on an \$9.00 per meal rate.

**Cash Plan:** Single meals may be purchased for \$10.00 each. **Friday Lunches:** Due to the close of business at noon on Fridays, breakfast will be served until 10:30am and sack lunch items (sandwiches, pre-made salads, chips etc..) will be provided in Kelly Hall. Lunch is still available to the students, just in a different format of self-serve at the student's convenience.

**The college reserves the right to alter or amend, at its discretion, any of the information on this fee sheet.**

**BIVOCATIONAL CERTIFICATE FEE SHEET  
 2025 -2026 Tuition and Fees**

**Charges**

**Certificate Tuition**

**\$330 per credit hour**

**Tuition Payment and Refunds**

**Tuition Payment and Refunds**

All Bivocational students are required to pay a semester deposit to secure their place in the program each semester. Any student whose account has not been cleared by the add/drop deadline each semester will not be permitted to enter/access classes and have their registration voided. In such cases, any portion of the tuition paid will be refundable in full.

A student may drop all courses for which they are registered at any time before the first day of class and receive a full tuition refund. This registration change will be subject to the schedule change fee.

Any student who chooses to withdraw from a course in progress will be subject to the schedule change fee.

**Non-Refundable Charges**

<b>Admission Application Fee</b>	<b>\$50</b>
<b>Registration Fee</b>	<b>\$50</b>
<b>Student Resource Fee*</b>	<b>0-6 hours - \$250 7 hours - \$350</b>
<b>Schedule Change Fee</b>	<b>\$20</b>
<b>Application to Graduate Fee</b>	<b>\$100</b>
<b>Late Registration Fee</b>	<b>\$50</b>

\*The increase in student resource fee will give the student access to Perlego with over 1 million digital texts. Many of these texts will be applicable throughout the student’s coursework in the Bivocational Certificate Program.

## Admission, Academic and Financial Aid Policies

### Admission Policies

Those who are pursuing a vocational call to ministry may apply as a Bivocational Ministry Certificate student by submitting the new student application. This certificate offering is meant to prepare students for further education in the Associate or Bachelor degree offerings.

Applicants must submit a minimum \$50 application fee if they intend to be a part of the scholarship incentive, while there are spots available to them.

Scholarship spots are subject to change per semester so speak with the Admissions Director for availability. If all spots have been filled, an applicant can pay the \$150 deposit to have his name placed on a waiting list in the event there is an opening.

### Academic Policies

Students are eligible to earn up to 18 hours while in Bivocational Certificate status. If the student wishes to continue their education after completing the Bivocational Certificate, all 18 hours will transfer into most of the college's associate or bachelor degrees.

Bivocational Certificate students must enroll in a minimum of 4 credit hours per semester with the maximum being 7 credit hours per semester. Students must stay continuously enrolled in the program to receive the financial aid available.

Students must maintain Satisfactory Academic Progress throughout their time in the Certificate Program. The standards for Satisfactory Academic Progress can be found by the following steps:

1. Go to [ccbhc.edu](http://ccbhc.edu)
2. Select the Academics Heading
3. Select Resources
4. Select the Course Catalog link
5. Go to the Minimum Scholastic Attainment under the Academics section

Since students will be able to transfer-in all or most of their credits into a degree program at CCBBC. The student's GPA must be 2.0 or higher at the time of their completion in the Bivocational Ministry Certificate for them to receive their certificate at graduation and be awarded the credential by the college.

**Financial Aid Policies**

1. CCBBC will match hour-for-hour with the student. The student pays for one credit hour, CCBBC will scholarship one credit hour.
2. The college will match up to \$200 from the student's church towards the certificate, under the Dr. George M. Asher Church Matching Scholarship.
3. Students who withdraw from the program will be responsible to cover the cost of financial aid that was applied to their account for tuition. This can be appealed to the scholarship committee to review the circumstance of the withdrawal.
4. If a student withdraws, fails an entire semester, or does not enroll for an eligible semester, the student forfeits all CCBBC scholarships towards the certificate.
5. Students who must retake a course they have failed will be responsible for the full tuition cost.

Clear Creek Baptist Bible College created the Bivocational Certificate program with the goal of investing in the theological education and equipping for Christian service those who are dually employed. Through this program, students can grow in their knowledge of the Lord while also preparing for the pursuit of an undergraduate degree.

Through internal scholarships and the Asher Church Matching Scholarship, students are able to pay less than \$1,200 for tuition and fees, plus they receive a book stipend which allows them to order their books and pay for them later. However, the student must stay continuously enrolled to maintain the scholarship. If a student were to cease their enrollment in the program, then they would lose their financial aid package.

