



2023–2024  
General Catalog  
&  
Student Handbook

*Catalog No. XII*  
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### **About this Catalog/Handbook**

This Catalog/Handbook is published for the purpose of providing information about Southeast and its program of study. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations to Southeast.

Southeast Institute of Biblical Studies reserves the right to change curricula, policies, and practices as described in this Catalog/Handbook as circumstances, efficiency of operations, and fiscal contingencies may require.

Southeast Institute of Biblical Studies is under the oversight of the elders of the Karns church of Christ.

*Southeast Institute of Biblical Studies is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation of minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility.*



**2023-2024 CATALOG &  
STUDENT HANDBOOK**

**CATALOG TABLE OF CONTENTS**

<b>WELCOME</b> .....	1
<b>MISSION STATEMENT</b> .....	3
<b>HISTORY</b> .....	4
<b>LOCATION AND FACILITIES</b> .....	7
<b>SPECIAL EVENTS ON CAMPUS</b> .....	8
 <b>ADMISSIONS POLICIES AND PROCEDURES</b>	
Application Process.....	9
Personal Interview Process .....	10
Entrance/Exit Examination .....	11
Readmission Policy.....	11
Foreign Students.....	12
 <b>FINANCIAL INFORMATION</b>	
Financial Responsibility of Student.....	13
Tuition/Fees .....	13
Transcript Fees .....	14
Textbooks and Technology .....	14
Refunds.....	14
Financial Assistance at Southeast .....	14
Veterans.....	15
Housing .....	16
Insurance.....	16
Employment .....	16

## ACADEMICS

Academic Standards.....	18
Unit of Credit .....	18
Academic Classification .....	18
Student Load.....	19
Advising .....	19
Clock Hours.....	19
Writing Courses .....	19
Course Identification.....	20
Course Prefix and Number .....	20
Grades and Quality Points.....	21
Grade Point Average .....	23
Grade Reports .....	23
Grading Policy/Syllabus.....	23
Disability Policy .....	25
Academic Probation .....	25
Academic Suspension .....	26
Permanent Records.....	26
Transcripts .....	26
Student Files.....	26
Student Grievance/Appeal Procedures .....	28
Withdrawal From a Course .....	29
Medical Withdrawal.....	29
Transfer of Credit to Southeast .....	30
Transfer of Credit from Southeast.....	30
Class Attendance Policy.....	30
Excused Absences .....	31
Make-up Work .....	32
Unexcused Absences.....	32
Academic Dishonesty .....	32
Academic Petitions .....	33
Exceptions .....	33
Petition for Individualized Instruction.....	33
Graduation Requirements .....	34

Graduation.....	34
Women’s Enrichment .....	35

**PROGRAM OF STUDY**

August Enrollment—2023-2025 .....	36
January Enrollment—2024-2025 .....	38

**COURSE DESCRIPTIONS..... 42**

**ADDITIONAL SCHOOL POLICIES**

Course Evaluations .....	54
Disciplinary Actions .....	54
Disciplinary Probation .....	54
Disciplinary Suspension .....	55
Progress Interviews .....	56
Weather Policy .....	56

**ADMINISTRATION**

Elders, Karns church of Christ.....	57
Executive Director .....	57
Administrative Staff.....	57
Faculty .....	58
Adjunct Faculty .....	59
Instructors—Women’s Courses.....	62

# 2023-2024 STUDENT HANDBOOK

## TABLE OF CONTENTS

**2023-2024 ACADEMIC CALENDAR** ..... 66

### **ACADEMICS**

Chapel Attendance ..... 68  
Bible Translations and Memory Work ..... 68  
Student Wives ..... 68  
Library ..... 70

### **CONDUCT**

Code of Conduct ..... 72  
Harassment ..... 73  
Anti-Harassment Policy ..... 73  
Worship Attendance ..... 74  
General Appearance ..... 75  
Dress Code ..... 75  
Classroom ..... 77

### **FINANCIAL**

Support and Finances ..... 78  
Check Cashing Privileges ..... 79  
Housing ..... 79

### **GENERAL POLICIES**

Building and Equipment ..... 80  
Graduation ..... 80  
Special Awards ..... 81  
Speaking Opportunities ..... 81  
Student Liasons ..... 82  
Placement Opportunities ..... 82  
Administrative Chart ..... 83

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## WELCOME TO SOUTHEAST

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The East Tennessee School of Preaching and Missions began in February 1971 as a work of the Karns church of Christ. The school was designed to give mature, capable men with a desire to preach the gospel a thorough course of study that would provide a solid Biblical foundation on which to help bring the lost to Christ and encourage the saved to stay faithful.

The world has changed significantly since February of 1971. The Vietnam War ended. The Watergate Scandal rocked the country. The United States experienced gas shortages, hostage crises, and Middle East turmoil. Ten Presidents have been in office. There have been numerous political scandals, the fall of the Soviet Union and the Iron Curtain, the reunification of Germany, and a major terrorist attack on September 11, 2001. Most recently, a medical pandemic has turned life upside down for the world. Our country seems more divided than ever.

What has also changed in the last 50 years is the number of lost in the world. There were 3,775,760,029 people worldwide 1971. Currently, there are an estimated 7,602,202,700 people. There were 211,384,079 residents in the United States in 1971 and currently around 329,929,900. Roughly speaking, there are 4 billion more lost souls in the world and 110 million more in the United States. Among the spiritual horrors that have occurred in the last five decades are the legalization of abortion on-demand, the legalization of gay marriage, a downfall in societal morality and virtue, the proliferation and promotion of Islam, and an increasing antagonism toward true Christianity.

Possibly the saddest news is this: the Lord's church in the United States numbered 1,240,820 in 1980, the earliest year accurate statistics were kept. As of 2018, the Lord's church numbers 1,128,279. That is a decrease of 112,541. The United States' population in 1980 was 226,545,805. **While the country's population has grown by 46% since 1980, the number of faithful Christians has shrunk by 9%.** Perhaps a major reason for the moral decline in our country is the de-

cline in the number of faithful Christians being an influence in our communities. The need for sound, Gospel preachers has certainly not decreased. It is greatly magnified by the decay and loss in both society and the church.

The East Tennessee School of Preaching and Missions became the Southeast Institute of Biblical Studies in 2012. While the name has changed, the commitment to fulfilling the Lord's work is the same as it has been since 1971. There is no less need for faithful Gospel preachers in this country and the world than there was in 1971. In actuality, there is a greater need for faithful men to preach the Gospel the world over. Jesus said, "The harvest is plentiful, but the workers are few. Therefore beseech the Lord of the harvest to send out workers into His harvest" (Matt. 9:37-38). As the current populations of the world and our country attest, there is not a lack of available harvest. The problem is the lack of available harvesters.

We are very glad that you have chosen to enroll at Southeast. While you are here, and in the years after your graduation, never forget the good that you can accomplish with the Lord's help as a preacher of the Gospel. Always remember the need that exists right now for men to bring the lost to Christ. "Whoever will call on the name of the Lord will be saved.' How then will they call on Him in whom they have not believed? How will they believe in Him whom they have not heard? And how will they hear without a preacher? How will they preach unless they are sent? Just as it is written, 'How beautiful are the feet of those who bring good news of good things'" (Rom. 10:13-15).

—Will Hanstein, Executive Director



## SOUTHEAST INSTITUTE OF BIBLICAL STUDIES MISSION STATEMENT

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### **Prepare godly men to be effective Gospel preachers (2 Timothy 4:1-5)**

#### OBJECTIVES

- Instill a knowledge of the entire Bible and a self-sufficiency to achieve a greater understanding of it (2 Peter 3:18).
- Establish a firm understanding of the Lord's church and Biblical Christianity (Ephesians 5:23-32).
- Acquire the skill and courage to defend the doctrines of the Bible (1 Peter 3:15).
- Develop the ability to communicate God's saving message to all people (Romans 10:14-15).
- Cultivate a deep desire to help those in the church and community reach Heaven (1 Thessalonians 2:3-8).

**A BRIEF HISTORY OF THE  
SOUTHEAST INSTITUTE  
OF BIBLICAL STUDIES  
(FORMERLY EAST TENNESSEE  
SCHOOL OF PREACHING AND MISSIONS)**

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The East Tennessee School of Preaching and Missions (ETSPM) began in the minds of the first two elders of the Karns church of Christ. Both men, Harold Duncan and Frank Huber, had a passion for teaching the Bible and they saw the training of ministers as a way they could, in effect, be missionaries in places around the world.

The vision for the school was to offer a two-year, college-level, course of study of the Bible and related subjects, with a strong emphasis on missions. The school was designed to give mature, capable men who had the desire to preach the gospel a concentrated course of study that would give a young minister a solid biblical foundation on which to build a successful ministry. There would not be a tuition charge for attending the school.

The Karns congregation, a relatively small, rural church with modest facilities and limited resources, accepted the challenge to train men to preach the gospel of Jesus Christ. In February 1971, ETSPM was established under the direction and oversight of the elders of the Karns church of Christ. Clyde Findley, a former missionary and director of a Christian school, was selected as the first director. The teaching staff consisted of Clyde Findley (director), John Waddey (the pulpit minister of the Karns congregation), and ministers from nearby congregations. The first class had four students.

The early years were filled with challenges and blessings. In 1973, the school received approval for veteran training by the TN State Approving Agency. In 1974, Clifford Reel replaced Clyde Findley as the director. That same year, realizing that the minister's wife needs special training, classes for the students' wives were offered. The Karns congregation completed an expansion of the facilities, with help from sister congre-

gations, that provided two additional classrooms and a room for the library which had grown to 2,400 volumes. A year later, the first annual ETSPM Lectureship was held March 27-29, 1975.

As unlikely as the beginning of ETSPM was, its survival and growth over the next several years cannot be fully explained without mentioning God's providence. The school began its tenth year on February 11, 1980, with twenty-five full-time students enrolled. In August of that year, Bill Nicks was appointed director of the School of Preaching. With the school firmly established and with over 70 graduates, the ETSPM Alumni Association was brought into existence by three of the alumni. In an article in the school newsletter, *The Messenger*, a writer declared in part, "the school has had an uninterrupted existence since its beginning. The aims and purposes of the school have been carried out."

