

BIRMINGHAM THEOLOGICAL  
SEMINARY

FACULTY HANDBOOK

2010  
EDITION

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## WELCOME FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS

*Dear Faculty,*

*“And what you have heard from me in the presence of many witnesses, commit to faithful men who will be able to teach others also.” II Timothy 2:2*

*Thank each of you for your commitment to teaching others; Christian education is the ministry of bringing believers to maturity in Jesus Christ, a ministry of service to others.*

*One of our educational distinctives is that we have ministry practicing professors. The original intent of Dr. Frank Barker Jr. and Dr. Bill Hay was to provide theological education for people that were unable to study full-time or to uproot their lives, and families or to leave their jobs to pursue a Seminary education. Ministry practicing professors means that our students receive training that is theologically reformed and that is in constant pursuit of academic excellence. This coupled with the everyday practical wisdom that comes from the years of pastoral experience that each of you have brings a special uniqueness to BTS.*

*Our educational distinctives also speak to our evangelistic focus, that BTS is thoroughly committed to Biblical inerrancy. As professors you use diverse educational delivery systems to meet the needs of our students as we continue in a global engagement of Gospel missions.*

*It is through your servant hearts that our vision statement becomes everyday reality:*

*“Producing leaders for Christ’s Church who are becoming spiritually mature as evidenced by effective ministry.”*

*The total impact of your teaching, mentoring and counseling of our students may not always be readily seen or measurable by you. But, just as on the Emmaus road, Christ opened the minds of the men to Scripture, you open the minds of our students to the truths of God’s Word. Our students are actively involved in various types of ministry; therefore, everything that they learn is immediately used.*

*Thank you for your service, thank you for the giving of your time and thank you for the love you have for Jesus Christ and the passion on your hearts to see and participate in fulfilling the Great Commission.*

*In His Service*

*Thad James Jr.  
Vice-President of Academic Affairs*

# DIRECTORY

## HOW TO FIND ANSWERS TO YOUR QUESTIONS

If you have any questions, please review the following:

- Faculty Handbook – Most questions can be answered by using this guide.
- BTS Catalog – Available online at [www.birminghamseminary.org](http://www.birminghamseminary.org) or [www.btsweb.com](http://www.btsweb.com)
- BTS Website – [www.birminghamseminary.org](http://www.birminghamseminary.org)

## The BTS Website

BTS's website provides information to students and faculty concerning proper writing and citation methods, information on how to use BTS's online library facilities, research links, seminar opportunities, and much more. Research help and information is right at one's fingertips through the BTS website. In addition, the website allows students to plan their seminary opportunities up to a year in advance through the online seminary schedule. Booklists and course rotations are also posted on the website. Faculty should go to the website and sign up on our e-mail distribution list.

## HOW TO CONTACT BTS

### **Mailing Address**

*Birmingham Theological Seminary  
2200 Briarwood Way  
Suite A-203  
Birmingham, AL 35243  
205-776-5650  
205-824-8407 Fax*

### **E-mail Address**

[\*bts@birminghamseminary.org\*](mailto:bts@birminghamseminary.org)  
*www.birminghamseminary.org or www.btsweb.com*

## Contact Telephone Numbers and Email Address

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President

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Rev. Thad James, Jr.  
Vice President of Academic Affairs

205-776-5386  
[tjames@briarwood.org](mailto:tjames@briarwood.org)

Dr. Howard Eyrich  
Director, Doctor of Ministry Program

205-776-5344  
[heyrich@briarwood.org](mailto:heyrich@briarwood.org)

Dr. Meg Hawley  
Registrar

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Mrs. Jackie Hamamatsu  
Assistant to President and VP of Academic Affairs

205-776-5356  
[jhamamatsu@briarwood.org](mailto:jhamamatsu@briarwood.org)

Rev. Larry Cockrell  
Clinical Advisor, Master of Arts in Ministry Program

205-836-5758  
[ldcockrell@aol.com](mailto:ldcockrell@aol.com)

## **DEGREE PROGRAM HEADS**

Master of Divinity Dr. Dave Matthews	205-776-5211
Master of Arts in Biblical Counseling Dr. Howard Eyrich	205-776-5344
Master of Arts in Ministry Rev. Thad James	205-776-5386
Master of Arts in Apologetics Dr. Steve Cowan	205-403-0102
Master of Arts in Biblical Studies Rev. Larry Cockrell	205-836-5758
Master of Arts in Biblical Conflict Resolution Mr. Glenn Waddell	205-776-5280
Doctor of Ministry Dr. Howard Eyrich	205-776-5344

## **BOARD OF DIRECTORS**

### **Class of 2008**

Frank M. Barker, Jr.  
Elbert N. Mullis, Jr.  
Aaron Fleming  
W. Doug Haskew  
William Hay  
Larry Childs  
Mark Wesson

### **Class of 2009**

Vernon Betsch  
Jeff Lowman  
John Robertson  
William Thetford  
Larry Cockrell  
William Ratliff

### **Class of 2010**

Howard Eyrich  
Marshall Worthington  
O. C. Oden, Jr.  
Jack B. Hinton, Jr.  
Michael Reese

### **Ex Officio**

Harry L. Reeder III

If there is someone you are trying to contact not listed here, please contact the seminary office for more information (776-5650).

## **GENERAL**

### **OFFICE HOURS**

Monday – Thursday  
8:30 AM – 4:30 PM

Closed on Friday

### **HOLIDAY SCHEDULE**

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

**BIRMINGHAM THEOLOGICAL SEMINARY**  
**SCHOOL CALENDAR, 2010-2012**

**SPRING TERM 2010**

Registration: January 2010  
Classes Begin: January 25, 2010  
Drop/Add: February 6, 2010  
**\*\*SPRING BREAK March 15 – March 19, 2010 NO SEMINARY CLASSES**  
++Board Meeting: Thursday, April 15, 2010  
Classes End: April 30, 2010  
Final Grades Due: May 14, 2010\*for graduates, May 7<sup>th</sup>  
**Faculty/spouse Dinner Friday, May 14, 2010 - 5:30 PM**  
**Graduation: Friday, May 14, 2010 - 7:00 PM**  
Incomplete Grades Due: June 11, 2010

**SUMMER TERM 2010**

Registration: May 2010  
Classes Begin: June 7, 2010  
Drop/Add: June 18, 2010  
Classes End: September 3, 2010  
Final Grades Due: September 17, 2010  
Incomplete Grades Due: October 15, 2010

**FALL TERM 2010**

Registration: August 2010  
Classes Begin: September 13, 2010  
Drop/Add: September 24, 2010  
**\*\*FALL BREAK October 18-22, 2009 NO SEMINARY CLASSES**  
Faculty Meeting: Thursday, October 7, 2010 11:00 AM – 1:00 PM  
++Board Meeting: Thursday, October 28, 2010  
Classes End: December 17, 2009  
Final Grades Due: December 31, 2009  
Incomplete Grades Due: January 28, 2011

**SPRING TERM 2011**

Registration: January 2011  
Classes Begin: January 24, 2011  
Drop/Add: February 4, 2011  
**\*\*SPRING BREAK March 14 – March 18, 2011 NO SEMINARY CLASSES**  
++Board Meeting: Thursday, April 21, 2011  
Classes End: April 29, 2011  
Final Grades Due: May 13, 2011\*for graduates, May 6<sup>th</sup>  
**Faculty/spouse Dinner Friday, May 13, 2011 - 5:30 PM**  
**Graduation: Friday, May 13, 2011 - 7:00 PM**  
Incomplete Grades Due: June 10, 2011

### SUMMER TERM 2011

Registration: May 2011  
Classes Begin: June 6, 2011  
Drop/Add: June 17, 2011  
Classes End: September 2, 2011  
Final Grades Due: September 16, 2011  
Incomplete Grades Due: October 14, 2011