<b>Credit Hours</b>	<b>Fees</b>	<b>Tuition Cost</b>	<b>Total Cost</b>	<b>CCBBC Financial Aid</b>	<b>Church Asher Matching</b>	<b>Student Cost</b>
4 hours	\$300.00	\$1,320.00	\$1,620.00	\$860.00	\$200.00	\$560.00
5 hours	\$300.00	\$1,650.00	\$1,950.00	\$1,025.00	\$200.00	\$725.00
6 hours	\$300.00	\$1,980.00	\$2,280.00	\$1,190.00	\$200.00	\$890.00
7 hours	\$400.00	\$2,310.00	\$2,710.00	\$1,355.00	\$200.00	\$1,155.00

If a student fails a class, they will be required to pay standard tuition for the re-take of said course. However, financial aid will be available for the other classes in which the student is enrolled.

If a student withdraws from a course that was previously failed and is being retaken, they will be responsible to pay for the portion of the course at the time of their withdrawal based upon financial aid calculations.

**The college reserves the right to alter or amend, at its discretion, any of the information on this fee sheet.**

**UNDERGRADUATE ONLINE FEE SHEET**  
2025-2026 Tuition and Fees

**Tuition Charges**

<b>Full-Time Tuition (12-15 Credit Hours Per Semester)</b>	<b>\$4,950.00</b>
<b>Tuition (Per Credit Hour)</b>	<b>\$330.00</b>

**Adjustments and Tuition Refunds**

**Add/Drop Adjustments**

Clear Creek maintains a policy for refund in such situations as:

- The student fails to enter the course.
- The student withdraws from the course.
- The student can change their enrollment status by adding courses until the second week of on-campus classes. If hours are dropped below 12, Pell and Scholarships will be adjusted. Hours dropped between 12 and 15 hours will require no billing or financial aid adjustments.

**Tuition Refunds**

Refunds will be made in accordance with U. S. Regulation 34 CFR 668.22 and the Federal Student Financial Aid Handbook as follows:

- 100% - withdrawal on 1st day of class (less permitted fee of \$100 or 5% of charges - whichever is less).
- After the first day of class, refunds will be calculated by dividing the number of days attended (first day of class through to withdrawal date, including weekends) divided by the total number of days in the semester (including weekends but minus spring and fall breaks of more than five consecutive days). This percentage will be used to determine the amount of tuition the student will be responsible for, while the remainder will be refunded to the students' account. This process is the same used by the Department to determine the amount of Pell the student has earned and what portion has to be returned by the university and is provided by the Department's R2 T4 software.
  - If a student withdraws before the first day of class, no SFA funds may be used to pay any portion of costs, no matter what refund policy a school uses.
  - A school may exclude from the Institutional charges a reasonable administrative fee, not to exceed \$100.00 or 5% of total charges, whichever is less. Also, a school may exclude documented costs to the school of any non-returnable equipment or returnable equipment that was not returned in good condition within twenty days of withdrawal.
- Withdrawal is not complete until the student has received a copy of the completed withdrawal form. A forwarding address form must be completed and returned to the Business Office.
- Day after 60% of enrollment – NO REFUND

**Charges and Fees**

**Non-Refundable Charges**

<b>Application for Admission Degree-Seeking Students</b>	<b>\$50.00</b>
<b>Graduation Application</b>	<b>\$100.00</b>
<b>Returned Check/ACH (per check)</b>	<b>\$13.00</b>
<b>Schedule Change</b>	<b>\$20.00</b>
<b>Transcript Evaluation</b>	<b>\$10.00</b>

**Non-Refundable Fees**

<b>Audit Fee (Per Hour)</b>	<b>\$100.00</b>
<b>Developmental Course Fee</b>	<b>\$300.00</b>
<b>Directed Independent Study</b>	<b>\$100.00</b>
<b>Health Services Fee (Degree Seekers Only)</b>	<b>\$60.00</b>

<b>Late Registration Fee</b>	<b>\$50.00</b>
<b>Program Change Fee</b>	<b>\$100.00</b>
<b>Registration Fee</b>	<b>\$50.00</b>

**Non-Refundable Fees | Student Resource Fee**

Technology Hardware and Software Resources, PerLego Research Library, Online Library (Digital) Resources, Learning Management Helpdesk, Online Tutoring Services, Continued Student Services

<b>Full-Time (12+ Hours)</b>	<b>\$500.00</b>
<b>Part-Time (0 – 11.5 Hours) or Non-Degree (7 – 11.5 Hours)</b>	<b>\$350.00</b>
<b>Non-Degree (0-6 hours)</b>	<b>\$250.00</b>

The college reserves the right to alter or amend, at its discretion, any of the information on this fee sheet.