By the year 1996, the 25th anniversary of the founding of ETSPM, approximately 200 men had graduated to preach the gospel. The school had four full-time teachers and a new 2,000-square-foot library building, housing approximately 10,000 volumes. The library was named in honor of the school's third director, Bill Nicks. A major building expansion and renovation of the existing building provided the school adequate facilities. With support from individuals and sister congregations, student housing capable of housing eight families was completed on a parcel of land leased from Hillbrook Christian Association.

In 1997, it was reported the school had graduates preaching in seven foreign countries and thirty-seven states. James Meadows succeeded David Pharr as the seventh director of ETSPM, and served for ten years. In 2006, Gary Hampton was appointed director and served in that capacity through April 2012. Dr. David L. Lipe was subsequently appointed director of the school and served in that capacity through December 2014. Effective June 1, 2015, Will Hanstein became director of the school.

The school continues to provide a strong academic environment and Bible-based curriculum. A graduate will have completed over 40 courses, over 200 quarter hours, and a number of ministry related activities.

Over 400 graduates have gone from here to preach the gospel. Graduates of the school minister to congregations in the United States and several foreign countries.

The Bill Nicks Library, with over 17,000 volumes, has undergone a major renovation and is considered one of the best sources of religious materials in East Tennessee. The teaching and support staff of the school continue to represent men of considerable talent, qualifications, and experience.

The name of the school changed in June 2012 to Southeast Institute of Biblical Studies (Southeast) to better reflect the primary region from which the students and financial support come.

The school is now approved by the Tennessee Higher Education Commission to offer a Bachelor of Biblical Studies degree. The curriculum, while maintaining our ongoing emphasis to train preachers, also accommodates those who desire to continue their education upon graduating from Southeast.

Since 1971 the vision and mission of the school remains the same: as a work of the Lord's church, offer a free course of training to equip mature men to be complete and proficient Gospel preachers.

*The Southeast Institute of Biblical Studies is under the oversight of the elders of the Karns church of Christ. At the present time, these men are Dave Benner, Terry Clark, John Seibel, Jeff Snyder, Tony Williams, Gary Woodall, and Gregg Woodall.*

## **LOCATION AND FACILITIES**

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The Southeast Institute of Biblical Studies is located in the Karns community in Knox County, Tennessee. Halfway between the cities of Oak Ridge and Knoxville, Karns is convenient to all the amenities of these cities, yet has the advantage of being a quiet, close-knit community.

### **ADMINISTRATIVE OFFICES**

Faculty and administrative offices are currently located in the Meadows Bible Center, which is part of the Karns church of Christ building.

### **BILL NICKS LIBRARY**

Named for Bill Nicks, the current building was completed in 1993. The library houses more than 20,000 volumes along with periodicals, microfilm, and audio/video recordings.

### **KARNS CHURCH OF CHRIST**

The Karns congregation provides classrooms, meeting rooms, a 500-seat auditorium, support staff offices, and dining facilities which the school shares.

### **HILLBROOK STUDENT HOUSING FACILITIES**

Student housing for married and single students is located on Harold Duncan Way. The apartments are modern and convenient to the campus. Rental rates are reasonable, but availability is limited. Students having questions about housing should inquire at the time of their application for enrollment.

## **SPECIAL EVENTS ON CAMPUS**

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### **ANNUAL BIBLE LECTURESHIP**

One of the highlights of the school year is the annual Southeast Lectureship. It is held beginning the Sunday of the last full week in April. Outstanding speakers from throughout the brotherhood are part of the program; visitors come from many states. A lectureship book, designed as an adult curriculum for a congregation, is published each year and is available from Southeast. The work of the Southeast students and the Karns congregation make this a successful event.

### **SOUTHEAST LEADERSHIP CAMP**

This free camp for young people is held each year in June. Southeast and the Karns congregation combine to provide training for youth to become faithful servants of Christ. Campers stay with host families from the Karns church of Christ.

## ADMISSIONS POLICIES AND PROCEDURES

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### APPLICATION PROCESS

Any mature, Christian adult who is a member of the church of Christ and exemplifies good Christian character may apply for admission.

Admission will not be considered in the case of someone released from incarceration or recovering from addiction until he has demonstrated spiritual, social, and financial responsibility for a period of two years. A new Christian, or one restored to the Lord, must demonstrate spiritual, social, and financial stability for one year before admission will be considered.

All prospective students must submit a completed application for admission. Southeast is dedicated to training Christians for ministry. The application is comprehensive and must be completed in entirety.

A minimum of a high school diploma or GED is required for admission. All educational transcripts since high school must be sent to Southeast prior to admission.

A minimum of three references are required. It is recommended that these include a personal, professional, and spiritual reference from persons not related to the applicant.

An applicant must submit a one page, typed, double-spaced essay on the subject, "Why I Want to Preach."

The wife of an applicant must also complete a separate application.

A recent digital photograph of applicant and family (if applicable) should be submitted.

The deadline for submitting all of the above is no later than two weeks prior to orientation.

Once all information has been received and reviewed by the faculty, the prospective student will be invited for a personal interview to discuss his/her objectives and review the academic and ethical expectations of Southeast.

When all of the above procedures have been successfully accomplished, an applicant will officially be notified of the school's decision. If accepted, an enrollment date of either the First or Third Quarter will be assigned.

Due to the intensive nature of the program, it is recommended that potential students have a few years of experience beyond high school.

Although the tuition is free, applicants are expected to secure their projected living expenses prior to enrollment (see "Financial Information").

### **PERSONAL INTERVIEW PROCESS**

A personal interview with the administration is required of all applicants to Southeast. The applicant and family (if applicable) will be invited to the campus for this interview. In cases where distance and/or time are factors, this interview may be conducted by teleconference, Skype, or other means of media conference.

At this meeting, the administration will review all requirements and expectations of the school. Specific questions will be asked of the student regarding their desire to attend Southeast and expectations of the program. The applicant is expected to explain anything that might hinder his acceptance as a student. This applies to the applicant, spouse, and any member of the immediate family.

*The Southeast Institute of Biblical Studies and the elders of the Karns church of Christ reserve the right to refuse admittance to any applicant or to dismiss any current student if they deem it necessary. This decision may be based on, but not limited to, academic, medical, or conduct issues.*



## **ENTRANCE/EXIT EXAMINATION**

Upon enrollment in Southeast all students are required to take an Entrance Exam. At the completion of the program of study all students are required to take an Exit Exam. The results of these exams are used by the school to determine effectiveness of the program. They do not have an academic influence on the student's GPA; however, a student must score a 70 or above on the exit exam in order to graduate.

## **READMISSION POLICY**

Students who have had to withdraw from Southeast for reasons other than academic or conduct issues may request readmission to the program by completing the application for admission. The faculty will examine the student's Southeast records and notify the student if additional information will need to be updated. Items that may need to be updated may include, but are not limited to, health records, transcripts of course work at other schools, and letters of reference.

When all information is complete, the applicant and wife (if applicable) will be invited for an interview with the staff. After reviewing his application, the applicant will be notified of the school's decision and an enrollment date given, if accepted.

An applicant wishing to apply for readmission after a suspension due to academic or disciplinary issues must complete the application for admission. The application must be accompanied by a letter from the applicant outlining what changes have been made that will ensure future success of the student at Southeast.

The Academic Dean will review the student's file with the Southeast staff and notify the applicant of additional information required. This information may include, but is not limited to, health records, transcripts of course work at other schools, and letters of reference.

When all information is complete the applicant and wife (if applicable) will be invited for an interview with the staff. After reviewing his application, the applicant will be notified of the decision of the school and an enrollment date given, if accepted.

## FOREIGN STUDENTS

Southeast is approved by the United States Justice Department of Immigration and Naturalization for foreign students. Foreign students must arrange for a sponsor (one having ultimate financial responsibility) and a list of each contributor and the amount they will provide toward meeting the applicant's budget before being accepted for enrollment. Southeast will not sponsor a foreign student nor be responsible for arranging travel funds for the student.

## FINANCIAL INFORMATION

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### FINANCIAL RESPONSIBILITY OF STUDENT

Southeast students are responsible for obtaining their living expenses before they enroll in school. The school does not assume financial responsibility for any student.

Some students are able to be self-supporting; others may find it necessary to obtain financial support through relatives, friends, and congregations.

Students who need financial assistance should contact congregations and individuals with whom they are familiar to request help in preparing for the ministry. Before requesting such aid, one should be certain of his commitment to give his life to the Lord's service.

Congregations and individuals who desire to assist students should send their support to Southeast for distribution to the student on a set schedule. **Students are required to submit a Declaration of Support and a proposed budget.**

For questions regarding raising support please see the Dean of Students for help and guidance.

Students receiving support from either congregations or individuals are required to keep supporters informed of their progress at least once each month. This will be monitored by the administration.

### TUITION/FEES

Southeast has never charged tuition for an education. Students are responsible for fees related to educational expenses such as books, technology, and other supplies. Because of this policy, students are required to perform various duties at the school to help defer expenses. These duties will include helping with building and grounds upkeep, assisting with mail-outs, special events, etc. These assignments will normally never require more than twenty hours per month.

Students are issued keys to the Karns church building and to their apartments in student housing by the school office manager. A deposit of \$20.00 will be collected upon issuance of keys. This will be refunded when keys are returned to Southeast. Students may not duplicate keys. Lost keys are to be reported and duplicate keys will be made for the cost of \$5.00. All keys must be returned when a person is no longer enrolled at Southeast.

### **TRANSCRIPT FEES**

There is a \$2 fee required for each official transcript requested. This fee is due at the time of the request.

### **TEXTBOOKS AND TECHNOLOGY**

Students will be responsible for the cost of all textbooks, study materials, and software that may be required for a course. Students should plan on an estimated expense of \$1,600 for textbooks and technology over the course of the two-year curriculum, not including a computer or printer. Additionally, the student will also receive the Logos Bible Program, Gold Package, at no cost (retail \$1,499). Please consult the Technology Letter regarding the minimum computer requirements to run the Logos software package.

### **REFUNDS**

Because there is no tuition fee, there is no refund for a student who must withdraw from school.

### **FINANCIAL ASSISTANCE AT SOUTHEAST**

Although Southeast is a tuition-free institution, students must supply funds for their living expenses and assigned textbooks. Southeast receives some funding from churches and individuals to assist in these areas. A student may request financial assistance from the school if they have not raised sufficient support. The student should contact the Dean of Students to make this request.

