

FMI BIBLICAL STUDIES AND SEMINARY

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STUDENT HANDBOOK

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FMI Biblical Studies and Seminary

WELCOME

Congratulations! From being called to serving, FMI Biblical Studies and Seminary are equally excited to join you on your journey of learning more about the Word of God, developing your own relationship with Jesus Christ, and applying what you have learned through discipleship and community service opportunities.

This Student Handbook serves as a guide for FMIBS&S expectations and your own, to help in your matriculation through this college experience. We provide teaching methods from ordained clergy, educated professionals, entrepreneurs and a list of staff who all actively participate in ministry daily.

Society has required individuals to acquire some form of education or training for employment, licensure, and other measures to propel us forward. Here at FMIBS&S, we have a similar concept in which we teach biblical principles that will educate, certify, license, and ordain our students to become effective leaders in all of your endeavors.

Thank you for choosing us, as we offer you the tools, resources and overall opportunity of a lifetime to quench your thirst and learn of the living water which is the Word of God.

Sincerely,

FMI Biblical Studies and Seminary

**Your Journey
Begins
TODAY!**



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About FMI Biblical Studies and Seminary

FMI Biblical Studies and Seminary, (FMIBS&S) is owned and operated by Flowers Ministries, Inc. Flowers Ministries, Inc. is a registered 501 (c)(3) federal nonprofit organization established in 1995. Our main objective is to reconcile lost souls to Christ through the propagation of the Gospels of Jesus Christ.

FMIBS&S offers educational training in the areas of Theology, Christian Ministry, Divinity and Biblical Matters. All tuition is tax deductible.

FMIBS&S does not discriminate on the basis of race, color, age, gender, national or ethnic origin, or physical handicap.



Mission Statement



Our mission is to be a primary resource for the cities and communities we serve. We strive to provide guidance and the necessary elements to restore the economic, mental, and physical security of our students and faculties.

We endeavor to provide quality yet economical education! We offer several degree options from Certificate programs to Doctorates.



Our Philosophy of Education

FMI Biblical Studies and Seminary believes that as God should be the center of our lives, the reality of His existence and the power of His Word should be the starting point of Christian education. Matthew 6:33 declares that above all things in our lives, we are to seek God and everything else will be provided for us. Education is important but must begin with God first; it should never be placed before your relationship and belief in Him.

This concept is demonstrated by the life of the Apostle Paul. He was a highly educated man who studied in the best Jewish educational institutions of that time (Acts 22:3). His education afforded him the ability to communicate effectively with various cultures. However, he could not assimilate nor apply the information into his life without the help of the Holy Spirit (Acts 17:28; Titus 1:12).

Apostle Paul admonishes us not to fall into the trap of “Ever learning, and never able to come to the knowledge of the truth” (2 Timothy 3:7, KJV version).

Education, although not specifically mentioned, is chronicled throughout the Word of God. In 2 Timothy 2:15 Christians are encouraged to, “Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth” (NIV Version). In the KJV it says to “study”. Study is not just the accumulation of knowledge, but it involves the analysis, evaluation, assimilation and application of the knowledge acquired. We must further consider the importance of education in the life of Jesus Christ, as the Word of God reads that He “...grew in wisdom and stature...” (Luke 2:52, NIV version).



Jesus Christ, who is the 2nd manifestation of the Trinity, subjected Himself to the educational process to assimilate knowledge through the human experience. Jesus, the Son of God, voluntarily participated in the educational process. The Book of Proverbs encourages children to pay attention not only to the instruction of their father but also to the application of it. Therefore, the FMI Biblical Studies and Seminary is an educational institution where church and organizational leaders are educated and equipped through intensive study and practical application.

It is our philosophy that God is intentional which means that to serve Him, we must also be intentional. Considering what is being conveyed to us about the pulpit and diaconal ministries, we feel that training is a pivotal part of the calling and the journey of each minister.

Financial Aid Requirements

Financial aid is funding provided through federal and state agencies that students can use to help cover educational expenses. This funding includes, but is not limited to: grants, loans, and scholarships. FMI Biblical Studies and Seminary are not accepting federal funding presently. However, students may also access funding through available scholarships, sponsorships, and private sources as funding options are tentative to change in the future.

If you are seeking tuition funding sources through private, public, nonprofit and or for profit institutions - agencies, we refer you to the following website, which we found to offer many scholarship, grant and or loan funding sources.

<https://www.tuitionfundingsources.com/financial-aid/>

As you venture on this website, click on your home state to explore the many tuition funding opportunities that you may qualify for in the areas of:

- ❖ Scholarships
- ❖ Residency programs for graduate and professional students
- ❖ Assistantships
- ❖ Financial aid programs for undergraduate students
- ❖ Fellowships
- ❖ State sponsored internships

Note: Students may independently apply to these funding sources, as they are not connected to FMIBS&S. Below lists funding opportunities FMIBS&S offers, if the student is seeking other tuition funding sources.

FMIBS&S in grant funding opportunity:

If you are seeking help in paying for your tuition, we offer volunteer opportunities to supplement the costs.

Please note: the days/time that you are requested to volunteer are subject to your approval of receiving the in grant funds. If the student refuses to participate/attend the volunteering event they are assigned to or does not have a formal excuse, will postpone their admission offered until the student has completed the volunteer hour assigned. This is to assure that the student is in compliance with their tuition fees as required.

FMIBS&S Work study

As delegated by our President, the student is provided part-time employment in the areas he or she are assigned to. The student should possess the necessary minimum requirements, experience and or qualifications to perform in the areas/job their assigned to.

To apply for in grant funding, work study opportunities or inquire of payment plans, please contact our admissions office for further details at (704) 831-8706.

Tuition and Fees

Applicants (Certifications, Undergraduate, and Graduate)

1. Submit the Non-refundable Application Fee of \$75.00 and Non-Refundable Registration Fee of \$75.00 (\$150.00 Total)

Graduation Fee

Associate Degree \$200.00

Baccalaureate Degree \$200.00

Graduate Degree \$285.00

Transfer Credits

These are based on the following:

Less than 30 credits \$ 50.00

30 to 60 credits \$100.00

61 to 90 credits \$150.00

More than 90 credits \$200.00

Assessed Credits

Review Life Learning Portfolio Fee \$75.00

Assessing Life Learning Credit Fee \$70.00

per credit hour

Audit Fee US-\$300.00 per course

Auditors can inquire more about fees and expenses with the Registrar's Office. Note:

A one-time

Admissions fee is required for Auditors unless their enrollment has lapsed [please see above].