## Clear Creek Baptist Bible College Dual Enrollment Fee Sheet

Clear Creek Baptist Bible College provides the unique opportunity to pursue an advanced curriculum toward postsecondary biblical education. Clear Creek Baptist Bible College exists to provide theological preparation for people called of God to Christian service. By participating in dual enrollment, it saves time and money towards the calling God has placed in your life.

### Why Dual Enrollment at Clear Creek Baptist Bible College

The Dual Enrollment program allows students to:

- Enroll in college courses as a junior/seniors in high school.
- Receive college credit while taking high school courses.
- Minimize the duplication of courses taken in high school and college.
- Shorten the time required to complete an undergraduate degree.
- Significantly reduce the cost of higher education.
- Receive a quality biblical college experience.
- Enroll in quality Bible Courses to prepare for ministry

### How much does dual enrollment at Clear Creek Baptist Bible College cost?

The cost is \$200 for any course on-campus or online. This cost of dual enrollment significantly reduces the cost for your undergraduate degree.

\$25 Registration Fee per semester

What are the requirements of a dual enrollment student?

- Classification as a high school junior or senior.
- Submission of a Clear Creek Baptist Bible College “non-degree seeking” application.
- Applicants must obtain the signature of a high school counselor (or authorized homeschool instructor) affirming the applicant’s academic ability to complete college level coursework and the sufficiency of Clear Creek Baptist Bible College courses for high school credit.

### What is the curriculum?

Courses offered through the Dual Enrollment Program will present a rigorous curriculum and will introduce qualified students to college-level work for which they may earn both high school and college credit. Curriculum alignment between Clear Creek Baptist Bible College faculty and high school will ensure that the content be of a high academic standard. All courses offered by the college are available to Dual Enrollment Students; not all courses will meet the needs of high school credit. Each student will need to verify credit eligibility with their individual school.

### How can I take dual enrollment classes?

There are two ways to earn dual enrollment credit through Clear Creek Baptist Bible College

1. Main Campus Courses: Students can earn dual enrollment credit by attending classes on our main campus in Pineville, KY. This option offers the true college campus experience.
2. Online Courses: This option entails all of the time and location conveniences that online education has to offer.

**What are the maximum number of hours that can be earned through the Dual Enrollment Program?**

A student can earn up to 28 hours through Clear Creek Baptist Bible College Dual Enrollment.

\*\*Students enrolled in school must have counselor signature and parent signature, those homeschooled have parent/legal guardian signature

\*\*All payments must be paid in full before courses begin, if charges are unpaid the student may not attend class (online/on-campus)

\*\*Registration fee is non-refundable

\*\*Course fees are non-refundable after classes begin

## Index

### A

Academic	
Academic Advisor/Advising	47
Academic Calendar Fall 2025 – Summer 2028	99-101
Classification	50
Course Descriptions	73-91
Discipline	55
Honors (Dean's List)	53
Late Assignment Policy	55
Plagiarism	55,105-108
Policies	47-56
Accessing Course Catalogs	56
Accommodations (Guest)	19
Account Security and Academic Integrity	46
Accreditation and Memberships	1
Admissions	40-44
Agape Fund	20
AI Technology Prohibited	25
Appendix A	103-104
Appendix B Plagiarism	105-108
Appendix C Fee Sheet	109-120
Applied Music Courses	89-91
Alumni Relations	43
Associate of Arts in Ministry	69
Auditing Classes	50
Awards	33
Graduation	36-37

### B

Bachelor of Arts	
Bachelor of Arts in Ministry	62
Biblical Counseling Ministry Track	63
Biblical Studies Ministry Track	64
Christian Apologetics Ministry Track	65
Church Planting Ministry Track	66
Pastoral Ministry Track	67
Worship and Music Ministry Track	68
Baptist Faith and Message	7-14
Bible Certificate	70
Bible/Theology Courses (CBTH)	73-75
Bible/Theology Rationale	60
Biblical Worldview Rationale	16
Definition of a Biblical Worldview Rationale	16
Bivocational Ministry Certificate	71-72
Board of Trustees	98
Business Services	29, 30

### C

Calendar	
Academic Calendar Fall 2025 – Summer 2028	99-101
Campus Grounds and Facilities	18-19