*A Declaration of Support Form and a Proposed Budget Form must be completed before any school funds will be promised or disbursed.*

Short-term financial assistance may be available through Southeast for emergencies. These funds are limited; to be considered for this assistance the student must provide a full disclosure of his/her financial situation to the Dean of Students. Southeast reserves the right to cancel financial assistance as deemed necessary. The school or the Karns church have no obligation to provide this aid.

## VETERANS

At Southeast Institute of Biblical Studies, we strive to provide services that are veteran friendly. If you are a veteran looking to use your VA educational benefits, you should first go online and apply for those benefits. If you are transferring your benefits to a dependent, you should first contact the VA to complete the transfer, and then have the dependent go online and apply for their transferred benefits.

Once the application is complete, the VA will issue the recipient a Certificate of Eligibility (CoE). This will detail how many months the recipient is eligible for and at what pay rate. The CoE should be submitted to the Academic Dean to begin the process.

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a chapter 31 authorization) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Southeast Institute of Biblical Studies will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Students receiving VA benefits are required to electronically verify their attendance with the VA.

## HOUSING

Students have primary responsibility for finding living quarters. The school will help in this as much as possible. Rental housing is available in Karns and surrounding areas.

The Hillbrook Student Housing complex has efficiency apartments for married students and a dorm for single students. Rental rates are reasonable; however, availability is limited. Inquiry about student housing should be made to the Dean of Students.

## INSURANCE

Students are expected to have adequate health insurance in the event of illness or emergency. When preparing a budget, the student should include the cost of this insurance.

*Neither Southeast nor the Karns church of Christ will be responsible for any medical expenses incurred by students or their families.*

## EMPLOYMENT

Because of the heavy course load at Southeast, students are not allowed to seek outside employment. It should be explained to potential supporters that because of the concentrated program it is not practical to hold down a job and successfully complete the course work.

Employment for wives, if desired, is often available in the Knoxville and Oak Ridge areas. Employment does not preclude wives from participation in the wives program.

Sunday speaking appointments are occasionally available in the surrounding area. While some income may be received for these appointments, this should not be considered in determining one's financial needs and budget.

# ACADEMICS

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## ACADEMIC STANDARDS

Southeast Institute of Biblical Studies offers an intensive program on a demanding academic level designed to qualify the student to work effectively in the Lord's church. The academic year is divided into four eight-week quarters.

## UNIT OF CREDIT

The unit of credit is the quarter hour. A quarter hour represents one 72-minute lecture/discussion per week. For example, a 5-quarter hour course would meet for the equivalent of 360 minutes per week. A 5-quarter hour class is equivalent to a 3-semester hour class in total classtime and workload.

For convenience purposes, the Southeast courses are listed in quarter hours with the equivalent semester hours noted.

## ACADEMIC CLASSIFICATION

- **Freshmen** – students who have earned 0-55 quarter hours of credit.
- **Sophomores** – students who have earned 56-109 quarter hours of credit.
- **Juniors** – students who have earned 110-165 quarter hours of credit.
- **Seniors** – students who have earned 166 or more quarter hours of credit.
- **Special** – students not working toward a certificate or degree, including student wives and noncredit students.



## **STUDENT LOAD**

The Southeast curriculum is set on a rotation basis. In order to complete the program in the anticipated time limit, each student will be required to take five classes per quarter, one special topics course per quarter (e.g. workshop, lectureship, campaign) and complete four Ministry Practicums.

## **ADVISING**

The Academic Dean provides assistance in planning, registering, and reviewing student programs. The student is personally responsible for meeting catalog requirements or seeking written approval for any exceptions.

## **CLOCK HOURS**

Clock hours represent the actual instructional (contact) time required for a course. For purposes of the Bachelor Program, the clock hours will also be indicated on the transcript.

## **WRITING COURSES**

In order to further develop writing skills, each student will be taking courses that will include a significant writing component.

## COURSE IDENTIFICATION

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### COURSE PREFIX AND NUMBER

Each course is identified by a three-letter prefix and a three-digit number.

The prefix indicates the course discipline:

BIB .....	Bible
CAM.....	Campaign
COM.....	Communication
DOC .....	Doctrine
HIS.....	History
LAN.....	Language
LEC.....	Lectureship
PRC.....	Practicum
WRK .....	Workshop

The first digit indicates the course level:

1 .....	Freshman
2 .....	Sophomore
3 .....	Junior
4 .....	Senior

- Freshman/Sophomore course level is lower division
- Junior/Senior course level is upper division

The second digit indicates the area of emphasis:

1 .....	Old Testament
2 .....	New Testament
3 .....	Doctrine
4 .....	Practice
5 .....	History
6 .....	Language
8 .....	Women's Class (Monday Night)
9 .....	Women's Class (Wednesday Night)

The third digit represents the final course identifier.

The parenthetical number in the section **Course Descriptions**, beginning on page 41, indicates the number of quarter credit hours for a particular class.

**GRADES AND QUALITY POINTS**

Achievement and the quality of work of the student in each course are indicated as follows:

<b>Grade</b>	<b>Significance</b>	<b>Quality Points/Hour</b>
A .....	Excellent .....	4
B .....	Good .....	3
C .....	Satisfactory .....	2
D .....	Low Passing .....	1
F .....	Failing .....	0
N .....	Noncredit .....	0
W.....	Withdrew-Attendance .....	0
WF .....	Withdrew Failing.....	0
WP.....	Withdrew Passing .....	0
I .....	Incomplete .....	0
X.....	Absent from Final Examination .....	0

**The grading scale used by Southeast is as follows:**  
 A (90-100) B (80-89) C (70-79) D (60-69) F (below 60)

The following grades are not used in determining scholarship level or satisfactory progress:

- W .....
- WP.....
- N.....

A failing grade (**F**, **WF**, or **W**) earned at Southeast may be removed only by repeating the course at Southeast, and the repeated course cannot be taken by individual instruction.

**N** is the grade assigned for a course audited or otherwise taken without credit. If an auditor/student stops attending, a grade of **W** is assigned. **W** grades do not affect grade point average (GPA).

**W** may be the grade assigned when an instructor officially withdraws

a student from a course for missing more than 25% of the class meetings. (See Class Attendance Policy)

**WP** is the grade assigned when a student officially withdraws from a course because of a medical emergency or a dire and obvious necessity and has a passing grade at the time of the withdrawal.

**WF** is the grade assigned when a student officially withdraws from a course with a failing grade.

**I** grades are assigned only when, in the judgment of the instructor and Academic Dean, circumstances beyond a student's control prevent a student from completing a course during the regular term.

**X** grades are assigned only when the student has failed to take the final exam because of extreme circumstances.

Such grades are not assigned simply for the convenience of students who wish more preparation time than their classmates. They are calculated as failing grades unless removed by completion of the course requirement within the allotted time.

A student who has an **I** must complete the work by mid-term of the following quarter (for dates, refer to calendar on pages 64-65).

A student who has an **X** grade must present an appropriate excuse to the instructor and take the examination as soon as possible, but no later than two weeks after the end of the relevant quarter.

Assignments submitted late will be penalized ten points for each calendar day it is late.

After a final grade has been submitted, it cannot be changed except with irrefutable evidence that an error has been made.

Grade changes may be initiated no later than mid-term of the following regular quarter (for example, first quarter for fourth quarter grades).

A student will not be given additional time to raise a grade.

## GRADE POINT AVERAGE

Scholarship level is expressed in terms of a grade point average (GPA) calculated by dividing the total quality points earned by the total hours attempted. Quarter and cumulative averages are recorded on the permanent academic record and on quarter grade reports. Averages are used to determine honors, academic probation and suspension, and eligibility for degrees.

## GRADE REPORTS

A report of grades will be provided to each student within fourteen days of the end of a quarter.

## GRADING POLICY/SYLLABUS

A syllabus will be provided to students enrolled in each course no later than the second class meeting. The syllabus will explain both the grading policy and the grading scale.

***Grading Policy.*** The following definitions of letter grades are used.

**A: A student who earns an A grade is one who in most instances:**

1. Demonstrates outstanding scholarship, grasp of subject area, and achievement of specific knowledge and skills.
2. Does assignments thoroughly and accurately. Goes beyond the goals established for the class in achievement and contribution. Independently applies knowledge and skills to new situations.
3. Demonstrates originality and initiative. Shows leadership in class activities.
4. Expresses self clearly and effectively.
5. Evidences unique perception and depth of study in the field.

**B: A student who earns a B grade is one who in most instances:**

1. Demonstrates above-average scholarship and achievement in the subject area, and above-average mastery of specific knowledge and skills.
2. Does assignments less thoroughly and accurately than the A student, but with above-average quality. Occasionally contributes creatively. Usually applies knowledge and skills independently.
3. Demonstrates some originality. Shows some leadership in class activities.
4. Usually expresses self clearly and effectively.
5. Is capable of advanced work in the field.

**C: A student who earns a C grade is one who in most instances:**

1. Demonstrates average scholarship and achievement in the subject area.
2. Is responsible and completes assignments. With help, applies knowledge and skills to new situations.
3. Evidences normal growth in relation to his capacities and skills. Participates in class activities.
4. Frequently requires individual direction and supervision to complete his work.
5. Achieves sufficient subject matter mastery to enable him to proceed to advanced work in the subject but is not capable of extensive advanced work in the field.

**D: A student who earns a D grade is one who in most instances:**

1. Is below average in mastery of the knowledge and skills to be used in new situations.
2. Seldom completes an assignment without instructor direction and encouragement. Seldom applies knowledge and skills to new situations.
3. Evidences little growth other than that developed through class association. Rarely demonstrates originality and initiative.
4. Has difficulty expressing self adequately.
5. Generally fails to make up the work he has missed if absent.
6. Is not likely to be successful in advanced work in the field.

**F: A student who earns an F grade is one who in most instances:**

1. Does not fulfill the course requirements as established by the course of study.
2. Infrequently completes assignments and generally fails to make up work he has missed if absent. Generally does not take part in class activities.
3. Does not or cannot apply knowledge and skills to new situations.
4. Rejects instructor assistance and leadership. Does not demonstrate originality and initiative.
5. Does not express self adequately.
6. Is not capable of advanced work in the field without extensive remediation.