Undergraduate Tuition Fees:

\$275.00 per credit hour

Graduate Tuition Fees:

\$285.00 per credit hour

\$350.00 per credit hour (Master of Arts in Christian Counseling Degree)

\$350.00 per credit hour (Master of Arts in Pastoral Counseling Degree)

\$390.00 per credit hour (Doctorate of Ministry Degree)

Online Fees:

\$150.00 per course

NOTE: The tuition fees do not include the textbook(s), workbook(s), or reference reading materials. Upon request, additional book fees will be charged to the student's account, based on the particular course criteria. In addition, tuition and fee costs can change at any time without notice from the institution.

Thesis and Dissertation Fees

To cover administrative and review expenses:

Thesis US-\$500.00 fee.

Dissertation US-\$650.00 fee.

Thesis/Dissertation Binding Fees: \$60.00

Institutional Objectives

General Education – Provide a relevant and coherent general education for all students. Assess student learning outcomes in scientific/critical thinking and quantitative reasoning; oral and written communication; and information literacy.

Developmental Education - Provide developmental education for underprepared students. Continue to implement approaches that facilitate the progress of students through the developmental sequence. Assess students' success in college level courses.

Lifelong Learning – Provide courses and programs that encourage lifelong learning and are responsive to the needs of business and industry. Evaluate and update courses and programs, in response to identified needs.

Innovative Pedagogy – Develop, encourage, and support effective and creative approaches to teaching and learning. Regularly assess student learning outcomes.

Student Support Services – Provide appropriate support services for all students that ensure success throughout the students' college career. Evaluate and update key programs and services in response to the needs of the student.

Resources – Provide the necessary resources, both public and private, to support the institutional mission. Regularly assess the linkage between budgeting and planning.

A CHRISTIAN SETTING FOR THE STUDY OF SCRIPTURE

A focus on Bible training, offering a broader theological and denominational perspective of an inter-denominational institution that encourages spiritual and academic growth. The Word of God is studied to change the student's heart, mind and actions.

Faculty are caring and offer the one-on-one mentoring needed to assist students in their participation in the college's dynamic spiritual formation program. Faculty and administrators care about students. In most cases, the students often know the names of many of the faculty and administrators.

Students take leadership roles in the Chapel Service, which provides them opportunities for leadership and spiritual development.

A CHRISTIAN SETTING TO EXPAND SOCIAL OPPORTUNITY

Student-led social activities serve to develop leadership skills in students.

The opportunity for social interaction in a Christian context is in itself a learning experience for students.

A PLAN FOR SERVICE OPPORTUNITIES

- Instructors are committed to ministry
- Training to fulfill the call of God on student's lives
- Develop networking relationships with established ministries

Secular society has a different motivation for service including self-gratification. Christian society promotes service to others based on agape love and reflects the basic theology of caring for others to build a healthy society.

A SETTING FOR DEVELOPING PERSONAL INDEPENDENCE

The security of caring counselors, spiritual classes with God-centered instruction, and a structure of accountability is often the stage of development where crucial questions concerning core beliefs and long-held values are asked. At FMIBS&S, critical thinking questions are encouraged but the safety net of godly instructors and positive peer groups are present. Students have the opportunity to focus on their purpose and seek God's will for their future.

ADMISSIONS REQUIREMENTS

Types of Student (subject to change at the discretion of FMIBS&S)

1. Degree Seeking students (undergraduate and graduate)
2. Auditors
3. Dual Enrollment students
4. CEU students (may or may not have a degree classification)
5. Transfer Students

Subcategories (Types of Student categories)

1. General Equivalency Diploma (GED) students and Non-traditional High school programs
 - a. *See requirements for: Degree seeking students and Auditors*
2. Graduate Students (Master and Doctoral Candidates)
 - a. *See requirements for: Degree seeking students and Auditors*

General Admissions Policies

FMI Biblical Studies and Seminary considers all applicants for admission, regardless of religious affiliation, race, ethnic heritage, gender, age, or physical ability. Students who have graduated from high school or the equivalent (General Education Development (GED) certificate holders), individuals whose high school class has graduated, as well as current high school students who meet the Post-Secondary Enrollment Options Program criteria or the Supplemental Enrollment criteria may apply for admission to FMI Biblical Studies and Seminary. Students will be charged a non-refundable registration/application fee. Admission to the college does not automatically qualify a

student for all courses and curricula of the college; some of the course offerings and programs have special prerequisites.

Degree Seeking Applicants

Students may apply for admission to credit courses on a degree seeking basis. Degree seeking applicants are considered undergraduate and graduate students, including Master's and Doctoral students, who intend to complete a terminal degree in a particular department at FMIBS&S. Degree-seeking students are expected to complete all assigned course work and, if a commuter/campus student, attend class regularly.

Priority will be given to applications received four (4) weeks or more before the first day of classes each term. **It is important to note that the processing of all applications and durations of time associated with each application are at the discretion of the Admissions Office.**

Master's Degree Minimum Admissions Requirements

In addition to the General Procedures listed above, the Graduate student must:

1. Have earned a Baccalaureate degree from an accredited College or University (one hundred twenty (120) hours credit or more, including transfer and assessed credit). All prerequisites for degree programs must be met. Acceptance of previous degree(s) is at the discretion of the Dept. of Admissions.
2. If the Masters Student does not have the appropriate Biblical background in their previous degrees, or if in the estimation of the Seminary the student needs reinforcement in certain identifiable subjects, the Seminary reserves the right to assign remedial work to the student. Students in this criterion will be considered provisionally admitted until the completion of the remedial course(s) in question. FMIBS&S retains the rights to assign remedial work.
3. Submit a full set of official transcripts for all colleges and/or graduate schools attended. The Dept. of Admissions may request catalogs from those schools listed on the student's transcripts for review. Please be prepared to provide these documents upon request.
4. Student should submit a sample of writing illustrating their level of knowledge. The college and/or department chair of their respective field may request an interview with the student prior to entry.