### FALL TERM 2011

Registration: August 2011  
Classes Begin: September 12, 2011  
Drop/Add: September 23, 2011  
**\*\*FALL BREAK October 17-21, 2011 NO SEMINARY CLASSES**  
Faculty Meeting: Thursday, October 6, 2011 11:00 AM – 1:00 PM  
++Board Meeting: Thursday, October 20, 2011  
Classes End: December 16, 2011  
Final Grades Due: December 30, 2011  
Incomplete Grades Due: January 27, 2012

### SPRING TERM 2012

Registration: January 2012  
Classes: January 23, 2012  
Drop/Add: February 3, 2012  
**\*\*SPRING BREAK March 12 - March 16, 2012 NO SEMINARY CLASSES**  
++ Board Meeting: Thursday April 12, 2012  
Classes End: April 27, 2012  
Final Grades Due: May 11, 2012\*for graduates May 4th  
**Faculty/spouse Dinner Friday, May 11, 2012 – 5:30 PM**  
**Graduation: Friday, May 11, 2012 – 7:00 PM**  
Incomplete Grades Due: June 8, 2012

### SUMMER TERM 2012

Registration: May 2012  
Classes Begin: June 4, 2012  
Drop/Add: June 15, 2012  
Classes End: August 31, 2012  
Final Grades Due: September 14, 2012  
Incomplete Grades Due: October 12, 2012

### FALL TERM 2012

Registration: August 2012  
Classes Begin: September 10, 2012  
Drop/Add: September 21, 2012  
**\*\*FALL BREAK October 15-19, 2012 NO SEMINARY CLASSES**  
Faculty Meeting: Thursday, October 4, 2012 11:00 AM - 1:00 PM  
++Board Meeting: Thursday October 18, 2012  
Classes End: December 14, 2012  
Final Grades Due: December 28, 2012  
Incomplete Grades Due: January 25, 2013

# INTRODUCTION

## OUR RICH HISTORY

Birmingham Theological Seminary (BTS) was founded in 1972. Two men, Dr. Frank Barker, Pastor of Briarwood Presbyterian Church, and Dr. Bill Hay, Pastor of Covenant Presbyterian Church, saw the need for men and women to be trained for full-time Christian service to enrich their personal lives, increase their knowledge of the things of the Lord, and to be better equipped to teach, preach, and witness for the Lord Jesus Christ. These men also saw the need to enable those who felt God's call to study for Christian work to do so on a part-time basis, if obligations would not allow them to study full-time. Students could have the option to work full-time and also to attend classes in the evening.

BTS was initially known as the "Birmingham Extension Seminary for Theological Education," often referred to as "BES." BES began offering classes in the fall of 1972 at the Edgewood Presbyterian Church located in Homewood. The seminary began with two degrees, Master of Divinity and Master of Religious Education. Six classes were offered, with 52 students enrolled: 17 M.Div., 14 M.R.E., and 21 audits. Green and white became the official school colors in a 1978 action. It was the expectation that eventually BES would become the extension of a major seminary. In 1980, BES nearly became an extension of Covenant Theological Seminary in St. Louis, Missouri. For a variety of reasons, that merger never occurred. Also in 1980, the name of the seminary was changed to "Birmingham Theological Seminary." During its 35+ year history, more than 3500 students have taken one or more courses and over 350 students have been awarded Master's level degrees. BTS offers courses in various locations around the state of Alabama and in foreign countries such as The Ukraine, New Zealand, Uganda and Australia, by distance education and through relationships with other seminaries.

We are privileged to enjoy a wonderfully diverse group of students and professors.

## **STATEMENT OF FAITH**

BTS adheres to the following Statement of Faith:

God is one Being existing in three Persons: the Father, the Son and the Holy Spirit. God is Sovereign; the Creator and the Sustainer of all things. God is the Source of and end of all truth.

The Scriptures are the written Word of God; inerrant in their original writings, and the infallible authority by which He directs and governs all our activities.

Jesus Christ is the eternal begotten Son of God, conceived by the Holy Spirit and born of the Virgin Mary - truly God - truly Man. Through Christ's life, death, resurrection and ascension, He accomplished a decisive victory over sin for His people and established His kingdom among men.

Man was created in the image of God as a rational, moral and spiritual being. Man sinned in Adam and fell with him in his first transgression. Man's fall affected him spiritually, intellectually and physically. He is restored only by the renewing grace of the Holy Spirit and the cleansing blood of the Lord Jesus Christ.

The Lord will return in glory and triumph for the final judgment and the consummation of His Kingdom.

All faculty members must also agree and adhere to one or more of the following historic creeds:

- Westminster Confession of Faith
- Philadelphia Confession
- London Confession of 1689
- Heidelberg Catechism

## **OUR MISSION**

Providing sound Biblical and practical theological training to equip leaders for Christ's Church.

BTS is theologically Reformed, evangelistic in focus and committed to the inerrancy and sufficiency of Scripture. The seminary strives for academic excellence, through a program of instruction which is practical and useful for effective ministry. BTS maintains relationships with several seminaries overseas and is intentionally engaged in global missions.

The BTS faculty is composed of pastors and others in full-time ministry who serve the seminary on an adjunct basis. Classes are held in existing church facilities in the Birmingham area and at extensions around Alabama. These two unique features combine to produce practical theological training at a cost of less than 20% of the national average for seminary tuition. The faculty and student body represent a remarkable ethnic and denominational diversity.

The BTS student body is composed of lay leaders interested in learning more about theology and individuals called to full-time ministry. Classes are offered in the evenings, early mornings and by distance education. Most BTS students take classes on a part-time basis, and many students are already serving churches as full-time or bi-vocational pastoral staff members.

## **OUR VISION**

Producing leaders for Christ's Church who are becoming spiritually mature as evidenced by effective ministry.

## **OUR HYMN**

*"A Mighty Fortress Is Our God"* (Martin Luther)

## **MORE ABOUT BTS**

The BTS programs are primarily designed to accommodate those who wish to pursue their studies on a part-time basis. The student may elect to take all their course work at BTS and be granted a degree from BTS. Other students may choose to attend BTS for only a few semesters before transferring to a full time residence program at another seminary. An increasingly popular option is for the student to combine regular campus classes with the BTS Distance Education Component to facilitate a more rapid completion of their program while remaining in the work force and active in their home church.

## **AFFILIATE STATUS**

In January 2006, Birmingham Theological Seminary became an “*affiliate institution*” of the Association of Biblical Higher Education. ABHE, formerly known as The Accrediting Association of Bible Colleges of Orlando, Florida, is recognized by the U. S. Department of Education as an accrediting governing body. The “*affiliate status*” allows BTS to take advantage of the many programs and services that the Association provides. This presents BTS with the opportunity of inclusion on the Association website and a listing in the ABHE Directory, along with the opportunity to network with like institutions, to gain additional assistance working toward the accreditation process and access to the consultative services of ABHE.

## **ACCREDITATION**

BTS is accredited by the *Association of Reformed Theological Seminaries* (ARTS). ARTS is an accrediting association comprised of graduate institutions holding to the doctrines of the Reformed faith.

The Association of Reformed Theological Seminaries was created to help meet a growing need in theological education for an accrediting agency that understands and is dedicated to the mission of reformed theological education. Over the years, institutions for pastoral and theological training which have had their roots in the Christian community, even in the reformed tradition, have struggled to maintain the vision, mission, and distinctives with which their founders endowed them. While this is in part due to the general secular and liberal drift in America over the past two-and-a-half centuries, it is at least conceivable that the existence of an organization involving a group of like-minded institutions and committed to the reformed faith as expressed in historic creeds, might have been able to arrest that drift, or, at least, impede that drift, thus allowing the reformed faith to flourish more than is currently the case.

The Association of Reformed Theological Seminaries, taking its stand on the historic reformed creeds of the Church, is committed to the preservation and promotion of the reformed faith and the progress of the Kingdom of God throughout the world. ARTS welcome institutions throughout the world who share this vision and invite them to unite with us in this important calling.

ARTS is not currently recognized by the Council of Higher Education Accreditation or the U. S. Department of Education as an approved accrediting agency.