**DISABILITY POLICY**

Southeast Institute of Biblical Studies is committed to providing equal opportunity in education to qualified students. Students with a disability who are prevented from meeting course requirements in the way the course is regularly taught should contact the Academic Dean. Students must provide documentation from an acceptable evaluator in order to receive accommodations.

**ACADEMIC PROBATION**

Any student with a failing grade or a Grade Point Average below 2.0 for a quarter will be placed on Academic Probation the following quarter. A student who does not meet the following criteria while on Academic Probation will be subject to Academic Suspension:

- Cumulative GPA of 2.0 or above
- Quarter GPA of 2.0 or above
- Pass all courses

A student will remain on academic probation until he has removed the “F” grade from his transcript. Failure to remove Academic Probation in a timely manner may be grounds for Academic Suspension at the discretion of the Academic Dean and Director.

Supporters will be informed regarding poor performance. Financial aid provided by the school will be discontinued if the administration determines that a student's work is not satisfactory.

### **ACADEMIC SUSPENSION**

A student on probation who fails to meet the conditions required to continue or remove probation may be suspended from school at the discretion of the Academic Dean and Director. The period for an Academic Suspension is two quarters.

If a student wishes to appeal the suspension, a written appeal must be received by the Academic Dean no later than one week after the student was suspended.

A student who has been suspended must reapply for admission and be accepted before he will be allowed to enroll in further courses at Southeast.

### **PERMANENT RECORDS**

Permanent transcripts are kept by the school and grades are recorded upon the completion of each quarter. The transcript will reflect the progress of the student for each quarter and the cumulative record of the hours attempted, earned, Quality Points, and GPA.

### **TRANSCRIPTS**

A student may request an official transcript for personal use or to be sent to an employer or another institution of higher education. A Transcript Request Form must be completed and recorded in the Office Manager's office in order for an official transcript to be sent. Each request for an official transcript must be accompanied by the required \$2 transcript fee.

### **STUDENT FILES**

The student's academic file is maintained by the Academic Dean. Along with all course grades, the file may also contain information re-



garding other aspects of the student's work and conduct. This information may be reviewed and used by the administrative and academic staff of Southeast for purposes of school business but will not be released to other parties without the written consent of the student.

The student has the following rights:

1. Right to inspect and review your education record within a reasonable time after Southeast receives a request for access. If a student wishes to review his student record, contact the Academic Dean to make the appropriate arrangements.
2. Right to request an amendment of the education record if the individual believes the record is inaccurate or misleading. If a student believes there is an error in the record, he should submit a statement to the official responsible for the record, clearly identifying the part of the record he wants changed and why he believes it is inaccurate or misleading. That office will notify the student of their decision and advise regarding the appropriate steps if he does not agree with the decision.
3. Right to consent to disclosure of personally identifiable information contained in education records. Generally, schools must have written permission from the student in order to release any information from a student's education record. However, Southeast has the right to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest
  - Administrative officials of the school for purposes of academic or administrative decisions
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - To comply with a judicial order or lawfully issued subpoena

- Appropriate officials in cases of health and safety emergencies
- State/local authorities, pursuant to specific State law

## **STUDENT GRIEVANCE/APEAL PROCEDURES**

The nature of a student's grievance determines the path that should be taken for resolution.

1. A grievance regarding any student life issues should be taken to the Dean of Students, Mike Green, 6612 Beaver Ridge Road, Knoxville, TN 37931, (865) 691-7444.
2. A grievance with an instructor regarding any course scheduling, requirements, or grading issue should first be taken to that instructor.

If an academic grievance cannot be resolved with an instructor, the student should submit the grievance in writing to the Academic Dean, Mark Hanstein, 6612 Beaver Ridge Road, Knoxville, TN 37931, (865) 691-7444.

If these efforts are not successful in resolving the grievance, the matter should be taken to the Executive Director, Will Hanstein, 6612 Beaver Ridge Road, Knoxville, TN 37931, (865) 691-7444. The grievance and all related information should be submitted in writing.

Unresolved issues should be taken to the elders of the Karns church of Christ. The grievance with all related information and procedure history should be submitted in writing. Submit this to the elders by turning in the grievance to the administrative assistant of the Karns church of Christ, requesting a meeting with them. Upon review the elders will contact the student and any necessary staff for an official meeting.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization, after exhausting the grievance process at the in-

stitution. The address and phone number are 404 James Robertson Parkway, Nashville, TN 37243-0830, (615) 741-5293.

### **WITHDRAWAL FROM A COURSE**

To withdraw from a course a student should contact the Academic Dean for instructions. Because of the cycle of course offerings at Southeast, there will not be an opportunity to repeat the course for one year.

Withdrawal from a course may carry with it the withdrawal of any financial assistance provided by the school. Upon withdrawal from school the student's supporters will be notified in writing of the situation.

See the paragraphs referring to withdrawal under Academics: "Grades and Grade Point Averages."

### **MEDICAL WITHDRAWAL**

A student may petition the Academic Dean to be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or injury, prevent the student from continuing classes. The medical withdrawal covers both physical and psychological health difficulties. The student must submit with the petition official documentation from a healthcare provider showing the following information: (1) the date of onset of illness, (2) the dates the student was under professional care, (3) the general nature of the student's medical condition, (4) why or how it is preventing or prevented the student from completing the quarter, and (5) the last date the student was able to attend classes. The letter or documentation from the healthcare provider must be on the provider's letterhead stationery.

A medical withdrawal may carry with it the withdrawal of any financial assistance provided by the school. Upon withdrawal from school the student's supporters will be notified in writing of the situation. For additional information about a medical withdrawal, please contact the Academic Dean.

## **TRANSFER OF CREDIT TO SOUTHEAST**

Students who have college credit from another institution must have official transcripts sent to Southeast before the proposed transfer credit(s) will be considered.

If the student wishes to have any courses considered to be applied to the Southeast curriculum, he will need to submit a written request outlining the courses completed and the comparable courses in the Southeast program. The school may request a course description and/or course syllabus for evaluation.

No more than 50 quarter hours of transfer credit will be accepted to be applied toward the Southeast degree program.

## **TRANSFER OF CREDIT FROM SOUTHEAST**

The Southeast Institute of Biblical Studies is approved by the Tennessee Higher Education Commission to offer the two-year degree program currently described in this catalog. Southeast, however, is not accredited by a regional accrediting agency.

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred. Students wishing to further their education are strongly encouraged to do so; Southeast will cooperate with each school to provide official transcripts, course descriptions, and syllabi as requested.

## **CLASS ATTENDANCE POLICY**

Students, including those in the Women's Program, are expected to attend class. Southeast maintains that a strong correlation exists between class attendance and academic success. Students are allowed one absence per class (excused or unexcused) without penalty. Any unexcused absence following that will be subject to a point deduction from the final grade (3 day/week class = 5 points; 2 day/week class = 7 points; 1 day/

week class = 15 points). Excused absences will carry no penalty, unless the maximum absence limit has been reached (see following paragraph).

Students who miss 25% or more of the scheduled meetings of a class will be dropped from the class and receive a grade of "F." Every absence, whether excused or unexcused, will count toward determining whether students have missed 25% of all scheduled class meetings (3 day/week classes = 6 classes; 2 day/week = 4; 1 day/week = 3). Absences due to late registration will be included in the above percentage.

The student must explain any absence to the Academic Dean within one week of return to class. The student must fill out an explanation form, which can be obtained from the Office Manager. If no explanation is given within one week, the absence will be counted unexcused.

Three tardies will count as one unexcused absence for classes that meet three times per week. Two tardies will count as one absence for classes that meet twice per week. Both will apply toward the class attendance requirement previously explained.

In extreme situations, students may appeal their grade of "F" to the Academic Dean. This must be done within five school days following the dismissal from class. Students should continue to attend class until appeals have been decided.

Any student receiving a "F" for failure to attend class must repeat the course; the course may not be repeated by means of Individual Instruction.

### **EXCUSED ABSENCES**

Absences for officially-approved school business and/or trips, illness generally accompanied by a doctor's note, or a death in the student's immediate family are excusable and will not be penalized provided they are explained within one week of the student's return to class; otherwise, the absence will be counted unexcused.

## MAKE-UP WORK

Teachers may assign reasonable and relevant makeup work for **excused absences**. In case a student misses an examination and has an excused absence, the teacher may give a makeup examination or average other test grades without considering the examination material. **Final exams must be taken**. A student may not be penalized for missing an examination when the student has a clearly demonstrated excusable absence.

## UNEXCUSED ABSENCES

Teachers may assign reasonable and relevant makeup work or give a makeup examination for any or all missed assignments for an unexcused absence **but are not under obligation to do so. There will be no make-up exam for an unexcused absence from an exam.**

## ACADEMIC DISHONESTY

Academic dishonesty is not in keeping with Christian principles or the standards of Southeast Institute of Biblical Studies. The following are examples of academic dishonesty:

***Cheating:*** intentionally using or attempting to use unauthorized materials, information, or study aids in any form of work submitted for credit.

***Fabrication:*** intentionally falsifying or inventing any data, information, or citation in an academic exercise.

***Facilitating academic dishonesty:*** helping or attempting to help another to violate any portion of the Academic Dishonesty policy.

***Plagiarism:*** adopting or reproducing another author's ideas, words, or statements as one's own without proper acknowledgment.

Along with possible disciplinary action by the Academic Dean, a student who is dishonest in a course, at the discretion of the instructor, may be given a failing grade and dropped from the course.

## ACADEMIC PETITIONS

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### EXCEPTIONS

Academic policies are set by the Southeast Institute of Biblical Studies for the successful completion of the program of study within the time limits. Any exceptions, exemptions, changes, or deferrals should be submitted on the appropriate form to the Academic Dean.

Once a decision has been made by the administration, the student will be notified and will receive a copy of the approval.

If the request is denied, the student will have one week to appeal the decision (See Student Grievance/Appeals Procedures).

### PETITION FOR INDIVIDUALIZED INSTRUCTION

If a student needs a catalog course at a time when it is not scheduled because of an approved Medical Withdrawal or withdrawal for a dire and obvious necessity, individual instruction may be possible. **Students who have failed a regular course cannot replace the grade by taking the course through individual instruction.**

The course must be completed in a timely manner not to exceed the eight-week quarter time limit.