Master's Degree Candidates: Graduate Requirement(s)

1. All M. Div. students are required to write a Thesis. The Thesis must be typewritten, double spaced, and not less than fifty (50) pages, covering a topic in the student's field of study. It must cite twenty (20) different sources. The Thesis is in addition to the program requirements and is six (6) credit hours. There is a one (1) year time limit for the Thesis. After completion of their course of study, one professionally bound copy is to be provided to FMIBS&S.
2. Each degree program reserves the right to require additional requirements for graduation. **It is the responsibility of the student to inquire about these potential requirements with their faculty advisors.**

Master of Theology Minimum Admissions requirements

To be admitted in the FMIBS&S Master of Theology Program, the applicant must have a completed a Master of Divinity (M.DIV.), or a Master of Arts in Biblical Studies (M.A.B.S.), or a Master of Arts in Theological Studies (M.A.T.S.) from an accredited post-secondary institution. Additionally, applicants to the Th.M. program must: Have a minimum GPA of 3.0

- At least 30 credits in Bible/theology area from an accredited seminary with minimum of 15 credits in the New Testament and 3 credits in biblical hermeneutics/exegesis.
- Applicants who have a master's degree with 60 credits (or more) in biblical studies/theology may be able to transfer some of the credits to Th.M common core section.
- Minimum of one year (6 credit hours) of Koine Greek with the ability to pursue Greek exegesis
- Demonstrate intellectual achievement and scholarship as evidenced by the transcripts and the applicant's writing sample
- Have spiritual maturity and integrity of character, and personal goals consistent with the mission of FMI Biblical Studies & Seminary as evidenced within the Personal History Essay
- Proficiency in the English language for critical study and reflection.
- Understand and accept the FMIBS&S Statement of Faith.

Student Records

Information contained in a student's educational record becomes the property of FMI Biblical Studies and Seminary and will not be released or copied to the student unless requested by the student or guardian if student is under the age of 18 (e.g. official or unofficial transcripts).

Academic Advising

All new students may request an advisor or counselor upon admission to the college. Academic advisors and counselors are available to provide information on skill prerequisites, help students plan class schedules, discuss curriculum choices, and provide academic personal support. Students are encouraged to meet with an advisor or counselor prior to their first semester and at least annually thereafter. As students' progress in their program of study, advisors or counselors can identify courses that are yet to be completed.

General Equivalency Diploma (GED)

Persons with a General Equivalency Diploma (GED) from any state must achieve a minimum total SAT score of 960 (reading and math) or an ACT score of 20. Applicants with a GED should also submit high school transcripts from any school attended for review by the Office of Admissions.

Non-traditional High School Program

Persons applying for admission who are participating in a non-traditional high school program must present credentials equivalent to those listed above for GED students.

Auditors

Students may apply for admission to credit courses on a non-credit basis as auditors. Auditors are given less rigid standards than those applied to non-degree seeking and degree seeking students. Students may change from audit to credit or credit to audit only during the official drop and add period. A student cannot audit in the EAP program.

Credit Unit

Students' courses are evaluated in credit units at FMI Biblical Studies and Seminary. A unit is defined as a measure representing the traditional academic value of learning activities. One semester hour of credit represents approximately forty-five hours of time (fifteen hours in class and thirty hours of preparation). Typically, courses at FMI Biblical Studies and Seminary range between 1-4 credit units. Please review the course descriptions for courses and their associated credit units.

Privacy Rights

The Family Educational Rights and Privacy Act (FERPA), established by Congress in 1974 was designed to protect the privacy of educational records, to establish the right of

students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading data. This right includes the distribution of official and unofficial transcripts [Please review Student Record section listed above.]

Grades Policy

Report cards are issued at the end of each semester after all financial obligations are met. Grades will not be released until all accounts are paid in full.

Class Standing

FMIBS&S bases undergraduate class standing on the number of credits earned at the beginning of any new term, as follows:

Freshman: Less than 29 credits

Sophomore: 30-59 credits

Junior: 60-89 credits

Senior: More than 90 credits

Student Disclosure Form

At the time of application, each student must sign a Student Disclosure Form, which states that he/she has read the FMI Biblical Studies and Seminary Catalog and is in agreement with FMI Biblical Studies and Seminary's standards and practices.

Standards of Conduct

FMI Biblical Studies & Seminary is a community of students, faculty, staff, and administration who are joined together for the purposes of academic enrichment, personal development, spiritual growth, and preparation for Christian ministry. Relationships and responsibilities in this community are built upon: (1) the teachings and principles of the inerrant and authoritative Word of God (2 Tim. 3:16,17), (2) the personal accountability of each member to a loving and sovereign God (1 Peter 1:17), and (3) the inner resources and attributes of the Holy Spirit to guide and minister to each other in all relationships (John 16:13,14).

Members of the FMI Biblical Studies and Seminary community should seek first and foremost to achieve the goal of 1 Corinthians 10:31, "...Whether you eat or drink or whatever you do, do it all for the glory of God" (1 Corinthians 10:31, NIV version). All activities and relationships should seek to accomplish this ultimate objective.

Guidelines for student conduct at FMI Biblical Studies and Seminary are few but important. Failure to live up to these guidelines may result in discipline, suspension, or dismissal. The guidelines of conduct are enforced.

1. The Lord's Day (Sunday) is set apart primarily for worship, fellowship, ministry and rest of God's people. College programs and athletic events are not sanctioned or encouraged.
2. Scripture specifically prohibits stealing, sexual immorality, lying, cheating, gossiping, evil speaking against one another, profane language, occult practices, and attitudes such as pride, lust, bitterness, jealousy, and an unforgiving spirit. These prohibitions are clearly understood to be biblical commands that are binding upon every believer.
3. Since there is great danger to one's physical and psychological well-being with the use of certain elements, students are to refrain from the use of hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus. The use of tobacco in any of its forms on or off campus. The use or possession of alcoholic beverages on campus. Attendance at nightclubs, bars, and similar places should be avoided.
4. Gambling is viewed as an unwise use of God-given resources. Therefore, it is not acceptable in any form on or off campus. Students should not attend places where gambling is the source of business or entertainment.
5. Pornographic materials are destructive and immoral and are not to be used, possessed, or distributed on or away from campus.
6. The College expects its members to be sensitive regarding the Christian testimony of their personal lives in representing the Church of Jesus Christ and FMI Biblical Studies and Seminary. Students are to be highly selective in choices of entertainment and recreation including television, videocassettes, motion pictures, theater, sports, reading materials, and music. Biblical standards, especially those in reference to immorality, worldly values, violence, profanity, sexuality, and nudity should serve as guidelines in making personal decisions in these areas. In addition, personal responsibilities in the areas of academics, employment, and finances should also influence decisions concerning entertainment.
7. Any kind of demeaning gesture or threats of violence or physical attack directed toward another person will not be tolerated. Vandalism, and stealing of property, services, or goods are also unacceptable. Any conduct that could lead to physical injury or property damage.
8. Because of the biblical teaching concerning the dignity and worth of every person, discrimination against others on the basis of race, color, national or ethnic origin, sex, age, or handicap is not acceptable.
9. The failure to act with financial responsibility for bills, including rent of house or apartment.
10. Plagiarism and academic dishonesty. Students should neither participate in cheating nor encourage cheating by allowing it to go unreported. (See academic policy statements that deal with consequences of plagiarism and academic dishonesty.)