## **CREDIT TRANSFERS**

Credits from BTS have been accepted at several evangelical institutions, subject to the policies and degree requirements of each school. The student who expects to receive a degree from an institution other than BTS should write for specific information concerning applicability of work taken through BTS. Several major seminaries have been willing to either accept transfer credit from BTS or recognize a BTS degree as the prerequisite for pursuing advanced degrees.

## **SIGNIFICANT RELATIONSHIPS**

The *Association of Christian Schools International* (ACSI) has granted BTS full academic credit for Bible coursework. This extends to continuing education units as well. The appropriate credit for continuing education units will be granted by ACSI based upon transcripts provided by the applicant seeking certification.

BTS has a special relationship with the Presbyterian Church in America (PCA). The PCA adopted an internship program which must be completed prior to ordination in addition to the Master of Divinity degree. BTS is structured to accommodate this additional requirement.

The curriculum has been designed to fulfill the requirements of the uniform curriculum of the Presbyterian Church in America (PCA) and has been approved by the Theological Education Committee of the PCA General Assembly. Thus, graduates of BTS are eligible for ordination in any presbytery of the PCA.

Birmingham Theological Seminary is a 501 (c) (3) non-profit corporation, authorized to grant degrees in the State of Alabama pursuant to Chapter 46 of Title 16 of the Alabama Code.

## **DEGREES OFFERED**

In addition to the Master of Divinity degree, BTS offers the following Master's degree programs: Apologetics, Biblical Studies, Ministry, Biblical Counseling, Biblical Conflict Resolution and Missions/Inter-Cultural Studies. The Master of Arts in Ministry degree program has two areas of focus to choose from: Christian Education and Pastoral Leadership. BTS also has a Certificate track that includes Apologetics, Biblical Counseling, Biblical Studies, Ministry, and Biblical Conflict Resolution. BTS has a Doctor of Ministry program in Pastoral Leadership and another one in Biblical Counseling. BTS also has a Certificate of Missions/Inter-Cultural Studies for the student entering a mission field which requires advanced training but not arduous as the Masters of Missions/Inter-Cultural Studies. The Certificate of Biblical Counseling is for those desiring the counseling training without the full complement of courses. The Certificate of Ministry offers students a basic theological and practical ministry foundation that will be helpful as they seek to serve in the Kingdom community. The Certificate programs are

primarily designed for those students that have not obtained an undergraduate degree. Details of these programs are supplied in the catalog.

## **PRIVACY ISSUES**

Due to current privacy concerns, faculty members have the right to review records relating to them and the right to request, by informal amendment or by formal hearing, changes in those records if it is believed that the records are inaccurate, misleading or violate the professors' rights. **Information about faculty records will not be released to third parties without the express written consent of the professor (including transcripts and financial records).** However, BTS reserves the right to release such records to its contractors and government agencies as necessary to conduct the ordinary operations of BTS, including tax reporting and financial compilations or audits.

## **PUBLICATION NOTICE**

Every effort is made to provide accurate and up to date information. Birmingham Theological Seminary reserves the right to change statements in the Faculty Handbook concerning, but not limited to, policies, academic offerings, tuition and fees. BTS will make a reasonable effort to alert current faculty of any changes. However, it is the professor's obligation to review this handbook periodically and be aware of its content. The information in this handbook supersedes and replaces the information in all previous publications. Where there is a conflict between the versions of the handbook, the most current version takes precedence.

## **FACULTY CONTACT INFORMATION**

Current faculty contact information is necessary for the staff and students at BTS to communicate with the faculty. It is the responsibility of every faculty member to ensure that BTS has accurate postal address information as well as a telephone number and a current e-mail address. Each time their contact information changes faculty should notify the Seminary Office via email at [bts@birminghamseminary.org](mailto:bts@birminghamseminary.org), or fax at 205-824-8407, or telephone at 205-776-5650.

## **FACULTY AND STUDENT ID BADGES**

BTS requires identification badges for each student and faculty member. The badges help identify BTS at the various seminary locations. Badges should be worn to all classes. The badges and ID cards may also be used to secure students discounts at certain stores. The ID badge and card also allow entrance to certain libraries. New ID badges are printed each fall semester and are valid for one year. All badges expire on August 31<sup>st</sup> each year. The student fee for an ID badge is \$15 and is not optional.

Faculty members do not have to renew badges annually and are not required to pay a fee for their badges.

## **BTS POLICY ON TAPING CLASSES**

If a student has to miss a class, it is his/her responsibility to seek the permission of the professor to tape the class and to arrange with another student to do the taping. No taping equipment may interfere with the professional taping of a class (e.g., no radio or wireless devices). If a student is going to miss a class that has already been produced on DVD or CD-ROM, the student may purchase the appropriate DVD or CD-ROM. The Department of Distance Education is unable to provide tapes, DVDs or CDs for a class that is being taped for Distance Education. Only classes that have already been completed for Distance Education are available. At this time, no media are available on a checkout basis, but only for purchase. It is the *responsibility of the student* to make the above outlined arrangements in the case of a missed class.

## **COUNSELING SERVICES**

Students are encouraged to discuss any personal matters and seek desired guidance from faculty or staff members.

The seminary staff will make every effort to assist students needs (physical, personal, psychological, emotional, spiritual, practical, or relational), but does not offer counseling services.

## **TEXTBOOK SELECTION**

Textbooks are generally selected by the professor to provide the maximum benefit to our students. While BTS holds that no scripture is of “private interpretation,” it recognizes that academic scholarship demands that views contrary to our own need to be examined and discussed. Therefore, while BTS recognizes that some supplemental texts may express views contrary to our doctrinal beliefs, we have not censored them to remove opposing viewpoints.

## **POSITION ON ORDINATION**

BTS holds itself responsible for providing Christ-honoring studies in accordance with our mission purpose statement. BTS does not ordain clergy or attempt to evaluate an individual’s personal calling or position in the body of Christ.

## **CLAIMS AND DISPUTES**

Any claim or dispute arising from or related to a faculty member’s relationship to BTS shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at [www.Peacemaker.net](http://www.Peacemaker.net)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these

methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

## **NON-DISCRIMINATION POLICY**

Birmingham Theological Seminary admits students of any race, color, sex, handicap, national or ethnic origin to all the rights, privileges, and activities generally afforded or made available to all its students. Birmingham Theological Seminary does not discriminate on the basis of race, color, sex, handicap, or national or ethnic origin in the administration of its educational and admission policies. BTS does not discriminate on the basis of sex in the educational programs or activities including admission or employment except in the matter of ordination and certain courses restricted to men related to the question of ordination. While not being an official agency of the Presbyterian Church in America, BTS is associated with the PCA and adheres to the position of the denomination which biblically restricts the ordained office to men.

BTS will make every reasonable effort to accommodate disabilities, and disabled students are welcome.

## **ENROLLMENT POLICY**

BTS does not utilize the Scholastic Aptitude Test, the Graduate Record Examination, or any other standardized test as a measure for admission. Any qualified applicant may enroll in courses and/or degree programs; however, the applicant must meet the academic, admissions and financial requirements to become and remain a student.

# **ORGANIZATION AND ADMINISTRATION**

## **VICE PRESIDENT OF ACADEMIC AFFAIRS**

The Academic VP oversees the entire academic department. He and his staff ensure that every aspect of the academic experience meets the needs of BTS's students, is in accordance with BTS's mission statement, and meets accreditation requirements. The Academic VP chairs the Academic committee, and guides the process by which new courses are incorporated into BTS's curriculum.

## **ACADEMIC COMMITTEE**

The Academic Committee is made up of board representatives, faculty representatives, and staff representatives, and is called upon to make academic decisions that relate to

enrollment, curriculum development and changes and to solve problems as they relate to individual students.

## **FACULTY**

Faculty is the general term used to refer to any of the following, viz., Full- time Faculty (three or more courses per semester), Core Faculty (at least three courses in an academic year), Part time Faculty (two classes in an academic year) and Adjunct Faculty (as needed). Each is involved in curriculum oversight, syllabus design and revision, and evaluation of student course submissions.

## **FACULTY RECRUITMENT**

The Vice President of Academic Affairs maintains active files of resumes of prospective faculty according to their area of professional expertise. These files are kept current through yearly review of dated materials.