The Individualized Instruction course will have the same course ID as the catalog course.

The instructor who agrees to provide individual instruction will meet with the student at least once a week. Grading will be conventional.

A student may apply to the Academic Dean for Individualized Instruction.

## GRADUATION REQUIREMENTS

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Students graduate under the requirements of the catalog that was in force when they entered the Southeast program. As courses and curricula are updated and reorganized, some courses may be removed from course offerings or merged with other courses. This transition of programs may require academic program substitutions for courses affected by these changes.

These substitutions will be considered on a case-by-case basis. Southeast will work with each student to provide the best program of study for the successful completion of the course work.

The *Bachelor of Biblical Studies* will be awarded upon conclusion of the two-year curriculum provided the following requirements have been met:

1. The student has completed all prescribed courses.
2. An overall Grade Point Average (GPA) of 2.0 (C) has been maintained.
3. Any class grade of F has been resolved satisfactorily.
4. The student has participated satisfactorily in all practical experience activities.
5. The student has demonstrated that his attitude and conduct has been consistent with the purposes of Southeast.
6. The student has completed the Exit Examination.
7. The student has a final Exit Interview with the Executive Director and the Karns church of Christ elders.

### GRADUATION

Graduation exercises are held upon completion of the Fourth Quarter. For those students who complete their program of study other than at the regular time, the Southeast staff will make accommodations for participating in the graduation exercises.



**WOMEN'S ENRICHMENT**

Upon successful completion of enrichment classes, women will be awarded a *Recognition of Completion* at the graduation exercise.

## PROGRAM OF STUDY

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### BACHELOR OF BIBLICAL STUDIES AUGUST ENROLLMENT 2023–2025

#### First Year:

##### August Quarter (Freshman)

BIB111 .....	Genesis
BIB121 .....	Gospel of Matthew
BIB142 .....	Personal Evangelism
COM141 .....	Research Principles & Practice
DOC133.....	Interpreting the Bible
WRK131.....	Workshop 1 (PTP)

##### October Quarter (Freshman)

BIB112 .....	Life of Moses
BIB141 .....	Missions
COM142 .....	Technology in Preaching & Teaching
COM143 .....	Homiletics 1
LAN161 .....	New Testament Greek 1
CAM141.....	Evangelistic Campaign 1
PRC131 .....	Practicum 1 (Strategies for Church Growth)

##### January Quarter (Sophomore)

BIB221 .....	1 Corinthians
BIB222 .....	Galatians, Ephesians, Colossians & Philemon
BIB224 .....	Acts
BIB243 .....	Educational Work of the Church
LAN261 .....	New Testament Greek 2
LEC231 .....	Lectureship 1 (FHU)
PRC231 .....	Practicum 2 (Leadership/Project Mgmt)

**March Quarter (Sophomore)**

BIB211 .....	Joshua, Judges, & Ruth
BIB212 .....	Life of David
BIB213 .....	Psalms
BIB223 .....	1, 2 Thessalonians & Philippians
LAN262.....	New Testament Greek 3
CAM241.....	Evangelistic Campaign 2
LEC232 .....	Lectureship 2 (Southeast)

**Second Year:****August Quarter (Junior)**

BIB311 .....	Kings of Israel & Judah
BIB322 .....	Romans
BIB341 .....	Preacher & His Work
COM341 .....	Homiletics 2
DOC332.....	Denominational Doctrines
WRK331.....	Workshop 2 (PTP)

**October Quarter (Junior)**

BIB312 .....	Prophets 1
BIB321 .....	General Epistles
BIB324 .....	2 Corinthians
DOC333.....	Christian Evidences
HIS351 .....	Church History
CAM341.....	Evangelistic Campaign 3
PRC331 .....	Practicum 3 (Taxes/Money Management)

**January Quarter (Senior)**

BIB411 .....	Prophets 2
BIB413 .....	Poetical Books
BIB421 .....	Gospel of John; 1, 2, 3 John
BIB422 .....	Hebrews
DOC433.....	Christian Ethics
LEC431 .....	Lectureship 3 (FHU)
PRC431 .....	Practicum 4 (Counseling)

**March Quarter (Senior)**

BIB412 .....	Prophets 3
BIB423 .....	1, 2 Timothy & Titus
BIB424 .....	Revelation
DOC431.....	The Godhead
HIS451 .....	American Restoration Movement
CAM441.....	Evangelistic Campaign 4
LEC432 .....	Lectureship 4 (Southeast)

**BACHELOR OF BIBLICAL STUDIES  
JANUARY ENROLLMENT 2024-2025**

**First Year:****January Quarter (Freshman)**

BIB221 .....	1 Corinthians
BIB222 .....	Galatians, Ephesians, Colossians & Philemon
BIB224 .....	Acts
BIB243 .....	Educational Work of the Church
BIB421 .....	Gospel of John; 1, 2, 3 John
LEC231 .....	Lectureship 1 (FHU)
MIN231 .....	Practicum 2 (Leadership/Project Mgmt)

**March Quarter (Freshman)**

BIB211 .....	Joshua, Judges, & Ruth
BIB212 .....	Life of David
BIB213 .....	Psalms
BIB223 .....	1, 2 Thessalonians & Philippians
DOC431 .....	The Godhead
CAM241 .....	Evangelistic Campaign 2
LEC232 .....	Lectureship 2 (Southeast)

**August Quarter (Sophomore)**

BIB111 .....	Genesis
BIB121 .....	Gospel of Matthew
BIB142 .....	Personal Evangelism
COM141 .....	Research Principles & Practice
DOC133.....	Interpreting the Bible
WRK131.....	Workshop 1 (PTP)

**October Quarter (Sophomore)**

BIB112 .....	Life of Moses
BIB141 .....	Missions
COM142 .....	Technology in Preaching & Teaching
COM143 .....	Homiletics 1
LAN161.....	New Testament Greek 1
CAM141.....	Evangelistic Campaign 1
PRC131 .....	Practicum 1 (Strategies for Church Growth)

## Second Year:

### January Quarter (Junior)

BIB411 .....	Prophets 2
BIB413 .....	Poetical Books
BIB422 .....	Hebrews
DOC433.....	Christian Ethics
LAN261.....	New Testament Greek 2
LEC431 .....	Lectureship 3 (FHU)
PRC431 .....	Practicum 4 (Counseling)

### March Quarter (Junior)

BIB412 .....	Prophets 3
BIB423 .....	1, 2 Timothy & Titus
BIB424 .....	Revelation
HIS451 .....	American Restoration Movement
LAN262.....	New Testament Greek 3
CAM441.....	Evangelistic Campaign 4
LEC432 .....	Lectureship 4 (Southeast)

### August Quarter (Senior)

BIB311 .....	Kings of Israel & Judah
BIB322 .....	Romans
BIB341 .....	Preacher & His Work
DOC332.....	Denominational Doctrines
COM341 .....	Homiletics 2
WRK331.....	Workshop 2 (PTP)

**October Quarter (Senior)**

BIB312 .....Prophets 1  
BIB321 ..... General Epistles  
BIB324 .....2 Corinthians  
DOC333.....Christian Evidences  
HIS351 .....Church History  
CAM342..... Evangelistic Campaign 3  
PRC331 ..... Practicum 3 (Taxes/Money Management)

## COURSE DESCRIPTIONS

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### OLD TESTAMENT

#### **BIB111. Genesis. (5 hours)**

##### *August Quarter*

A study of fundamental universal themes in chapters 1-11 and the foundational themes associated with the development of Israel in chapters 12-50. The nature of God, the nature of man, creation, sin, forgiveness, covenant, promise, judgment, and the plan of redemption will be among the key areas of development.

#### **BIB112. Life of Moses. (5 hours)**

##### *October Quarter*

An examination in Exodus through Deuteronomy of the narrative begun in Genesis. This class will move from Egyptian Bondage to Israel's Exodus to the Wilderness Wandering and to the time when Moses addresses the nation just prior to the entrance to the Promised Land. God's deliverance, His fidelity to His Promises, and His law for Israel will be developed in detail.

#### **BIB211. Joshua, Judges, & Ruth. (5 hours)**

##### *January Quarter*

A study of Israel's history following the periods of Egyptian slavery and wilderness wandering. This course explores Israel from its entrance into Canaan through the period of the judges. It emphasizes God's faithfulness to Israel, and Israel's many breaches of the Abrahamic covenant.

#### **BIB212. The Life of David. (5 hours)**

##### *March Quarter*

A study of Israel's history during the united kingdom period beginning with 1 Samuel and continuing through 1 Kings 11. This course focuses on the reign and character of David and the development of the kingdom during his lifetime. Attention is given to the genealogical connections of David from Genesis to the Christ.



**BIB213 Psalms. (5 hours)***March Quarter*

The book of Psalms covers such divine topics as praise, mourning, imprecation, religious perplexities, historical remembrance, and Messianic predictions. The nature of Hebrew poetry shines most brightly in this extremely influential book that delves deeply into the nation's ethos.

**BIB311. Kings of Israel & Judah. (5 hours)***August Quarter*

An examination of Israel's history from Kings, Chronicles, Ezra, Nehemiah, and Esther from the time of Rehoboam to the period of restoration. This class covers the kings of Israel and Judah, the downfall and captivity of both kingdoms, and the exilic and post-exilic periods.

**BIB312. Prophets 1. (5 hours)***October Quarter*

An examination of how Isaiah and Jeremiah cover the historical range from the fall of the Northern Kingdom of Israel to the fall of Judah, Jerusalem, and the temple. Prophetically, the time from Babylon to the Messiah will be emphasized with the often "layered" or typical nature of biblical prophecy considered.

**BIB411. Prophets 2. (5 hours)***January Quarter*

A study of the varied perspectives of Daniel and Ezekiel in Babylonian Captivity. Contemporary history, the nature of apocalyptic literature, and the prophetic flow from four successive regional empires to the Messianic Kingdom will receive special attention.

**BIB412. Prophets 3. (5 hours)***March Quarter*

A study of the twelve Minor Prophets as they cover events from the Divided Kingdom to the return from Babylonian Captivity. Personality studies, the hope of a Messiah, God's approach to prophecy, and the diminishing of God's temporal blessings for His people will receive special attention.