11. Students are also to acknowledge the following:

I. As members of a Christian community, we are admonished to avoid certain practices, including, but not limited to, fornication, sexual promiscuity, adultery, pornography, any form of sexual misconduct (including behaviors such as voyeurism, indecent exposure, etc.). Students who demonstrate an attitude of disdain or disrespect toward these standards may be subject to disciplinary action.

II. Students who are convicted of a felony while enrolled at FMI Biblical Studies and Seminary will be subject to immediate disciplinary suspension.

The following categories of discipline will apply to students who experience conduct and/or character difficulties.

Discipline

Students who fail to observe college regulations will be subject to one or all of the following disciplinary procedures:

1. Consultation with the Dean.
2. A required appearance before the student services committee composed of the Dean, one counseling faculty member, one additional faculty member, one staff member, and a student approved, and appointed, by the student development office.
3. Dismissal from college.

Due Process

Student rights to due process in disciplinary procedures are specified in the current Student Handbook.

Privacy Act (FERPA)

FMI Biblical Studies and Seminary complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which gives the student the right to know what information the college maintains about that student, the right to ensure the accuracy of that information, the right to know who has access to files of information and for what purposes, and the right to control to a significant extent the distribution of that information outside the institution.

The college considers some information to be directory information which may be disclosed to others without student permission. This includes, but is not limited to, items such as name, address, telephone number, e-mail addresses, photographs, dates of enrollment, classification, full or part-time status, degree(s) received, awards, honors, program of study, previous institutions attended, date and place of birth, and

participation in activities. If a student does not want this information released, he or she must submit a Request to Prevent Disclosure of Directory Information form to the registrar's office. This request remains in effect until revoked in writing by the student.

Educational records will not be released to individuals other than the student except as provided for by FERPA. This provision includes: (1) A parent who claims a student as a dependent on their most recent federal income tax form. The parent must submit a Parental Affidavit for Academic Information to access the student's record. (2) A person to whom a student grants access to his/her educational record by submitting a Student Consent for Release of Records. These forms must be submitted for each request.

Information regarding FERPA and forms necessary to withhold or release information may be obtained through the registrar's office.

Academic Probation: Undergraduate and Graduate Students

Undergraduate Students whose cumulative grade point average (GPA) falls below 2.0 at the end of any academic term will be placed on academic probation. Graduate Students whose cumulative grade point average (GPA) falls below 3.0 at the end of any academic term will be placed on academic probation. Periodic meetings with the academic advisors are mandatory while remedying the situation. Tutorial services are available for all students upon formal request.

Standards of Progress: Academic Probation Procedures

All students are required to meet Satisfactory Academic Progress. Academic warning/probation/suspension policies are designed to provide careful supervision of the program of study and progress of the student. Failure to meet satisfactory standards will place students on academic probation or academic suspension. Each semester's grades are reviewed to determine the attainment of satisfactory academic standards. Failure to meet these expectations will result in the following action:

Academic Warning

Students will be placed on Academic Warning if the student's semester GPA falls below (Undergraduate – 2.0 GPA or Graduate – 3.0 GPA). Academic Warning will not become a part of the official transcript. Students will be placed on Academic Warning during their enrollment at FMI Biblical Studies and Seminary for the following semester. [Students must meet once in a semester with his or her advisor, and it must be documented/signed]

Academic Probation

Students will be placed on Academic Probation if the student's overall GPA falls below (Undergraduate – 2.0 GPA or Graduate – 3.0 GPA). Academic Probation is reported on official transcripts. Students will be placed on Academic Probation during their

enrollment at FMIBS&S for the following semester (There is, at least, a two-time meeting with an academic advisor required for probation).

*It is the student's responsibility to contact his or her advisor and set up an appointment, and it must be documented/signed.

Academic Suspension

Students who have been placed on Academic Probation, and it exceeded two consecutive semesters at any time during their matriculation at FMI Biblical Studies and Seminary; will be subject to Academic Suspension. Academic Suspension is reported on official transcripts. Students who are subject to Academic Suspension will be prohibited from returning to FMI Biblical Studies and Seminary if their academic performance indicates an inability or unwillingness to achieve normal progress toward a degree and then they will be suspended for one semester. This does not include summer terms. A second suspension will be for a minimum of a full calendar year. Following the suspension, the student must apply for re-enrollment to FMI Biblical Studies and Seminary. Re-enrollment requires the approval of the academic committee. Credit earned from another college or university during a period of academic-related suspension will not transfer to FMI Biblical Studies and Seminary.

Students Returning to the College Following Suspension

A student re-enrolled in the College following a period of suspension is automatically on academic probation.

Appeal

Students may appeal any determination given by the Probationary Review Committee in writing. Common circumstances and procedures used in appeals are:

- Death of a relative
- Personal injury or illness
- Physical disability
- Disagreement with Review Committee actions
- Proof that standards are now being met
- Creation of a revised time frame for work completion
- Other extraordinary circumstances

All costs of attendance incurred during the period of time is considered by FMI Biblical Studies and Seminary the responsibility of the student.

Students who have been reinstated will be provided a written progress or grade report at the end of each quarter. A copy of the report will be placed in the student's permanent file maintained by the school.

Attendance

Attendance will be taken at all class sessions. A substantial portion of student grades includes participation in class discussions. FMI Biblical Studies and Seminary believes class interaction is necessary to enrich student education. Prompt and consistent attendance is expected for all students enrolled at FMI Biblical Studies and Seminary.

1. **Unexcused Absence** – When a student does not provide a formal excuse. In determining a student's final course grade, the student's cumulative final score will be reduced for each unexcused absence. When a student has four (4) unexcused absences from any one course in the fall/spring semester or three (3) unexcused absences in the 12-week summer semester or two (2) in the 6-week summer term, it will result in automatic withdrawal from that course, which may result in failure of that course.
2. **Excused Absence** – To qualify as an “excused absence”, your absence must have a formal excuse and be approved by your instructor prior to the particular class absence in question. Excused absences are not cause for automatic withdrawal; however, they may adversely impact overall performance.
3. **Tardiness** – Classes start promptly at the scheduled time. “Tardy” is defined as arriving at least five (5) minutes after the official start time of a particular class. Three (3) “tardies” will be counted as one (1) unexcused absence

Students Seeking Readmission

Students returning to FMI Biblical Studies and Seminary after one year of non-attendance, are required to submit an application for readmission and official transcripts from all postsecondary institutions attended since the last date of attendance at FMI Biblical Studies and Seminary.