When a faculty vacancy or additional need exists due to increased enrollment, the Vice President of Academic Affairs reviews files, contacts personal resources (e.g., seminaries, schools, professional acquaintances), and conducts preliminary investigation to create a pool of possible candidates.

As appropriate, the Vice President of Academic Affairs will establish a hierarchy of candidate preference based upon education, experience, and doctrinal viability.

The President confers with other faculty and board members as deemed appropriate and then recommends prospective faculty to the Board of Directors.

## **TERMINATION**

BTS's relationship with its Faculty, as reflected in their contracts, is purposely meant to be non-restrictive and allow a cordial working relationship between all parties involved. Whenever either party in the contractual arrangement determines that a working relationship is either not possible, or no longer desired, the relationship can be concluded by either party with a simple written notice. However, the faculty member agrees not to terminate this relationship during a semester in which he or she is teaching a class, absent unusual circumstances which prevent the faculty member from fulfilling his or her obligations.

# **INSTITUTIONAL REQUIREMENTS AND FACULTY EXPECTATIONS**

## **FACULTY LIFESTYLES**

Birmingham Theological Seminary is a religious, non-profit organization representing Jesus Christ to the Birmingham community and the world. BTS requires its faculty to be born-again Christians, living their lives as Christian role models (Romans 10:9-10; I Timothy 4:12; Luke 6:40). Faculty will conduct themselves in a way that will not raise questions regarding their Christian testimonies (I Corinthians 10:3; Colossians 3:17). A Christian lifestyle should reflect Biblical integrity and appropriate personal and family relationships, business conduct and moral behavior. BTS faculty are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow faculty or students.

BTS expects faculty to maintain a lifestyle based on Biblical standards of moral conduct. Moral misconduct which violates the bona fide occupational qualification for faculty to be Christian role models includes, but is not limited to, promiscuity, homosexual behavior or any other violation of the unique role models of male and female (Romans 1:21-27; I Corinthians 6:9-20). BTS believes that Biblical marriage is limited to a covenant relationship between a man and a woman.

BTS faculty will maintain a lifestyle based on Biblical standards of conduct, including membership in a good standing with an evangelical church. Failure to do so may result in a reprimand or, in some cases, dismissal from teaching. It is the goal of BTS that each faculty member will have a lifestyle in which Christ has the pre-eminence (Colossians 1:18).

## **THE PROFESSOR EXPECTATION**

To be prepared for each class session is a must for successful teaching. Poor preparation makes poor teaching. Professors are usually contacted approximately two months prior to when the schedule is set of the classes they will teach. The faculty should take advantage of this time by preparing, one month in advance, syllabi, bibliographies, class notes, etc. Even courses that he/she have repeatedly taught must be updated and refreshed.

It is expected that professors will put forth every effort to be at class on time. Habitual tardiness may imply a carelessness and indifference, which the faculty member does not wish to convey. He/she must set a good example for students in this matter. It should be remembered that the students are the ones who are penalized by the instructor's tardiness.

In the conduct of classes, each session should be opened with prayer. Taking roll is essential, but the method is optional and the time devoted to it should be kept at a minimum.

Class conduct of students shall be in a manner befitting the standards and objectives of BTS. Class sessions must conform to the standards of respectable consideration for others and of the highest achieving of the courses' aims and objectives. Students who disturb class should be dealt with promptly and in accordance with biblical principles.

In the event circumstances make it impossible for a professor to be present in class or classes, appropriate arrangements must be made and the Vice President of Academic Affairs and Registrar apprised. If classes must be canceled by the faculty member, as much advance notice as possible is expected and notices sent to students immediately. It should be remembered that some students drive long distances to attend classes and their inconvenience and expense should be kept to a minimum.

The BTS faculty is characterized by our educational Distinctives:

- Our faculty is a ministry of practicing professionals who engage the students theologically and spiritually in the development of a Biblical worldview.
- The BTS faculty in its pursuit of academic excellence is encouraged and supported in the earning of terminal degrees.
- The BTS faculty fosters an academic climate that is theologically reformed and evangelical through a thorough commitment to Biblical inerrancy.
- The BTS faculty is committed to the Global engagement in gospel missions through diverse educational delivery systems; such as, CD, DVD, Direct Studies and live class settings.

### **PERSONAL RECORD FILE**

- Each Faculty member must have the following items on file at the Seminary Office:
- Faculty Data Sheet (please keep Seminary office informed of any contact changes)
- Resume'
- Official academic transcript (highest degree conferred)
- Account of personal Christian experience
- Signed BTS Faculty Affirmation and Agreement—required annually
- Photograph

## **COMMUNICATION WITH ADMINISTRATION**

Faculty is encouraged to maintain an email address, to keep the seminary informed of any address changes, and to review email daily. Also, faculty members should sign up for the BTS Email update at the BTS website. See also page 5.

## **LESSON RETURN TIME**

Rapid lesson turn-around time is crucial to student motivation, morale, and course completion and is therefore crucial in determining BTS's success as a learning institution.

## **FACULTY GRIEVANCE**

As with any disputation the aggrieved party(s) should seek resolution with the grieving party(s). However, if unsatisfactory results are achieved by either or both of the parties, then the matter should be submitted to the office of the Vice President of Academic Affairs for resolution. The Vice President of Academic Affairs may choose to refer the matter to the Academic Committee for resolution. If this resolution is unsatisfactory, then the parties involved may appeal the decision to a Commission of three board members chosen by the Chairman. The decision of this Commission is final.

## **TEAM EFFORT AND A POSITIVE SPIRIT**

Romans 12:3-21 gives the most salient advice to the faculty and all those associated with BTS that can be given. Remember that the Seminary exists for students. A negative spirit or demeaning statements from faculty can de-motivate students and thus thwart the mission and purpose of the institution.

## **OFFICIAL FUNCTIONS**

Faculty is expected to attend the annual faculty meeting (October) and graduation (May). Regional faculty meetings attendance is also encouraged for extension professors.

## **ACADEMIC GARB**

At the Commencement exercises, the faculty appears in full academic garb. Those holding degrees wear the cap, gown and hood distinctive of their degree and administrative position. It is requested men wear white dress shirts, dark suits, dark ties, and dark socks and shoes at all such academic convocations.

## **FACULTY REMUNERATION**

### **TAX FORMS**

Faculty should expect to receive a 1099 form from our accounting firm in the month of January if they receive over \$600.00 in remuneration for the previous calendar year.

BTS has the following payment scale as approved by the BTS Board of Directors. Payment is based on size of class at the end of the drop/add period each semester (end of the second week of class), excluding audit students. Minimum class size is six students. When a class has enrollments of less than six students, the professor may choose to teach the students under the guidelines of the directed study program. It is the professor's decision.

<u>Class Size</u>	<u>Pay</u>
0-5	75% of class tuition
6- 12	\$650
13-18	\$700
19-24	\$750
25-30	\$800
31 and above	\$850
 <u>Doctor of Ministry</u>	
1-3	50% of tuition
4+	\$975

### **REIMBURSEMENT FOR EXPENSES**

Travel – Faculty members will be reimbursed for out of town travel at the standard IRS rate, but each travel must be approved by the BTS President or Vice President in advance in writing.

Books – the seminary will purchase faculty copies of class books pertaining to the course and required for the course being taught. Prior approval by VP of Academic Affairs is necessary. Be aware that many publishers will provide “professor copies” of textbooks free of charge.

Expense request forms may be obtained from the Registrar. These must be approved by the Vice President before submission for reimbursement.

### **ROYALTIES FOR DISTANCE EDUCATION**

When taping a live course for distance education purposes, the professor will be compensated for the course based upon the number of students enrolled in the course. The professor will be paid at the end of the semester and upon the submission of the course syllabus, supplements and exams.

A professor will be paid \$300 per course when the course is recorded “in studio” for distance education purposes. Payment will be made upon the completion of the taping and receipt of the course syllabus, supplements and exams. A professor will not be paid any amount above their ordinary teaching pay when a course is recorded in the classroom.