**BIB413. Poetical Books. (5 hours)***January Quarter*

An examination of Old Testament wisdom literature (Job, Proverbs, Ecclesiastes, and Song of Solomon) with special attention given to the literary forms, historical settings and messages of each book. Specific attention is given to the moral and religious values of each book.

**NEW TESTAMENT****BIB121. Gospel of Matthew. (5 hours)***August Quarter*

A study of the apostle Matthew's account of the life and teachings of Jesus. Additional emphasis is given on the historical circumstances of the book, word studies, as well as practical application of our Lord's teachings to contemporary situations.

**BIB221. 1 Corinthians. (5 hours)***January Quarter*

A consideration of Paul's involvement with the congregation at Corinth. Attention is given to problems in Corinth and the solutions given by Paul. What the Bible says regarding church discipline, worship, the gifts of the Holy Spirit, and Paul's apostleship are considered.

**BIB222. Galatians, Ephesians, Colossians, & Philemon. (5 hours)***March Quarter*

An in-depth study of these particular New Testament epistles. Attention is given to the specific issues discussed by the apostle Paul in each book along with practical application for today's church.

**BIB223. 1, 2 Thessalonians & Philippians. (5 hours)***March Quarter*

A careful textual study of these epistles written to two churches in Macedonia. Attention is given to Paul's teaching on the second coming, the man of sin, fellowship, unity, and the other Christian responsibilities stressed in these books.

**BIB224. Acts. (5 hours)***January Quarter*

An examination of the bridge between the gospel narratives and the epistles. The incomplete business of the gospels, the coming of the Holy Spirit, the founding of the church, and the early days of the Great Commission will be covered in this class.

**BIB321. General Epistles. (5 hours)***August Quarter*

An examination of the practical wisdom of James, the fiery trials facing Christians in I Peter, the encouragement and warnings of II Peter, and Jude's plea to "contend earnestly for the faith" as his audience is troubled by false teachers.

**BIB322. Romans. (5 hours)***October Quarter*

A verse by verse study of Paul's epistle to the Romans. Attention is given to the problem of sin, the gospel message, grace, the relationship between faith and works, and the doctrine of justification.

**BIB324. 2 Corinthians. (5 hours)***October Quarter*

A thorough analysis of Paul's second epistle to the church at Corinth. Attention is given to Paul's defense of his apostleship as well as the other particular features of this letter along with relevant practical applications.

**BIB421. Gospel of John; 1, 2, 3 John. (5 hours)***January Quarter*

A study of the major introductory questions to the Gospel of John. The course will focus on an in-depth study of key passages. Applications for the 21<sup>st</sup> century servant will be emphasized. Additionally, the thematically related Johannine Epistles will be explored.

**BIB422. Hebrews. (5 hours)***January Quarter*

A survey of the life of faith. This course emphasizes Christ as the better messenger, the better high priest, and the provider of a better way stressing the superiority of the Gospel over the law.

**BIB423. 1, 2 Timothy & Titus. (5 hours)***March Quarter*

A verse by verse study of the pastoral epistles. Specific attention is given to the work and the conduct of preachers. Practical applications of the text of these epistles is stressed.

**BIB424. Revelation. (5 hours)***March Quarter*

An analysis of the text with specific attention given to historical background (apocalyptic and first century) and various interpretive approaches. It will include selected exegeses of key passages dealing with historical and contemporary issues such as eschatology, premillennialism, and literal versus figurative applications.

**DOCTRINAL****DOC133. Interpreting the Bible. (5 hours)***August Quarter*

A study of the principles and rules which make possible a correct interpretation of the Bible. Consideration is given to how to interpret properly different literary genres. This course emphasizes examples of legitimate interpretation and gives the student opportunity to apply biblical principles of interpretation.

**DOC332. Denominational Doctrines. (5 hours)***August Quarter*

A study of denominational doctrines in light of Biblical teaching. Emphasis is given to the identity, establishment, and organization of the New Testament church. The course is designed to help Bible students be equipped to discuss biblical teachings with members of denominations.

**DOC333. Christian Evidences. (5 hours)*****January Quarter***

An examination of the evidences which prove the Christian faith is from God. The arguments for the existence of God, the inspiration of the Bible, and the deity of Jesus are considered in detail. Attention is given to systems of thought which oppose the Christian faith, and a response to each is offered.

**DOC431. The Godhead. (5 hours)*****March Quarter***

An advanced study of the definition and attributes of God. Consideration is given to Biblical teaching regarding the deity of Christ, the person and work of the Holy Spirit, and the doctrine of the Trinity.

**DOC433. Christian Ethics. (5 hours)*****January Quarter***

A study of various systems of ethics and how they affect conduct. These systems are evaluated in light of biblical truth.

**LEC231, 232, 431, 432. Lectureship 1, 2, 3, 4. (1 hour each)*****January & March Quarters***

Annual attendance at both the Freed-Hardeman Lectureship and Southeast Lectureship. The student will attend each event twice over the course of two years and a written assignment will be required.

**PRC131, 231, 331, 431. Practicum 1, 2, 3, 4. (1 hour each)*****October & January Quarters***

Emphasis on participation in ministry through class discussions of questions and issues raised by the student. Training is given in a wide variety of proficiencies typically required in ministry.

**WRK131, 331. Workshop 1, 2. (1 hour each)*****August Quarter***

Active participation of each student in a series of varied workshop opportunities offered at *Polishing the Pulpit*. This annual presentation contains a wide variety of tracks a student may elect to follow that are dedicated to church teaching and practice.

## **PRACTICAL**

### **BIB141. Missions. (5 hours)**

#### ***October Quarter***

An study of long-term and short-term missions strategies, as well as the role of the overseeing/sponsoring congregation. Further, the course emphasizes understanding the role of short-term missions in the mission field's long-term strategy, choosing a field for service, and the obligation of all Christians to support overseas efforts.

### **BIB142. Personal Evangelism. (5 hours)**

#### ***August Quarter***

A survey of various approaches commonly used in personal evangelism with an overriding emphasis on allowing Jesus to be our primary model. The class will allot considerable time for discussion and role-playing examples and will stress making a special effort to become more evangelistically active.

### **BIB243. Educational Work of the Church. (5 hours)**

#### ***January Quarter***

An evaluation of a variety of different modern educational theories in view of the teaching methods of Jesus. Applications will be made to personal and congregational instructional/growth goals. Additionally, students will be taught how educational goals address various facets of life and how this affects both preaching and teaching.

### **BIB341. Preacher & His Work. (5 hours)**

#### ***August Quarter***

A practical approach to the everyday life of the preacher. The course emphasizes the biblical principles requisite for successful ministering. Attention is given to all aspects of the work of the preacher.

### **CAM141, 241, 341, 441. Campaign 1, 2, 3, 4. (1 hour each)**

#### ***October & March Quarters***

Supervised preaching and teaching opportunities for students as they work with selected congregations to canvas neighborhoods for people interested in Bible study.

**COM141. Research Principles & Practice. (5 hours)*****August Quarter***

A course in basic English and writing skills, MLA format, as well as research methods, and use of resources.

**COM142. Technology in Preaching & Teaching. (5 hours)*****October Quarter***

A course in the basics of the Logos Bible software computer program, as well as using other computer and internet opportunities for Bible study and teaching.

**COM143. Homiletics 1. (5 hours)*****October Quarter***

A study of principles and techniques of preparing and delivering sermons. Students will learn how to outline and present topical and textual sermons. Practical exercises will help students develop their skills.

**COM341. Homiletics 2. (5 hours)*****October Quarter***

An advanced sermon preparation course. Specific attention is given to the art of expository preaching. A variety of methods will be utilized to assist in improving sermon design and delivery.

**HISTORY****HIS351. Church History. (5 hours)*****August Quarter***

An overview of church history from the establishment of the church in the first century to the beginnings of the American Restoration Movement. Attention will be given to early controversies and councils, the emergence of the Roman Catholic Church, and the development of the Reformation Movement.

**HIS451. American Restoration Movement. (5 hours)*****March Quarter***

An overview of the various historical movements related to the restoration of New Testament Christianity. Attention will be given to the doctrinal concepts and historical setting of these movements. The Restoration Principle will be examined and applied. Special attention is given to key figures in the development of the Restoration Movement.

**LANGUAGE****LAN161. New Testament Greek 1. (5 hours)*****October Quarter***

A study of the basic vocabulary, grammar, and syntax of the Greek New Testament.

**LAN261. New Testament Greek 2. (5 hours)*****January Quarter***

A continuation of LAN161 including rudimentary translation of New Testament passages.

**LAN262. New Testament Greek 3. (5 hours)*****March Quarter***

A continuation of LAN261 with emphasis on translation of selected New Testament passages beginning with the Epistle of 1 John.



## **WOMEN'S PROGRAM CLASSES**

### **181. Old Testament Survey. (2 hours)**

*August Quarter, Even Years*

An overview of the entire Old Testament, with particular emphasis on God's scheme of redemption from the Garden of Eden through the Post-Exilic period.

### **182. Life of Christ. (2 hours)**

*October Quarter, Even Years*

A comprehensive study, both thematically and chronologically, of the earthly life and ministry of the Lord Jesus Christ. Particular emphasis will be given to his fulfillment of God's scheme of redemption.

### **183. Acts. (2 hours)**

*January Quarter, Odd Years*

A study of the inception and early history of the church, with particular emphasis given to its role in God's scheme of redemption.

### **184. Survey of the NT Epistles. (2 hours)**

*March Quarter, Odd Years*

An overview of the New Testament epistles from Romans through Revelation, with particular emphasis to its relationship in God's scheme of redemption.

### **185. Christian Evidences. (2 hours)**

*August Quarter, Odd Years*

An examination of the evidences that prove the Christian faith is from God. Emphasis is given to arguments for the existence of God, the inspiration of the Bible, and the deity of Jesus.

### **186. Biblical Interpretation. (2 hours)**

*October Quarter, Odd Years*

An examination of the proper study, interpretation, and application of the Biblical text.

**187. Major Bible Doctrines. (2 hours)*****January Quarter, Even Years***

A study of several controversial doctrinal areas such as: authority of Scripture; role of women; marriage, divorce, and remarriage; premillennialism; instrumental music in worship; uniqueness of the church; grace; church cooperation; church discipline; etc.