Students in this category may be required to complete the admissions process. This determination is at the discretion of the Registrar and the Office of Admissions.

NOTE: Returning students are eligible for readmission only if they are in good standing for the last term of attendance.

Students who are not in good standing or who have not served designated suspension periods may request readmission by appeal to the Admissions and Academic Standards Committee. Please see and follow the process for denial of admission listed below.

Appeal Process for Denial of College Admission

Applicants who meet minimum requirements and are denied admission to the college may appeal the denial. The decision to admit or uphold denial of admission will be based upon the merits of the applicant's appeal. FMI Biblical Studies and Seminary consider appeals submitted within 8 working days of the start date for the desired semester of attendance insufficient time to complete the appeal process. All appeals in this criterion will be reviewed for admittance in the following semester. The appeal process shall consist of the following steps:

Step 1: Admissions Staff Member

If an Admissions staff member denies admission to the applicant, the Admissions staff member shall provide the applicant with a copy of the appeal process. If the applicant wishes to appeal the denial, the staff member shall arrange an appeal meeting with the Dean of Admissions within two (2) working days of the denial.

Step 2: The Board of Appeals

The Dean of Admissions shall convene the Board of Appeals within three (3) working days of the applicant's appeal to the Board and advise the applicant of the date, time, and location of the appeal meeting. The Board of Appeals Chairperson shall notify the applicant of the Board's decision within three (3) working days from the date of the applicant's appeal meeting and shall provide the applicant with a written copy of the decision. The Board of Appeals shall consist of the following members:

Dean
Academic Dean
Member of the Faculty
Dean of Enrollment

The decision of the Admissions Board of Appeals is final and will be reached by simple majority vote. A copy of the Board of Appeals decision shall be maintained in the Admissions Office for two (2) years.

Misconduct Clause

The FMI Biblical Studies & Seminary reserve the right to deny admission to an applicant because of past misconduct, regardless of location, that may adversely affect the college community. Therefore, it is important for all applicants to provide complete and accurate information on the admissions application in regard to disciplinary action for scholastic or any other type of misconduct.

Grievance Procedure

FMI Biblical Studies and Seminary's business and student operations are designed to be administered in an atmosphere of collegiate congeniality. Civility, respect, the Golden

Rule, and Christian attitudes and actions are expected of all faculty, staff, and students. Whenever a situation occurs that results in a student or faculty member feeling that he/she has been slighted, harassed, or abused—intentionally or unintentionally—the student or faculty member has a right to formally submit a grievance to the Seminary. FMI Biblical Studies and Seminary will not tolerate such behavior and will always act to rectify the situation. In order for FMI Biblical Studies and Seminary to officially respond, the student or faculty member must submit a “Grievance Form.” The following policy/procedure concerns only Student Grievances while the detailed policy and procedures for grievances concerning Faculty can be found in the Faculty Handbook.

The “Student Grievance Form” may be obtained from the Dean, the Registrar, or any staff member in the front office.

The Student Grievance Procedures shall apply to student grievances relating to the following:

Student Programs, Facilities, and Services: Allegations of violations of FMIBS&S policies and procedures with respect to programs, services, activities or facilities.

Student Relations: Allegations of unfair treatment from faculty, administration, staff or fellow students.

INFORMAL

- **1a.** The student is to first discuss the problem informally with the fellow student, faculty member, Dean designee or staff member involved and where appropriate, with supervisors or administrators at sequentially higher levels.
- **1b.** A student may not proceed to formal review unless the informal review with those persons cited above has been exhausted.

FORMAL

- **1a.** If for any reason the grievance is not resolved informally to the satisfaction of the student within a reasonable FMIBS&S period (minimum 3 work days; maximum 10 work days) the student should contact the Dean.
- **1b.** The student shall prepare and submit a formal written complaint on a form provided by the Dean which shall serve as the basis for all further considerations.
- **1c.** Dean shall investigate all of the facts upon which the complaint is based. As soon as practicable, the Dean shall notify the grievant of the results of the investigation.
- **1d.** If for any reason the student is not satisfied with the results of the investigation conducted by the Dean, he/she may ask the Dean to submit the matter to the
- **1e.** As soon as practicable, the Dean shall:

- (i) prepare a statement summarizing the actions taken
- (ii) append such statement to the student's complaint form
- (iii) forward the complaint form to the appropriate Chancellor/
President

• **1f.** Upon receipt of the formal complaint, the Chancellor shall review the grievance and the appeal. Within 10 work days following receipt of the complaint, the Chancellor shall render a decision and convey such decision to the student in writing.

Grievance Procedure Timeline

The following table outlines the order of and time lines for the steps of the grievance procedure. It is in everyone’s best interest to reach resolution in a timely manner; therefore, every effort will be made to stay within the timelines listed below. Given the need to gather facts, and to review the claim, time frames may shift to accommodate schedules as needed; furthermore, the fact that a specified action is delayed does not dictate a breach of process or policy on FMI Biblical Studies and Seminary’s part.

Files Complaint With	Grievance Claim - Time Frame	Response Given - Time Frame
Dean (verbally)	3 work days	Until determination that resolution cannot be reached verbally
Chancellor/President (in writing)	10 work days	As outlined within policy

General

1. **Students:** Complete the entire “Grievance Form” and give it to the Dean. The student may be asked to meet with the Dean in order to discuss the problem and the circumstances involving the incident(s).
2. **Dean:** Dean will undertake the first level of response. Dean will meet and speak with the offender and inform him/her that his/her actions may be in violation of FMI Biblical Studies and Seminary's policies. The offender will be instructed to cease any offending actions and warned not to repeat the behavior.
 - a. **Note:** If the offender is an FMI Biblical Studies and Seminary student, the student’s file will be noted to reflect that he/she received an official warning regarding inappropriate behavior. If the offense continues or either party does not agree with the determination of the Dean, the situation will be escalated to the or President. In this situation, the Dean or President will counsel the student offender and provide them with a warning which will be placed in their permanent record. The or President will determine the punitive measures the student will receive, which may include suspension and/or expulsion. In the event a student is expelled, no monetary refunds will be made under any circumstances.
 - b. **Note:** If the offender is a member of FMI Biblical Studies and Seminary administration, faculty, or staff, the problem should be documented and given in written form to the for evaluation. If the situation cannot be resolved by the Dean, the President should be involved with the process.
3. **Appeal Clause:** Any student or faculty member deemed culpable of inappropriate actions may make a formal appeal to the Dean or President of FMI Biblical Studies and Seminary. The and President, after reviewing all documents and interview records, may elect to review the determination and speak with the appellant. If the President or Vice President feels the process has been adjudicated appropriately, the President will uphold the decision. If the President or determine the action or process biased they reserve the right to overturn the decision without further consultation.