Professor will be paid royalties on distance education courses they have recorded for Birmingham Theological Seminary. Royalties are based on the number of students who have enrolled in the particular course during the period. Royalties for distance education courses are paid in June of each year.

Upon the enrollment of 12 students in a particular course, the professor receives \$100 in royalties. Another \$100 royalty is paid after the 18<sup>th</sup> enrollment; 24<sup>th</sup>, 30<sup>th</sup>, 40<sup>th</sup>, 50<sup>th</sup>, 60<sup>th</sup>, etc. For professors who have recorded multiple courses for distance education purposes, royalties are issued based on each individual course enrollment and not the sum of all courses. For example: a professor has successfully recorded two courses for distance education; one course has 4 enrolled and the other course has 8 enrolled. A royalty would not be paid on either course. Another example: a professor has successfully recorded two courses for distance education; one course has 13 enrolled and the other course has 5 enrolled. A royalty of \$100 would be paid on the one course. No royalty would be paid on the second course.

Notwithstanding the above, BTS reserves the right to permit selected organizations (e.g., Campus Outreach) to utilize one copy of the Distance Education materials for more than one student on a case-by-case basis. In such circumstance, the professor would be paid the royalty amount attributable to the sale of one set of Distance Education materials for that course.

## **ACADEMIC POLICIES AND PROCEDURES**

### **COURSE EVALUATIONS**

Each semester, students are asked to complete a course evaluation for each class completed either by paper form or online. Where paper evaluation forms are used, the professor should designate a student to distribute and collect the student evaluation at the end of the semester. If an evaluation form is not given to the student, the student may pick up copies from the seminary office and return the completed forms to the seminary office.

Class evaluations are discussed as a whole at the annual faculty meeting. A professor may review class evaluations at any time by contacting the Registrar or Vice President of Academic Affairs

### **GRADING SCALE AND QUALITY POINTS PER HOUR**

The seminary has adopted a four point grading scale as follows:

A	96-100	=	4.0 Quality Points
A-	90-95	=	3.7 Quality Points
B	85-89	=	3.0 Quality Points
B-	80-84	=	2.7 Quality Points
C	75-79	=	2.0 Quality Points
C-	70-74	=	1.7 Quality Points
D	65-69	=	1.0 Quality Point
D-	60-64	=	0.7 Quality Point
F	Below 60	=	0.0 Quality Points

In addition to the students meeting due dates and using correct English, the following guide will serve as general criteria for grades. Final grades for each course are given at the discretion of the member of faculty responsible for that course.

### **GRADE POINT AVERAGES (GPA)**

Quality points will be computed for each course by multiplying the number of quality points designated for a grade, by the number of course hours. For example, the student takes a two-hour course and receives a “B,” which equals 3 quality points for each hour. Since it was a 2 hour course, this equals 6 quality points.

In a given semester, if the student takes 4 two-hour courses and receives an “A” grade on one, a “B” on the next, a “C” on the third, and a “D” on the fourth, this would equate to 8 quality points on the first, 6 quality points on the second, 4 quality points on the third and 2 quality points on the fourth. The hours taken total 8, the quality points total 20. Dividing the 20 quality points by the 8 hours, the average quality points for the semester is 2.5.

All Seminary students are required to maintain an overall cumulative grade point of 2.0. At the end of any semester, a student whose overall average is below “C” will be placed on academic probation. If, after the next semester, the student has not raised the average to at least “C,” the student will be dismissed for academic reasons.

### **SCHOLASTIC PROBATION**

The V.P. of Academic Affairs has the discretion to place a student on probation based upon poor academic performance and/or academic violation of BTS policies, and/or relevant student improprieties. The terms and conditions of the probation will be documented in writing to the student. The V.P. of Academic Affairs may place an incoming student on academic probation for an initial period (usually three courses) during which the student will be monitored for satisfactory progress.

## GRADING

The following descriptions are designed to assist the faculty in distinguishing and evaluating student recitation, written work, quizzes, examinations and overall grades at the end of a grading period.

The difference between an A and a B paper should be distinguished. An A paper is not only correct, but should show evidence of some originality in handling the material, and demonstrate superior research and expression. Every examination should include one or two questions that would give particular opportunity to distinguish between an A and a B. A grade of B is considered as “better than average.” A grade of C reflects meeting all requirements of a course, doing acceptable work and is thus considered “average” and is not the expected grade for the majority of students in graduate school.

A Represents a superior understanding of the subject matter, prompt and complete preparation of assignments, outstanding ability as manifested by such things as original thinking, extra reading or projects, and an interested attitude in and contribution to class discussions (4 grade points per semester hour).

B Represents a good understanding of the subject matter, prompt and complete preparation of assignments, above average ability as manifested by reading comprehension, and an interested attitude in and contribution to class discussion (3 grade points per semester hour).

C Represents meeting all requirements, a satisfactory understanding of the subject matter and promptness in preparation of assignments, is considered below “average” for graduate school (2 grade points per semester hour).

D Represents a poor understanding of the subject matter and/or inadequate work in outside assignments. This is the lowest grade given credit in a course (1 grade point per semester hour).

F Failure. As a semester final grade, this indicates examinations or class work or both are below par and the course must be repeated if credit is to be obtained (0 grade point per semester hour).

Minus appendages to letter grades indicate a finer distinction between the quality of work.

WF - Withdrew while failing

WP - Withdrew while passing

INC - Incomplete. An incomplete grade indicates either: (a) a temporarily excusable absence from final examination, or (b) one or more important items have not yet been completed because of extenuating, excusable absences such as an extended illness, and the professor has set a deadline, not to exceed six weeks, for completion of the work. Such “six weeks” begins with the last day of the semester. Incompletes are at the discretion of the professor and are not considered a student right.

All course material must be submitted to the respective professor at the end of the semester (last day of classes). Thereafter, course materials may be submitted for up to six (6) weeks after the end of the semester directly to the office of the Registrar with the permission of the professor. If a student submits course materials after the end of the semester but within the six (6) week grace period, the student's grade will be lowered by one letter grade. The course materials will not be accepted after the six (6) week grace period and a failing grade will be posted to the student's transcript.

## **OFFICIAL ROLL**

Official class roster will be sent to the Faculty when the drop/add period has ended. Faculty should verify that it matches their actual class attendance. If there is a student in class that is not on the roster, the student is not registered. The student should be informed of the situation and he/she cannot remain in class unless he/she is properly registered. The student should contact the Registrar. If there is a name on the roster, yet the person has not attended class, contact the Registrar. If the roster changes, faculty will receive a revision. The final roster/grade sheet will be mailed prior to the end of the semester, along with class evaluations for each student to complete.

## **GRADES, SYLLABI, EXAMS**

### **GRADES**

Computer grade sheets with final grades and notations are to be returned to the Registrar's Office two weeks of semester end. Failure of faculty to meet deadlines will result in faculty pay being withheld.

Each professor is to keep grade books or computer files containing the regular grade of the record of each student each semester. The seminary office has forms from Pro designed to use in maintaining course grades and attendance for each class and student each semester. To obtain these forms, please contact the registrar or the assistant to the VP of Academic affairs.

### **SYLLABI**

Objectives, course outline, grading scales and requirements for each course are to be submitted in a class syllabus by each professor for examination by the Vice President of Academic Affairs in accordance with the Standards for Institutional Accreditation in ARTS Handbook. Syllabi are due in the Vice President of Academic Affairs Office one month in advance of the beginning of the semester so students can obtain books and the respective syllabi may be posted to the BTS website. See example copy of syllabi for references. Please adhere to the format provided.

## **EXAMS**

Copies of mid-terms and final examinations are also requested for filing and are due no later than 2 weeks of the end of the semester. Any papers a professor desires to return to students may be left at the seminary office for student pickup at the end of the semester.