**188. The Godhead. (2 hours)*****March Quarter, Even Years***

A biblical study of the nature, attributes, and work of the Father, Son, and Holy Spirit.

**191. Principles of Teaching. (2 hours)*****August Quarter, Even Years***

A practical study of the methods and techniques for teaching cradle roll through women's adult classes.

**192. Developing a Servant's Heart. (2 hours)*****October Quarter, Even Years***

An examination of how a Christian woman can develop an unselfish heart for Christ-like service and influence, both in the church and community.

**193. The Christian Home. (2 hours)*****January Quarter, Odd Years***

A study of God's plan for the home as revealed in the Bible. Consideration is given to God's purpose for the home, the wife's relationship to her husband, and the mother's role in the spiritual development of her children.

**194. Personal Spiritual Growth. (2 hours)*****March Quarter, Odd Years***

A practical study of the need for and methods of personal, spiritual growth for the Christian woman.

**195. Women and Missions. (2 hours)*****August Quarter, Odd Years***

A study of the history, opportunities, and challenges relating to women and their work in God's kingdom. Both foreign and domestic missions will be covered, including aspects of the work of a preacher's wife.

**196. Women of the Bible. (2 hours)*****October Quarter, Odd Years***

A study of various women in the Bible, noting lessons that can be learned from their lives and pertinent applications to the present day.

**197. Principles of Communication. (2 hours)*****January Quarter, Even Years***

A study of various communication methods, including public speaking, writing, PowerPoint techniques, etc.

**198. Personal Evangelism. (2 hours)*****March Quarter, Even Years***

A study of various methods a Christian woman can employ to evangelize her community and encourage the local congregation to be more evangelistic.

## **ADDITIONAL SCHOOL POLICIES**

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### **COURSE EVALUATIONS**

Courses will be evaluated each quarter during the last week of classes. Evaluations will cover the course content and instructor performance. All responses are confidential. Evaluations are processed and results submitted to the Director. Results are reviewed during faculty evaluations.

### **DISCIPLINARY ACTIONS**

Disciplinary matters are handled by the Dean of Students. A record of any disciplinary action will be maintained in the student's permanent file.

### **DISCIPLINARY PROBATION**

Any student or student wife who fails to adhere to the Code of Conduct (pp. 70-75) will be subject to Disciplinary Probation. Repeated infractions will result in a verbal warning from the Dean of Students regarding the nature of the infraction and the conduct expected in the future. An additional infraction within the same quarter of any part of the Code of Conduct will result in both a verbal and written warning, as well as placement on Disciplinary Probation for the duration of the current quarter and the entirety of the next.

Any violation while on Disciplinary Probation will result in Disciplinary Suspension. Depending on the nature and seriousness of an infraction, as well as the discretion of the Dean of Students and Director, a student may receive Disciplinary Probation or Suspension upon their first infraction, or repeated infractions over a longer period of time, without any warning from the Dean of Students.

While on Disciplinary Probation, a student will adhere to the following additional guidelines:

1. Adhere to all Conduct and Academic Guidelines.
2. Attend all services and functions of the Karns church of Christ and Southeast Institute of Biblical Studies.
3. Refrain from preaching out.

### DISCIPLINARY SUSPENSION

A student on Disciplinary Probation who fails to meet the conditions required may be suspended at the discretion of the Dean of Students and Executive Director. The period for Disciplinary Suspension is two quarters following the dismissal quarter. A student who has received Disciplinary Suspension will be required to do the following before returning to school:

1. Reapply to SEIBS.
2. Explain, in writing, how he has matured and changed so a recurrence of Disciplinary Probation will be avoided.
3. Any student readmitted following Disciplinary Suspension will automatically be on Disciplinary Probation for the first two quarters of their re-enrollment.

A student who has received Disciplinary Suspension may appeal their suspension in writing to the Dean of Students within one week of the date of the suspension.

The Southeast Institute of Biblical Studies reserves the right to deny readmission to a student at the beginning of any quarter or to dismiss him at any time if, in the judgment of the staff, it is thought his enrollment is detrimental to the school.

**PROGRESS INTERVIEWS**

Students may be interviewed from time to time to evaluate their progress. Areas may include devotional/spiritual life, family life, academics, interpersonal relationships, and any other potential issues that might impact student success. Assistance will be provided as needed to help the student successfully complete the program of study.

**WEATHER POLICY**

In the event of inclement weather, the Academic Dean, in consultation with the Executive Director, will determine the cancellation of classes or modifications to the class schedule. Students will be notified as soon as possible by either an email or text message.

## ADMINISTRATION

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### ELDERS, KARNS CHURCH OF CHRIST

Dave Benner  
Terry Clark  
John Seibel  
Jeff Snyder  
Tony Williams  
Gary Woodall  
Gregg Woodall

### EXECUTIVE DIRECTOR

Will Hanstein

### ADMINISTRATIVE STAFF

Karen Harty ..... Office Manager  
Kim Higginbotham..... Librarian  
Shirley Lyell..... Secretary Southeast/Karns church of Christ  
Sherrye Woodall..... Bookkeeper Southeast/Karns church of Christ

## **FACULTY**

### **Will Hanstein, *Executive Director, 2015***

Will Hanstein has earned the following degrees: B.A. (Bible), Freed-Hardeman University; M.A. (New Testament), Freed-Hardeman University. He is currently enrolled in the PhD leveling program at Southern Baptist Theological Seminary. He has preached since 1994 for churches in Tennessee, Texas, and Colorado. Before coming to Southeast, Will served as the Dean of Graduate Studies for the Bear Valley Bible Institute of Denver.

### **Mike Green, *Dean of Students, 2023***

Mike Green has earned the following degrees: B.A. (Biblical Studies), Bear Valley Bible Institute of Denver; M.A. (New Testament), Amridge University. He is currently enrolled in the M.Div. program at Freed-Hardeman University. He has preached since 2004 for churches in Florida, Washington, Kentucky, and Virginia. Prior to coming to Southeast, Mike was the pulpit minister for the Cawson Street church in Hopewell, VA.

### **Mark Hanstein, *Academic Dean, 2016***

Mark Hanstein has earned the following degrees: B.A. (Bible), Oklahoma Christian University; M.A. (Theological Studies), Austin Graduate School of Theology. He has preached full-time since 1975 for churches in California, Colorado, and Texas. Before coming to Southeast, he served as Academic Dean and instructor with the Bear Valley Bible Institute at Denver, CO. Mark also served as an elder for the Bear Valley congregation from 2006-2016.

### **Rick Harrison, *Director of Development, 2023***

Rick Harrison has earned the following degrees: B.A. (Bible), Freed-Hardeman University. He is currently enrolled in the M.Div. program at Heritage Christian University. He has preached since 1995 for churches in Tennessee, Georgia, and California. Before coming to Southeast, Rick was the pulpit minister for the Pleasant Hill church of Christ in Pleasant Hill, CA.



**Fredrick Klein, *Dean of Admissions, 2021***

Fredrick Klein has earned the following degrees: B.A. (Psychology), University of Colorado Denver; B.S. (Theology), Bear Valley Bible Institute of Denver; M.Div. (Theology), Freed-Hardeman University. He has preached since 2009 for churches in South Dakota, Colorado, and Michigan. Fredrick currently preaches for the Southside church of Christ in Grand Rapids, MI.

**David Lipe, *Fundraising, 2012***

David Lipe has earned the following degree: Ph.D. (Philosophy), University of Tennessee. He has preached since 1967 in Mississippi, Tennessee, and Alabama. He taught at FHU for 20 years and was the Director at Southeast from 2012-2014. David currently preaches for the Cherry Creek church of Christ in Sparta, TN.

**ADJUNCT FACULTY****Bill Bryant, *Instructor, 2005***

Bill Bryant has received educational training in the following institutions: Certificate (Bible), East Tennessee School of Preaching and Missions; B.A. (Biblical Studies), Southeast Institute of Biblical Studies. He has done additional work at the University of Tennessee and University of Cincinnati. He has preached since 1985 for congregations in Ohio, Mississippi, and Tennessee. Bill currently serves as the pulpit minister for the Wooddale church of Christ, in Knoxville, TN.

**Charles Caruthers, *Instructor, 2020***

Charles Caruthers received an A.A. (Electronic Engineering), Nashville State Community College; B.A. (Biblical Studies), Southeast Institute of Biblical Studies. He has preached for churches in Alabama and Tennessee. Charles is currently working with the McDonald Drive congregation in Knoxville, TN.

**Spencer Clark, *Instructor, 2022***

Spencer Clark has earned the following degrees: B.A. (Bible), Freed-Hardeman University; M.Div. (New Testament), Freed-Hardeman University. He has preached since 2011 for churches in Tennessee, South Carolina, and Kentucky. Spencer currently serves as the youth minister for the Karns church of Christ.

**Robert E. Cowles, *Instructor, 1989***

Bob Cowles has earned the following degrees: A.A., Southeast Missouri State University; B.S., Southeast Missouri State University; B.A., Harding University; M.A., Alabama Christian School of Religion; M.Div., Harding Graduate School of Religion. He has preached since 1976 in both Missouri and Tennessee. Bob currently preaches for the Norwood church of Christ in Knoxville, TN.

**Timothy A. Forlines, *Instructor, 1992***

Tim Forlines has earned the following degrees: Certificate in Bible from East Tennessee School of Preaching and Missions; B.A. (Biblical Studies), Southeast Institute of Biblical Studies; B.S., Bluefield State College. Tim has been preaching since 1982 and is the preacher for the Claxton congregation in Powell, TN.

**Gary Hampton, *Instructor, 2006***

Gary Hampton has earned the following degree: B.A. (Bible), Freed-Hardeman University. He has been preaching since 1968 for congregations in Arkansas, Alabama, Georgia, Tennessee, and Mississippi. He also served as the Director of the Southeast Institute of Biblical Studies from 2006 until 2012. Currently, he is the preacher for the Siwell Road church of Christ in Jackson, MS.

**Steve Higginbotham, *Instructor, 2010***

Steve Higginbotham has earned the following degree: B.S. (Bible), Freed-Hardeman University. He is continuing his graduate work at Freed-Hardeman University. He has served congregations in West Virginia and Kentucky, and is currently the pulpit minister for the Karns church of Christ.