Miscellaneous General Provisions

Time Limits: All time limits contained in the foregoing procedure may be extended in writing by the Dean or the President.

Confidentiality of Proceedings: FMIBS&S shall take all reasonable steps to ensure the confidentiality of all proceedings, and the records produced therefrom. However, should any matter developed during the proceedings become public knowledge, FMIBS&S reserves the right to issue appropriate statements.

Reinstatement Policy

A student who has been officially dismissed from FMI Biblical Studies and Seminary or any reason will have two (2) weeks to apply for reinstatement. The student's entire school record will be reviewed, and a personal interview with the Dean.

Academic Dean will be required for reinstatement.

Discipline

Rarely is it necessary for disciplinary actions to be imposed at FMI Biblical Studies and Seminary. When these occasions arise, FMI Biblical Studies and Seminary follows the restoration and reconciliation process described in Matthew 18:15. Students may be placed on a sixty day probationary period, which affords ample time for reform.

The President's Award

This award is given annually to outstanding graduates. The selection is made by the President and faculty based on the student's total academic experience at FMI Biblical Studies and Seminary.

Transcripts

FMI Biblical Studies and Seminary will provide transcripts to students and other institutions on request for a minimal fee, providing all other financial obligations have been met. Contact the Registrar for the fee amount.

For North Carolina Students:

If students are unable to resolve a complaint through the institution's grievance procedures, they may review the Student Complaint Policy, complete the Student Complaint Form (PDF) located on the State Authorization web page at <https://www.northcarolina.edu/stateauthorization>, and submit the complaint to studentcomplaint@northcarolina.edu or to the following mailing address:

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
University of North Carolina General Administration
910 Raleigh Road, Chapel Hill, NC 27515-2688

Grading System

FMI Biblical Studies and Seminary employs letter grades based on a four-point grading system, scaled as follows:

Letter	Points	Grade Points
A	93.00-100.00	4.00
A-	90.00-92.99	3.75
B+	87.00-89.99	3.50
B	83.00-86.99	3.00
B-	80.00-82.99	2.75
C+	77.00-79.99	2.50
C	73.00-76.99	2.00
C-	70.00-72.99	1.75
D+	67.00-69.99	1.50
D	63.00-66.99	1.00
D-	60.00-62.99	0.05
F	0.00-59.99	0.00

The Registrar reports grades in writing to the students after each quarter. All work submitted to FMI Biblical Studies and Seminary for a final grade becomes the property of the college or seminary.

Academic Integrity

FMI Biblical Studies and Seminary endeavors to create an environment of scholarly inquiry built upon Christian, and ministerial integrity. FMI Biblical Studies and Seminary's perspective on academic integrity is firmly grounded in the institution's mission statement: Our mission is to be a primary resource for the cities and communities we serve. We strive to provide guidance and the necessary elements to restore the economic, mental, and physical security of our students and faculties. We endeavor to provide quality yet economical education! We offer several degree options from Certificate programs to Doctorates.

Consequently, the administration and faculty of FMI Biblical Studies and Seminary take academic integrity seriously. Students in violation of FMI Biblical Studies and Seminary's Academic Integrity Policy are engaged in a wide range of activities including, but not limited to: plagiarism, dishonest testing, using proxies for test, purchasing papers, etc.

I. Categories of Academic Dishonesty with Definitions

Academic dishonesty is the failure to maintain academic integrity. FMI Biblical Studies and Seminary expects all members of the institution—students, faculty, and staff—to share the responsibility and authority to report known acts of academic dishonesty.

Academic dishonesty includes, but is not limited to:

A. Plagiarism - the intentional or unintentional presentation of another person's words or ideas as one's own. Plagiarism includes, but is not limited to: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source in the text and in reference lists. Plagiarism is considered fraud and has potentially harsh consequences.

a. Categories of Plagiarism:

Accidental or Unintentional

A student may not know that he or she is plagiarizing. However, it is the student's responsibility to ensure that he or she understands the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material.

a. Prevention:

Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record the sources of the material. The notes should indicate whether the source is quoted, paraphrased, or summarized.

Students must both delineate (i.e., separate and identify) the copied text from their writing and give credit to (i.e., cite) the source of the copied text in accordance with accepted citation practices.

Blatant

Here, students are well aware that they are plagiarizing. This act includes, but is not limited to: turning in borrowed or purchased research papers as one's own.

Self

Turning in the same term paper (or substantially the same paper) for two courses without getting permission from one's instructor is plagiarism. Unless authorized by their instructors, students are expected to do their own original work on each assignment in each class. A student who recycles his or her course work from one class to another may face an allegation of academic dishonesty.

B. Cheating – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise. This category also includes: obtaining or giving aid on an examination, presenting another's work as one's own or doing work for another student, having unauthorized prior knowledge of an examination, and using a proxy during an examination.

C. Fabrication - the falsification or invention of any information or citation in an academic exercise. Students are subject to the responsibility of academic integrity, which demands honesty and giving credit to the proper sources. Students who violate these guidelines will be counseled, reprimanded, and punished with a view towards restoration.

Grade Forgiveness Policy

FMI Biblical Studies and Seminary allows a student to retake a failed course in order to improve the grade for that course only if he/she has earned a “D” or “F” at the undergraduate level or a “C,” “D,” or “F” at the graduate level. An undergraduate course with a grade of “C” or better, or a graduate course with a grade of “B” or better will not be granted grade forgiveness.

A student may retake an existing course only once. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the grade point average (GPA), providing that the grade is not an “I” or “W.” Permission for a second attempt will be considered only through an academic appeals process based on extenuating circumstances. The appeal request for a second attempt must be submitted in writing and accompanied by supporting documentation to the student’s advisor. The student should check with the Office of Financial Aid about the possible financial consequences of repeating a course prior to withdrawing from the course.