## **DISTANCE EDUCATION**

A number of courses offered at BTS are available on CD-Rom or DVD for the student who is not able to attend a course in a live setting. Students may enroll in a Distance Education (DE) course at any time. There is a separate form to be completed to enroll in a DE course, available in the Seminary office or online. Students are responsible for purchasing textbook(s). Four months is the maximum time allowed for completion of a DE course; however, these four months do not have to correspond with a seminary semester. To obtain a distance education course, please contact the seminary administrative assistant at 205-776-5356 or by email at [bts@briarwood.org](mailto:bts@briarwood.org).

The student is expected to spend the same amount of time that he/she would if they were taking a scheduled class. If a student exceeds the four month allotted time frame, a request for a one-time extension must be applied for with a fee of \$50.00. The extension is for one month. The required extension forms are available on the BTS website or in the Seminary office. If the course is not completed in this time frame, the student must re-enroll and re-pay the course tuition.

In order to receive exams, a student must elect a proctor to request and oversee the administration of the examination. A proctor may be the student's pastor, an elder, deacon, etc., but may not be the student's spouse or other family member. Please have the proctor provide the following information to the seminary and request each examination when ready. This may be done via mail, fax, or e-mail to [bts@briarwood.org](mailto:bts@briarwood.org).

BTS maintains accreditation through the Association of Reformed Theological Seminaries (ARTS), which has not yet obtained recognition from the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA). In response to the proliferation of "diploma mills," some states have tightened their laws regarding which out-of-state institutions can offer classes and degrees to their residents. The tendency in those states is to exclude all institutions which do not have an accreditation recognized by CHEA or the U.S. Department of Education. While BTS believes that the classes and degree programs it offers are of very high quality, prospective students should be aware of this issue. If you live in a state which has adopted restrictions on out-of-state institutions of higher education like the states described above, BTS may not be able to offer you the distance education classes described on this website for academic credit.

## **DIRECTED STUDIES**

To set up a directed study course, contact the Registrar at the Seminary office.

### **Course Description**

Directed studies are course credits obtained by working directly with a professor in a group of 2-4 students or on an individual basis. These arrangements are permitted only for students who cannot schedule a necessary course prior to their planned graduation. Otherwise students are expected to enroll and attend class as scheduled. The course must be completed within a four month time frame.

It is the responsibility of the student to obtain the professor's and the seminary's approval for the directed study.

### **Guidelines**

- 1) Minimum of two book reports – the combined readings should be 600-1000 pages; each report is to be a minimum of five (5) typed pages per instructions given in number three below.
- 2) The book report must reflect that the student has read and comprehended the materials.
- 3) The report should demonstrate critical thinking and analysis of thoughts, interaction of student and author, and show application/affect to his/her personal life and or ministry.
- 4) Minimum of two exams is recommended based on course directions of the respective professor. (Type of exams at professor's discretion)
- 5) There will be one course project based on the nature of the course which is to be twelve (12) to fifteen (15) pages in length. (Guidelines to be set by the professor.) The course project is to have an average of two footnotes per page, demonstrating acceptable academic standards. In addition, a bibliography of five to seven books, journals or periodicals are to be consulted.
- 6) All research papers must be formatted in accordance with Turabian Chicago standards including the title page. Any papers not conforming to these standards will automatically be dropped one letter grade. Papers are to include Times New Roman Script font and be double spaced.
- 7) Students will have four months to complete the course. The student is expected to spend the same amount of time that he/she would if taking a scheduled class. If students exceed the four month allotted time frame a request for a one-month extension must be applied for with a fee of \$50.00. Incomplete work at the end of the extension period will result in a failing grade and the course must be retaken to receive credit.

- 8) The professor will set scheduled meeting times with student for guidance, verification, counseling and mentoring.

## **WITHDRAWAL POLICY**

Students need to be aware that the seminary's financial commitment to the faculty is based upon class size. It is therefore extremely important for students to understand the withdrawal policy. If a student finds it necessary to withdraw from a class, he/she must submit a withdrawal request form to the registrar. Forms are available in the seminary office or on the seminary website. If the student simply discontinues attending class after the first week of class or anytime thereafter without submitting a withdrawal request form, the student will be liable for the entire tuition charge for the class and will receive a failing grade for the course. Upon submission of the form, the student will be responsible for tuition in accordance with the policy stated below.

Students withdrawing from courses will receive a 50% financial tuition credit within the first two weeks of the beginning of the semester, for use in future semesters. There will be no financial credits issued after the second week of class.

If a refund is desired, it must be requested in writing by the student; otherwise, any paid tuition will be credited to future courses.

A course may be dropped without penalty through the first two weeks of any regular semester. Unauthorized withdrawal will cause the student to receive a failing grade in the course. Authorized withdrawal later than two weeks will be listed on the student transcript as W (withdrawn).

A course may be changed from Credit to Audit at any time through the end of the second week of the semester. No credit of tuition or refund will be made in the event of such a change. An audit student may change from audit to credit by submitting an approving statement signed by the professor of the course and paying the increased tuition.

## **DROPPING/ADDING A COURSE**

Students may drop and/or add courses until the end of the second week of the semester for a fee of \$15 per course.

## **WRITING POLICY**

BTS has made the decision to adopt the Turabian style of writing format for all research papers, clinicals, and dissertations (DMin) and. All papers are to be doubled-spaced, 12 point, Times New Roman font. This will bring consistency and less confusion for both students and professors. In this technological age, information is readily available; make sure that you understand about giving reference sources the proper recognition.

In conjunction with the required course text, there should be additional readings of 600-1000 pages, along with a course project of twelve to fifteen pages that would incorporate at least two footnotes per page and a bibliography of at least five to seven references.

## **CODE OF ETHICS**

### **\*Academic Integrity**

BTS assumes that all of its students desire to pursue all academic work with honesty and scholarly integrity. Breaches of academic honesty and integrity are infringements of the mutual faith and trust essential to the academic enterprise.

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of activities include, but are not limited to, the following definitions:

- **Cheating** - Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids. *Examples: using a cheat sheet in an exam; altering a graded exam and resubmitting it for a better grade, and so on.*
- **Plagiarism** – Using the ideas, data, or language of another without specific and proper acknowledgement. *Examples: misrepresenting another's work (paper, report, article, or computer work) as one's own original creation and submitting it for an assignment; using someone else's ideas without attribution; failing to cite a reference or to use quotation marks where appropriate, and so on.*
- **Fabrication** – Submitting contrived or altered information in any academic exercise. *Examples: making up data, misrepresenting data; citing nonexistent or irrelevant articles, and so on.*
- **Multiple Submissions** – Submitting, without prior permission, any work submitted to fulfill another academic requirement. *Example: submitting the same paper for two different classes without the instructors' express prior approval.*
- **Misrepresentation of Academic Records** – Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to BTS. *Examples: forging a Registration Form or a grade report; tampering with computer records, and so on.*
- **Facilitating Academic Dishonesty** – Knowingly helping or attempting to help another violate any provision of this code. *Example: working together on an exam or others' assignments intended to be an individual project without the instructor's express or prior approval.*
- **Unfair Advantage** - Attempting to gain unauthorized advantage over fellow students in an academic exercise. *Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write even when time is up during an exam etc.*

- Computer Crimes - Damaging or modifying computer programs without permission. *Examples: piracy of copyright protected software; hacking; constructing viruses; knowingly introducing viruses into a system; copying programs and data belonging to others, and so on.*

Those students whose work definitively can be shown to breach academic honesty or scholarly integrity will face academic investigation. Sanctions will be imposed, ranging from grade reduction to, course failure to dismissal from the school.

#### \* **Proctored Examinations**

Students required to take certain examinations are asked to identify a proctor who is willing to monitor the examination, arrange a test time with the proctor, and provide the proctor's name, address, and occupation. Students may select any responsible adult to serve as proctor to whom they are not related by either blood or marriage. BTS will send the testing materials to the proctor in time for the arranged testing time. The proctor will administer the examination and return it directly to the school. Students are expected to take all exams within two weeks of the receipt of the exam materials.