Clear Creek Baptist Bible College  
2025-2026 Catalog  
Index

Campus Map	102
Campus Store	43
Campus Tours	43
Chapel Services and Attendance	28
Christian Service Assignment (CSA)	57
Church Ministries and Leadership Courses (ECHU)	78-81
Church Music Courses	89-90
Church Participation	20
Class Attendance Requirement	54-55
Class Changes and Scheduling	49
Class Year (Classification)	50
Code of Conduct	26-27
College History	5
College Seal Explanation	4
Core Values	15
Course Descriptions	73-91
Course Lettering System	59
Course Levels / Course Numbering	48-49
Curriculum ( <i>See Course Descriptions</i> )	

**D**

Dean's List	53
Distance Education (Online Classes)	44-45
Directed Independent Study	55
Divorce	24
Doctrinal Statement	6
Dress Code	26-27
Dual Enrollment	47

**E**

Educational Goals	15
Ensembles	89
Employment	
Federal Work-Study Program	38
Student Employment Program	38
English and Math Proficiency Exams	51, 91
Evening Classes	50

**F**

Faculty and Staff	92-97
FAFSA	31-32
Fee Sheet	109-120
FERPA	51
Financial Aid	31-39
Application Procedure	31
Graduation Awards	36, 37
Pell Grant	37
Scholarships	33-36
Student Work-Ship Program	33

**G**

General Education Competencies	59-60
--------------------------------	-------

General Education Requirements and Rationale	59
General Studies Courses	75-76
Government Financial Aid	37-39
GPA Requirements (Minimum Scholastic Attainment)	52
Grading Scale	51-52
Graduate Program	
<i>(Please refer to CCBBC Graduate Course Catalog)</i>	
Graduation Awards	36, 37
Graduation Procedures	58
Graduation Requirements	58
Grants	33
Guest House Accommodations	19

## H

Handicap Facilities	19
History of CCBBC	5
Honors (Academic)	53
Housing	22-24

## I

International Students	40
Admissions	40
TOEFL	40
Transfer Credit from International Institutions	40
Transfer Credit to Other Institutions	49

## L

Lecture Series (Barry and Lacy-Lykins)	28
Library	18-19
Logo (College Seal)	4

## M

Married Housing	22-23
Master of Arts Degree	
<i>(Please refer to Graduate Course Catalog)</i>	
Medical Care	20
Minimum Scholastic Attainment (GPA Requirements)	52
Ministry Relations	43
Ministry Studies Courses	77-78
Mission Activities	20
Missions and Evangelism Courses	81-84
Mission Statement	15
Mountain Voice Newsletter	43
Music Courses	89-91

## N

Narcotics	24
Non-degree Seeking Students	41, 42

## O

Online Classes	50
----------------	----

Clear Creek Baptist Bible College  
2025-2026 Catalog  
Index

On-campus Residency Requirement	22
Organizational Chart for CCBBC	17
Orientation	47

**P**

Pastoral Ministry Courses	67
Placement Testing and Proficiency Courses	51
Plagiarism	55, 105-108
Pell Grant	37
Philosophy of Education	16
Physical Impairment	21
President's Message	3
Probation (Academic)	53
Proficiency Exams – Accuplacer	51, 91
Pursuit of Multiple Tracks	50

**R**

Readmission	43
Recreational Facilities	21
Refunds	23, 29
Regulations (Student)	22-25
Rent	23
Report of Church Involvement (RCI)	20, 57
Residency Requirements	22
Required Courses	91
Room and Board	109-120

**S**

Scholarships	35
Second BA Degree	50
Security Deposit	22
Senior Seminar	76
Staff	95-97
Statement on Student Use of AI Technology	25
Statement of Academic Rigor	52-53
Statement of Purpose	15
Student Life	20-21
Student Advisory Council	20
Student Housing	22
Student Pledge Related to Academic Integrity	25
Student Regulations	22-25
Student Success Initiative (SSI)	47
Student Work-Ship	38
Summer School	50-51
Suspension (Academic)	54
Supervised Internship	57

**T**

Table of Contents	2
Textbooks	30
Track Changes	49-50
Transcripts	58
Transfer of Credit	49
Trustees	98

Tuition	109-120
Tuition Refund	29-30
Tutoring	54

**U**

Undergraduate Degrees	61-69
-----------------------	-------

**V**

Vehicles	24
Veterans' Benefits	37

**W**

Warning (Academic)	53
Withdrawal Procedures	55-56
Women in Ministry	20
Work-Study	38

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