FMI Biblical Studies and Seminary does not allow courses to be repeated for the purpose of changing a student's grade point average after an associate degree has been awarded; therefore, the Grade Forgiveness Policy pertains only up to the time of the degree conferral. If a student failed a course and a degree has been conferred, the Grade Forgiveness policy no longer applies.

A student who plans to transfer to another institution must check with that institution regarding the acceptance of “forgiven” courses in the calculation of the student’s GPA.

Graduation

Upon completion of all requirements, distance learners may participate in the annual commencement ceremony.

All students are eligible to attend graduation ceremonies and receive earned degrees. The following must be met to fulfill graduation requirements:

1. Successful program completion (2.0 or higher).
2. A passing average on all written assignments, examinations, and research.
3. Completion of Christian service criteria.
4. Payment of all fees.
5. If all requirements are not met, a degree will not be issued to the student. There are no exceptions.

Students may also be eligible to graduate “with honors.” A GPA of 3.75 or higher constitutes “with honors.”

NOTE: Grade Point Average Requirements

Students graduating from FMI Biblical Studies and Seminary must meet the following GPA requirements in order to receive their diploma(s):

1. Undergraduate students: minimum 2.0 GPA
2. Graduate students: minimum 3.0 GPA

Degrees Offered:

Degree programs of study offered by FMI Biblical Studies & Seminary have been declared exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

FMI Biblical Studies and Seminary offers the following certificate and degree programs:

Certificate Programs: The certificate programs require 4-5 courses that fall within the area of specialization. They are designed to build a solid biblical and theological foundations for our students. Laypeople as well as clergy are encouraged to enroll in these programs to gain deeper knowledge or as a refresher. We offer certificate programs in the following areas:

- **Church Administration & Development**
 - OL 450 Strategic Church Administration (3 credit hours)
 - RS 442 Church Growth and Development (3 credit hours)
 - GE 112 Introduction to Management (3 credit hours)
 - GE 220 Financial Integrity and Stewardship (3 credit hours)
- **Leadership Development**
 - ADM 311 Leadership in Ministry I (3 credit hours)
 - ADM 422 Leadership in Ministry II (3 credit hours)
 - BPA 460 Ethics and Excellence (3 credit hours)
 - BPA 470 Workings of the Five-Fold Ministry (3 credit hours)
 - GPBA 520 Leadership Roles and Responsibilities (3 credit hours)

Program Requirements

Associate of Biblical & Theological Studies

Upon completion of the Associate degree in Biblical & Theological Studies, the graduate should be able to:

1. Demonstrate skills in critical thinking;
2. Identify and understand basic biblical doctrines and history;
3. Exhibit proficiency and competency in GE/AA courses and coursework;
4. Utilize personal and academic feedback;

5. Demonstrate basic communication skills and readiness for upper division courses;
6. Demonstrate involvement in local ministries, spiritual disciplines, and devotional practices;
7. Demonstrate the importance of the Biblical worldview in general studies.

Associate of General Studies

****The Associate of General Studies program is not offered to Georgia residents****

Upon completion of the Associate of General Studies, the graduate should be able to:

1. Demonstrate skills in critical thinking;
2. Identify and understand basic biblical doctrines and history;
3. Exhibit proficiency and competency in GE/AA courses and coursework;
4. Utilize personal and academic feedback;
5. Demonstrate basic communication skills and readiness for upper division courses;
6. Demonstrate involvement in local ministries, spiritual disciplines, and devotional practices; and
7. Demonstrate the importance of the Biblical worldview in general studies.

Associate of Ministry & Leadership

Upon completion of the Associate degree in Ministry and Leadership, the graduate should be able to:

1. Demonstrate skills in critical thinking;
2. Identify and understand basic biblical doctrines and history;
3. Exhibit proficiency and competency in GE/AA courses and coursework;
4. Utilize personal and academic feedback;
5. Demonstrate basic communication skills and readiness for upper division courses;
6. Demonstrate involvement in local ministries, spiritual disciplines, and devotional practices; and
7. Demonstrate the importance of the Biblical worldview in general studies.

Bachelor of Biblical & Theological Studies

Upon completion of the Bachelor degree of Biblical & Theological Studies, the graduate should be able to:

1. Identify the history, content, and background of the Bible;
2. Demonstrate an understanding of fundamentals of Christian doctrine and theology;
3. Apply Biblical hermeneutics to an exegetical research project; and
4. Demonstrate the importance of the Biblical worldview in Biblical Studies.

Bachelor of Christian Counseling

Upon completion of the Bachelor of Christian Counseling, the graduate should be able to:

1. Synthesize biblical knowledge and the Biblical Worldview with psychological methodology;
2. Identify psychological approaches, both Christian and secular, including theoretical and applied principles of counseling;
3. Employ interviewing skills and psychological techniques with counseling methods;
4. Formulate counseling strategies and apply them to a practical project; and
5. Demonstrate familiarity psychological research and field methods.

Bachelor of Ministry and Leadership

Upon completion of the Bachelor of Ministry and Leadership, the graduate should be able to:

1. Apply ministerial counseling to individuals and small group ministries;
2. Formulate a philosophy of ministry that is consistent with the Biblical Worldview and applicable to a practical project;
3. Define the historical and theological foundations of ministry;
4. Illustrate the relation of business and church practices to ministry; and
5. Develop leadership skills, ministerial practices, and Christian character that reflect an understanding of principles of sermon preparation and discipleship.

Bachelor of Christian Education

Upon completion of the Bachelor of Christian Education, the graduate should be able to:

1. Develop the core competencies of a Christian educator;
2. Define the history and relevancy of Christian Education as a discipline;
3. Construct strategies and techniques suitable for Christian education;
4. Apply teaching experiences, learned methods, paradigms, and practical teaching experience to a classroom context; and
5. Design a teaching style and philosophy that reflects an integration of Education and Christian faith

Master of Biblical Studies

Upon completion of the Master of Arts in Biblical Studies, the graduate should be able to:

1. Interpret and analyze the history, content, and background of the Bible;
2. Evaluate Christian doctrine and theology and articulate their ethical and theological system(s);
3. Design and defend scholarly research papers;
4. Apply Biblical hermeneutics to an advanced exegetical research project; and
5. Demonstrate the importance of the Biblical worldview in Biblical Studies.