## **RESOURCES**

### **STANDARDS FOR RESEARCH PAPERS**

BTS generally uses the Turabian style of formatting as a standard for all papers, for all classes. However, students should regard individual professor preferences if they communicate any variance in outlining their requirements for papers. Professors retain discretion in determining how "formal" a paper must be, excluding papers (research papers, clinicals and dissertations) which must be prepared in Turabian format. Beyond those variances, students should follow the Turabian style, as outlined in *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate Turabian. Students may also find it helpful to use the [StyleEase formatting software](#) for developing proper citations. An additional book that BTS students will find helpful is *Quality Research Papers for Students of Religion and Theology* by Nancy Vyhmeister.

### **LOGOS BIBLE STUDY SOFTWARE REQUIREMENT**

Information: everyone in seminary has to process information, some doing a better job than others. Books, lectures, lexicons, the Internet, libraries, CDs and videos; all of these and other media have to be sifted and sorted through, condensed, restated, quoted, absorbed, refined and sometimes refuted. As a student in the past you may have done this using a notebook and pen, note cards, or maybe a computer. You read, highlighted, clipped, jotted down, dog-eared, and possibly attempted to remember the information you were encountering. Your goal: a finished product. You take the raw materials of information and hopefully produce a finished product of useful information. This is not to ignore the spiritual dynamic, but the processing of information is no less a part of ministry.

Birmingham Theological Seminary (BTS) has discovered an invaluable resource to help our students not only now during their seminary years, but through the rest of their lives in ministry. The Logos Bible Study software is the most advanced and comprehensive Bible study software on the market today. Not only is it software (search, notes, bookmark, graph, etc.) but it is a library as well. Instead of having Calvin's Institutes on your shelf, you'll have it in Logos where you can search it for words or Scripture references. Suddenly, a book that before could only be read can now be completely searched in seconds for the topic at hand. This is true for numerous versions of Scripture, commentaries, classical and contemporary books, and other useful resources for those in ministry. Furthermore, the original language tools of Logos allow students who have studied Greek and/or Hebrew to dig deeper than ever, and more quickly. Imagine entering a passage of Scripture and in seconds having every Greek or Hebrew word listed in original order, parsed and defined, with hyperlinks to your lexicons next to them! Yet it will also allow students who know no Greek or Hebrew to actually study in the original language. Through easy-to-use hyperlinks, students can navigate through various texts and gain more information than they could ever imagine. And Logos is fully customizable, allowing you to build your own library the way you want it.

Beginning with the fall semester of 2006, new Master of Divinity (M.Div.) and Doctor of Ministry-Pastoral Leadership students will be required to purchase the Logos Scholar's Library or higher. BTS strongly recommends that M.Div. students purchase the Scholar's GOLD Library with the Theological Journals Volume 5 add-on. The additional books in the Scholar's Gold Library will be extremely beneficial to M.Div. students, in particular the language tools. There are some titles that are arguably worth, by themselves, more than the price difference. The Theological Journals Volume 5 will be extremely valuable to any student during the research process. This add-on has over \$4000 worth of journals including Bibliotheca Sacra from 1934-2001, Westminster Theological Journal from 1960-2000, The Master's Seminary Journal from 1990-1999, and numerous years worth of journals from 11 other seminaries and institutions. This requirement must be met within completing 10 hours of the program.

All new degree-seeking students and Distance Education students will be required to purchase the Logos Scholar's Library or higher beginning fall semester 2006. BTS strongly recommends the Logos Scholar's Library with the Theological Journals Volume 5 add-on for the same reasons mentioned above. This requirement must be met within completing 10 hours of the program.

All degree-seeking students, alumni and faculty are eligible to purchase any of the Logos Bible Study libraries at **50% off the retail price**. Students must purchase during regularly scheduled semester enrollment periods. Also, Logos will divide payments into 6 equal installments.

New Students in the Master of Arts Program and Doctoral program in Biblical Counseling will be required to purchase the Journal of Biblical Counseling 25 Years CD-ROM collection. Current Biblical Counseling Masters and Doctor of Ministry Students are highly encouraged to purchase the LOGOS edition of the Biblical Counseling Library. It will be a great addition to your personal library.

**Logos Scholars gold is available for student usage in the Briarwood library. Contact the Seminary office for the password.**

## **LIBRARY**

The BTS Library is located in the Briarwood Presbyterian Church facility. Students are welcome to check out books as long as they adhere to the rules of the Library. BTS also has library privileges at Southeastern Bible College located on Valleydale Road and Samford University on Lakeshore Drive. Student ID badges must be presented. Any fees incurred are the responsibility of the student.

## **BTS FORMS**

All required forms are available in the Seminary office or online at [www.birminghamseminary.org](http://www.birminghamseminary.org).

## APPENDIX

### **EXAMPLE—MODEL SYLLABUS**

**Birmingham Theological Seminary  
2200 Briarwood Way  
Birmingham, Alabama 35243  
205-776-5650**

**Fall 2007**

**OT1526 Old Testament History and Theology**

**Professor: Rev. Thad James Jr. (PhD. Studies)**

**Class Hours: 2**

**Work Phone: 205-776-5386**

**Cell Phone: 205-746-7356**

**Fax: 205-824-8407**

**E-mail address [tjames@briarwood.org](mailto:tjames@briarwood.org)**

### **COURSE PURPOSE**

**(From BTS Catalog)**

The purpose of this course is to introduce the student to a study of the canon, of textual criticism, of Israelite history and an evaluation of critical scholarship. The Christ-centered interpretation of the Old Testament will take into consideration the organic and progressive structure of biblical theology.

### **COURSE OBJECTIVES**

**(The Course Objectives are Developmental with Measurable Outcomes)**

1. The student **will be able** to describe the formation of the Old Testament canon.
2. The student **will be able** to discuss issues of criticism in Old Testament scholarship.
3. The student **will be able** to define the concept and nature of biblical theology.
4. The student **will be able** to articulate an overview of Israelite history.
5. The student **will be able** to describe the covenantal approach to understanding the Old Testament.

### **COURSE TEXTS**

**(Texts should total 600-1000 pages)**

#### **Required Texts:**

Vos, Geerhardus.. *Biblical Theology*. Banner of Truth. ISBN: 0-85151-458-8

Wright, Christopher J.H. *Knowing Jesus Through the Old Testament* InterVarsity Press  
ISBN 0830816933

Kaiser, Walter C. Jr. *Toward an Old Testament Theology* Zondervan Publishing ISBN 0310371015  
Holy Bible

### Collateral Texts:

**It is always good to recommend an additional text or two. Sometimes bonus credit can be offered for reading this additional text if you think it particularly important to the course.**

Turabian, Kate L. *A Manual for Term Papers, Theses, and Dissertations* University of Chicago Press ISBN 0226816273

Vyhmeister, Nancy J. *Quality Research Papers* Zondervan Publishing ISBN 0310239451

### Collateral Texts:

Logos Bible Software

Harrison, R.K. *Introduction to the Old Testament* Wm. B. Eerdmans Publishing ISBN 0802531079

## COURSE REQUIREMENTS

1. Class attendance: more than two unexcused absences drops final grade one letter grade.

2. Completion of reading assignment on time.

3. Five two to three page papers. These papers are short. There is no room for “smoke blowing.” Be concise and precise. This assign is about content, but also about written communication (necessary skill for ministry today). **(These may be book critiques, or other assignments based on course direction)**

Paper 1: Summarize your understanding of the formation of the Old Testament canon.

*[fulfills objective 1]*

Paper 2: Explain to a high school student why you do not believe in two books of Isaiah.

*[fulfills objective 2]*

Paper 3: Outline for a ladies Bible study the concept of biblical theology and its importance.

*[fulfills objective 4]*

Paper 4: Set forth an overview of the history of Israel in language that a group of sixth grade boys would understand. *[fulfills objective 3]*

Paper 5: Contrast the covenantal approach to the Old Testament to the dispensational concept.