Master of Christian Counseling

Upon completion of the Master of Arts in Christian Counseling graduates should be able to demonstrate:

1. proficiency in the analysis of the theoretical underpinnings of mental health and pastoral counseling from a Biblical perspective.
2. proficiency in the analysis of theological underpinnings of mental health and pastoral counseling.
3. proficiency in the analysis of practical pastoral counseling theories from a Biblical perspective.
4. evaluation and application of human growth and development theories in the context of pastoral counseling from a Biblical perspective.
5. the ability to apply Biblical perspectives to the discipline of diagnosis and treatment of psychopathology.
6. proficiency in comparative analysis of Biblical worldview and the secular as it pertains to human sexuality, diversity, legal, ethical considerations, and professional standards.
7. the ability to apply group theories and practices in pastoral counseling.
8. proficiency in the utilization of assessments, research and program evaluations in pastoral counseling from a Biblical perspective.
9. the ability to assess and provide pastoral counseling to substance abuse clients in community settings.
10. proficiencies through project designs, research, defending and writing scholarly papers from a Biblical perspective.

Master of Pastoral Counseling

Upon completion of the Master of Arts in Pastoral Counseling, the graduate should be able to demonstrate:

1. proficiency in key program components, such as, the analysis of the theoretical/theological underpinnings of mental health and pastoral counseling, the evaluation of pastoral counseling theories/practices, and the application of human growth/development theories in the context of pastoral counseling.
2. the ability to apply Biblical hermeneutics to the discipline of diagnosis and treatment of psychopathology, as well as, proficiency in comparative analysis of Biblical worldview and the secular as it pertains to issues of human sexuality, diversity, legal, ethical considerations, and professional standards.
3. the ability to apply group theories/practice in the context of pastoral counseling, application of different modes of counseling assessments, research and program evaluations.
4. the ability to assess and counsel substance abuse clients and provide pastoral counseling in community settings.
5. the program proficiencies through project designs, research, defending and writing scholarly papers.

Master of Divinity (M.Div.) Degree

Upon completion of the Master of Divinity program, the graduate should be able to:

1. Develop a mastery of the Scriptures and Christian doctrine and apply this knowledge to ministries in the U.S. and abroad;
2. Apply professional ministry skills, counseling techniques, and effective leadership to one's specific concentration of study;
3. Defend the church's worldwide mission of gospel proclamation, discipleship, and social change;
4. Formulate ministerial strategies and apply them to a practical research project/thesis.

Master of Theology (Th. M.) degree

Upon completion of the Master of Theology in New Testament Studies program, the Th.M. graduate should be able to:

1. Demonstrate advanced theological and hermeneutical competence as it relates to theological thinking and biblical studies
2. Exhibit an awareness how socio-cultural contexts shape interpretations of tradition, thought, and practice
3. Demonstrate an in-depth knowledge of the field New Testament studies, including exegetical methods, and apply them to Th.M. research project.
4. Demonstrate academic rigor and competence to pursue post-graduate studies at D.Min. and Ph.D. level.
5. Demonstrate growth in Christian maturity as it relates to one's call in teaching or other ministerial pursuits.

Doctor of Ministry (D.Min.) Degree

Upon completion of the Doctor of Ministry program, the graduate should be able to:

1. Explore their walk with Christ and how it relates to the character formation and servant leadership.
2. Critically analyze global ministry trends from a Biblical perspective to establish theologically grounded ministry paradigms.
3. Evaluate theories of race, class, and gender from a Biblical perspective to create incarnational ministry models.
4. Synthesize the Biblical understanding of the church with the historic and contemporary models for the purpose of the churches' renewal.
5. Create a solution-focused DMin project to help a church or ministry.



FMI Biblical Studies and Seminary
101 North Tryon Street, Suite 112 and 6000
Charlotte, NC 28246

STUDENT TRANSCRIPT REQUEST FORM
The Price for transcripts is \$10.00

I, _____ request that my transcripts be sent to the following address:

Official Unofficial

Card type: Visa Mastercard Amex Other: _____

Card Number: _____

Expiration date: _____

Security Code: _____

Signature: _____ Date: _____

*You may also pay online at www.fmibiblicalseminary.us. Please include \$10.00 in cash or check if you are not paying by credit card. All checks can be made out to FMI Biblical Studies and Seminary.

FMI BIBLICAL STUDIES AND SEMINARY
101 North Tryon Street, Suite 112 and 6000
Charlotte, NC 28246

STUDENT TRANSCRIPT REQUEST FORM

Dear Student:

Please complete the following form for each college (university) attended, and send to all your previous college(s) as soon as possible. No official placement can be made until transcripts are received. In the event that you did not formally complete high school, but have passed the High School Level G.E.D. test and were awarded a High School Equivalency Diploma, you must send us a copy of your Diploma, and have your G.E.D. scores forwarded to us as well.

To the Student: Please forward this form to each of your former colleges/universities.

I plan to attend FMIBS&S { } (Undergraduate degree programs only)

I plan to attend FMIBS&S { } (Graduate degree programs only)

Please check which program you are interested in:

{ } Correspondence { } On-Campus { } Online

Name of:

High School: _____

College: _____

Please send my transcripts to:

FMI Biblical Studies and Seminary, 101 North Tryon Street, Suite 112 and 6000
Charlotte, NC 28246 (Telephone: 704-831-8706)

My full name is _____

Address _____

Date of Birth _____ Date first enrolled _____

Social Security Number _____

Did you graduate? _____ Date: _____

My records will be found under the name: _____

THIS SIGNED FORM AUTHORIZES THE RELEASE OF A COPY OF MY TRANSCRIPTS TO THE OFFICE OF THE REGISTRAR, FMI BIBLICAL STUDIES AND SEMINARY.

Student's Signature _____

FMI BIBLICAL STUDIES AND SEMINARY

Withdrawal Request Form

Date _____

Name _____

Student ID Number _____

Course Number and Name _____

Reason for Withdrawal

Signature: _____ Date: _____

*Beneath this line to be completed by FMIBS&S staff

{ } Approved { } Not approved

Registrar _____
Signature

Comments: _____



FMI BIBLICAL STUDIES AND SEMINARY

GRIEVANCE FORM

Grievant: _____
(Name of student reporting the offense)

Street Address: _____

City: _____ State: _____ ZIP: _____

Best Phone No. _____ Other Phone No. _____

State your grievance. State it as fully as possible. Include dates of acts or omissions. If you need more space, attach a separate piece of paper.

Redress sought (What would you like to have done for you to rectify the problem?):

Date the grievance was filed in the office of the Dean of Faculty _____.

Action taken. Check all that apply. Grievance was reviewed by

Dean Chancellor/President of FMIBS&S

Notes:

Final resolution and date resolved.