*[fulfills objective 5]*

4. Write a 10-15 page research paper about any subject that has caught your special interest. You should average two citations per page and at least five-seven reference works other than your textbooks. Paper should contain the following constituent parts: title page, table of contents, introduction, research question (what are you investigating?), discussion and conclusion, bibliography. (The 10-12 pages begins with introduction and ends with conclusion). **(Introduction and bibliography do not count in page count. Research is an important component, stress usage of libraries, including journal references)**

5. Mid-Term and/or Final exam (the five papers you write for number three will help you prepare for the final. Note, help, not completely prepare you). **(Final exam should give student opportunity to demonstrate that objectives have been accomplished)**

## GRADING

1. Class attendance: more than two unexcused absences drops final grade one letter grade.
2. Completion of reading and ability to participate in discussion 10%
3. Five short papers are worth 10% each for a total of 50% of grade
4. Research paper 20%
5. Final grade 20%

**All course materials must be submitted to the respective professors at the end of the semester (last day of classes). Thereafter, course materials may be submitted for up to six (6) weeks after the end of the semester directly to the office of the Registrar with the permission of the professor. If a student submits course materials after the end of the semester but within the six (6) weeks grace period, the student's grade will be lowered by one letter grade. The course materials will not be accepted after the six (6) week grace period and a failing grade will be posted to the student's transcript.**

## **BTS FORMAT AND STYLE STANDARDS**

**NOTE: All papers must be formatted in accordance with Turabian Chicago standards including the title page. Any paper not conforming to these standards will automatically be dropped one letter grade.**

## COURSE OUTLINE

**Here the particular professor has the liberty to determine that which he will focus upon. For example:**

Week One: How we arrived at the canonical books  
Why reject the apocrypha?  
Read: Vos chapters 1-2

Week Two: God the preserver of His word  
Jewish scribes instruments in the hands of the preserver  
Read: Vos chapters 3-4

Week Three: The beginnings of higher criticism  
The turning point—J. Wellhausen  
Read: Vos chapters 7, 11

Continue through Week Thirteen

**NOTE:** Accrediting agencies expect to see a bibliography of 10 to 20 books. Here is an example that is longer than is expected. However, this gives you an idea of how a bibliography can be set up. The value of doing this is that you begin to familiarize your students with the available resources. I purposely did this bibliography in five minutes. How? I typed into Google the words: Old Testament Bibliography. A number appeared. I choose this one and actually edited out about 30 volumes. I wanted to demonstrate how easily you can provide this service to your students.

## Old Testament Bibliography

### Introductions

- Bill T. Arnold and Bryan E. Beyer, *Encountering the Old Testament: A Christian Survey*. Grand Rapids: Baker Book House, 1999. 512 pages. A survey designed for use in undergraduate Bible courses in conservative schools. Written on a popular level. Includes many color graphics, side bars, charts, and also discusses modern applications. Interacts irenic ally with liberal views.
- Gleason L. Archer, *A Survey of Old Testament Introduction*. Chicago: Moody Press, 1964. 2nd ed. 1974. 3rd ed. 1994. 608 pages. ISBN: 0802482007. A standard conservative survey, often polemical.
- Raymond B. Dillard and Tremper Longman III, *An Introduction to the Old Testament*. Grand Rapids: Zondervan, 1994. Scholarly, but only moderately conservative.
- Otto Eissfeldt, *The Old Testament, An Introduction*. New York: Harper and Row, 1965. Translated from the third German edition by Peter R. Ackroyd. The standard scholarly introduction from a secular/liberal perspective. Largely ignores conservative views.
- Roland K. Harrison, *Introduction to the Old Testament*. Grand Rapids: Eerdmans, 1969. 1,325 pages. The most satisfactory scholarly introduction written from a conservative perspective in recent years. Includes extensive, technical critique of liberal views.
- Karl Friedrich Keil, *Manual of Historico-Critical Introduction to the Canonical Scriptures of the Old Testament*. 2 vols. Translated from the second German edition by George C. M. Douglas. Edinburgh: T. & T. Clark, 1870. Reprinted ca. 1990. Out-of-date in several ways, but still valuable. Much more technical than introductions published in the 20th century.
- Edward J. Young, *An Introduction to the Old Testament*. Grand Rapids: Eerdmans, 1949. 2nd edition 1964. A brief conservative survey.
- William R. Scott, *A Simplified Guide to BHS: Critical Apparatus, Masora, Accents, Unusual Letters and Other Markings*. Berkeley,

California: Bibal Press, 1987. ISBN: 0941037045. 2nd ed., 1990. ISBN: 0941037142. A handy guide to using the apparatus of BHS. Includes H. P. Rieger's An English Key to the Latin Words and Symbols of BHS (American Bible Society, 1990).

### **Hebrew-English Interlinear editions**

Jay P. Green, ed., *The Interlinear Hebrew-Greek-English Bible*. 4 volumes. Wilmington, Delaware: Associated Publishers and Authors, 1976. Reprinted in one volume, 1979.

2nd edition 1986 (with Strong's Concordance numbers above each word) published in 4 volumes by Hendrickson Publishers in Peabody, Massachusetts (ISBN: 0913573302), reprinted 2002 by Sovereign Grace Publishers in Lafayette, Indiana. This is the most accurate and useful interlinear edition available.

### **Textual Criticism**

Ellis R. Brotzman, *Old Testament Textual Criticism: A Practical Introduction*. Grand Rapids: Baker, 1994. 208 pages. ISBN: 0801010659. Brief and conservative.

Peter Kyle McCarter, *Textual Criticism: Recovering the Text of the Hebrew Bible*. Guides to Biblical Scholarship. Old Testament Guides. Philadelphia: Fortress, 1986. 94 pages. ISBN: 0800604717. Brief. Includes helpful glossary. Tends to emphasize the importance of the LXX.

### **Concordances**

George V. Wigram, ed., *The Englishman's Hebrew and Chaldee Concordance of the Old Testament: Being an Attempt at a Verbal Connection between the Original and the English Translation; with Indexes, a List of the Proper Names, and their Occurrences, etc.* London: Samuel Bagster and Sons, 1843. With many subsequent editions and reprints.

### **Lexicons**

Francis Brown, Samuel R. Driver, and Charles A. Briggs, eds., *A Hebrew and English Lexicon of the Old Testament*. Known by the abbreviation BDB, it is still the standard lexicon in English. (ISBN: 1565632060).

### **Theological Dictionaries**

G. Johannes Botterweck, Helmer Ringgren, and Heinz-Josef Fabry, eds., *Theological Dictionary of the Old Testament*. Grand Rapids: Eerdmans, 1974-2001. This is an English translation of the *Theologisches Wörterbuch zum alten Testament*. To date 11 volumes (up to *panim*) have appeared in English.

R. Laird Harris, Gleason L. Archer, and Bruce K. Waltke, *Theological Wordbook of the Old Testament*. 2 vols. Chicago: Moody Press, 1980. Similar in format to Botterweck, but much shorter, simpler,

and more conservative.

Ernst Jenni and Claus Westermann, *Theological Lexicon of the Old Testament*. Translated by Mark E. Biddle. Peabody, Mass: Hendrickson, 1997. 3 vols. 1638 pages. ISBN: 1565631331. Includes a handy index to additional forms used within individual entries.

Willem A. VanGemeren, ed., *New International Dictionary of Old Testament Theology and Exegesis*. 5 vols. Grand Rapids: Zondervan, 1997. Volumes 1-3 contain lexical articles, volume 4 has topical articles, and volume 5 provides indexes.

#### **Lexical Aids, Reading Helps, etc.**

Terry A. Armstrong, Douglas L. Busby, and Cyril F. Carr, *A Reader's Hebrew-English Lexicon of the Old Testament*. 4 vols. Grand Rapids: Zondervan, 1980. Reprinted in a single volume by Regency Reference Library in 1989 (ISBN: 0310369800) All Hebrew words used 50 times or less arranged by chapter and verse.

#### **Dead Sea Scrolls**

James C. VanderKam, *The Dead Sea Scrolls Today*. Grand Rapids: Eerdmans, 1994. 210 pages. VanderKam, professor of Hebrew Scriptures at Notre Dame University, reviews the history of the Scrolls and their use in scholarship of both the Old Testament and the New Testament. The treatment takes for granted an acceptance of the historical-critical method.