**Jim Laws, *Instructor, 2016***

Jim Laws has earned the following degrees: J.D., Concord Law School; Ph.D., Tennessee Bible College; M.Th., Harding University; B.A., David Lipscomb University. He has preached since 1970 for churches in Tennessee, Texas, and California. Presently, he is the minister for the Broadway church of Christ in Tyler, TX.

**Brett Rutherford, *Instructor, 2017***

Brett Rutherford has earned the following degrees: B.A. (History/Archaeology) University of Memphis; M.A. (Ancient History) University of Memphis. He is also a graduate of the Memphis School of Preaching. Brett has been preaching since 1995 and currently serves as the preacher for the Mersey Bluff congregation in Devonport, Tasmania, Australia.

**Conrad Slate, *Guest Lecturer, 2019***

Conrad Slate has earned the following degrees: B.S., History, Tennessee Tech; M.S., Financial Services, The American College. He also holds the following professional certifications: Chartered Life Underwriter (CLU); Chartered Financial Consultant (ChFC); Life Underwriter Training Council Fellow (LUTCF); Certified Family Business Specialist (CFBS); Special Needs Planner. He is currently an owner of Slate, Disharoon, Parrish & Assoc., LLC, where he practices as a fee-based financial planner.

**Wes Smith, *Instructor, 2017***

Wes Smith has earned the following degrees: B.A. Texas Tech; M.B.A., St. Mary's University. He holds the following certifications: CPIM (Certified in Production and Inventory Management) from ASCM; PMP (Project Management Professional) from PMI. He also serves as a Corporate Fellow at the University of Houston Downtown teaching Strategy and Supply Chain classes. He is an elder at the church of Christ in Champions, in Houston, TX.

**Tony Turner, *Instructor, 2021***

Tony Turner has earned the following degrees: BS (Behavioral Science and Leadership), United States Military Academy; MA (Psychology), University of Saint Mary. He is retired from the Oak Ridge National Laboratory and from the United States Army. He served as an elder at the Karns church of Christ from 2014-2022.

**Bart Warren, *Instructor, 2023***

Bart Warren has earned the following degrees: B.S. (Accounting), Oklahoma Christian University; M.A. & M.Div., Freed-Hardeman University; M.A. (Christianity & Classical Studies), Knox Theological Seminary. He is currently pursuing a PhD (Philosophy & Apologetics) at the Southern Baptist Theological Seminary. He has preached since 2003 for churches in Tennessee and Kentucky. Bart is currently the pulpit minister for the South Green St. church of Christ in Glasgow, KY.

**Gregg Woodall, *Guest Lecturer, 2002***

Gregg Woodall has earned the following degrees: A.A., Freed-Hardeman University; B.B.A. Middle Tennessee State University. He holds the following certifications: Tennessee State Board of Accountancy – Certified Public Account; National Association of Certified Valuation Analysts – Certified Valuation Analyst; and American Institute of CPA's – Chartered Global Management Accountant. He is an elder for the Karns church of Christ.

**INSTRUCTORS — WOMENS' COURSES****Travis Bookout, *Instructor, 2022***

Travis Bookout has earned the following degrees: Bachelor of Biblical Studies, Bear Valley Bible Institute; B.A. (Bible), Heritage Christian University; Master of Biblical Studies, Bear Valley Bible Institute; M.A. (Christian Scripture), Heritage Christian University; M.Div. Amridge University. He is currently enrolled in the D.Ed.Min. program at Southern Baptist Theological Seminary. He has preached since 2008 in Texas, Louisiana, and Tennessee. Travis currently preaches for the Maryville church of Christ in Maryville, TN.

**Teresa Clark, *Instructor, 2013***

Teresa Clark earned the following degree: B.S., Tennessee Technological University. Teresa has been a member of the Karns church of Christ since 1989. She is a Bible class teacher for children and ladies' classes. She works part-time as an RN.

**Jeni Hanstein, *Instructor, 2015***

Jeni Hanstein attended Whittier College and Bear Valley Bible Institute of Denver. She and her husband worked with the Bear Valley Bible Institute for 11 years, as well as with churches in the Denver area. Jeni is a speaker for ladies days and lectureships, as well as a Bible class teacher and homeschooling mother.

**Lee Hanstein, *Instructor, 2016***

Lee Hanstein earned the following degree: B.S., Oklahoma Christian University. She has done post graduate work at Colorado University, Mesa State University, University of Northern Colorado, and Western State University. She and her husband have worked with churches in California, Colorado, and Texas. She also served as Dean of Women at the Bear Valley Bible Institute in Denver, CO.

**Tina Harrison, *Instructor, 2023***

Tina Harrison has earned the following degrees: B.S., Freed-Hardeman University; M.A. Freed-Hardeman University. She and her husband have worked with churches in Tennessee, Georgia, and California. Tina also serves as a Bible class teacher and is actively involved in church work.

**Kim Higginbotham, *Instructor, Librarian, 2010***

Kim Higginbotham has earned the following degrees: B.S., West Virginia State College; M.A., Marshall University; Certificate for Autism, Western Kentucky University. She has completed additional studies at Harding University and Freed-Hardeman University.

**Katie Pruett, *Instructor, 2016***

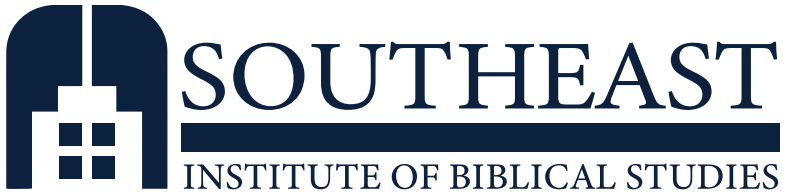
Katie Pruett earned the Bachelor's degree in Business Administration from the University of Tennessee. She has lived in Knoxville for the last 19 years and is a member of the Karns church of Christ. She has been actively involved in church work and in teaching Bible school classes, varying in all ages, for the last 20 years.

**Brenda Rutherford, *Instructor, 2023***

Brenda Rutherford holds a B.S. in Elementary Education from David Lipscomb College. She served in the mission fields of Zambia (Africa) and Tasmania (Australia) for many years. Brenda has taught teacher training classes, children's classes, and women's classes in several foreign countries as well as here in the United States. She has authored a book entitled Brenda's Diary about her family's adventures as a missionaries in Zambia.

**Celine Sparks, *Instructor, 2022***

Celine Sparks has earned the following degrees: M.Ed. (Education), Freed-Hardeman University; B.A. (Communication), Freed-Hardeman University. She is the author of several women's books and a frequent speaker at ladies events. She served as humorist for Christian Woman magazine for 12 years and works with youth programs throughout the Southeast. Celine and her husband are actively involved with the Meridianville congregation in Huntsville, Alabama where he is the pulpit minister.



**2023-2024 STUDENT  
HANDBOOK**

## 2023–2024 ACADEMIC CALENDAR

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### August Quarter

August 4.....	Orientation
August 7.....	Quarter 1 Classes Begin
August 13.....	New Student Reception
August 20-24 .....	Polishing the Pulpit
October 4-6 .....	Final Exams
October 8-14 .....	Campaign
October 15-21 .....	Fall Break

### October Quarter

October 23.....	Quarter 2 Classes Begin
October 28.....	Ministry Practicum 1
November 7, 11 .....	Ministry Practicum 3
November 19-25 .....	Thanksgiving Break
December 7.....	Wives Winter Party
December 15.....	Adoptive Families Party
December 20-22 .....	Final Exams
December 24-January 6 .....	Winter Break



## 2023–2024 ACADEMIC CALENDAR

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### January Quarter

January 5.....	Mid Year Orientation
January 8.....	Quarter 3 Classes Begin
January 13.....	Ministry Practicum 2
January 14.....	New Student Reception
January 20.....	Ministry Practicum 4
February 4-8 .....	FHU Lectureship
March 6-8.....	Final Exams
March 10-16.....	Campaign
March 17-23.....	Spring Break

### March Quarter

March 25 .....	Quarter 4 Classes Begin
April 21-24 .....	Southeast Lectureship
May 17 .....	End of Year Party
May 22-24 .....	Final Exams
May 25 .....	Ladies Tea
May 25 .....	Graduation Exercises

## ACADEMICS

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### CHAPEL ATTENDANCE

Chapel is an integral part of Southeast and emphasizes spiritual growth and Christian living. Devotionals, special guest speakers, announcements, and other items of interest will be presented during chapel. Students are to attend chapel every day classes are in session.

Appointments for chapel responsibilities are posted. Students are responsible for checking the list daily. Devotional lessons should be limited to 12–15 minutes.

### BIBLE TRANSLATIONS AND MEMORY WORK

There are various versions of the Bible available today and no single version is perfect. The teacher may specify which version from which he prefers students to memorize.

No matter what version one uses, the foremost concern is properly understanding the truth of God's message to man. The student should be sensitive to versions used by congregations where he might be invited to preach.

### STUDENT WIVES

Married students should understand the importance of having the support and encouragement of the wife and family. It is expected that a student's wife will be dedicated to her husband's plans.

The wife should:

- Help her husband prepare to be a better man of God (1 Tim. 6:11).
- Be an example in dress, personal appearance, self-control, etc.
- Be willing to make sacrifices of time and money so the important work of preparing to preach the gospel can be accomplished.

- Encourage her husband to keep up his studies even if it involves personal sacrifice on the part of the whole family.
- Help with the family's finances.
- Use good health habits.

Classes for student wives are held on Monday and Wednesday nights. These classes are designed to facilitate growth in Bible knowledge and in skills needed by the wife of a minister. They also provide fellowship with other student wives who have similar desires, plans, adjustments, and problems.

All wives are required to attend these classes. Exceptions must be approved by the Academic Dean.

All women's classes on Monday and Wednesday nights will demand conscientious and diligent work. Lack of cooperation by any wife will result in dismissal of the husband. This is understood at the time of enrollment. All guidelines listed in the catalog regarding regular classes including attendance, assignments, grading, graduation, and translations apply with the following exceptions:

- Children are not allowed in class; families are expected to arrange for transportation and childcare while the wife is in class.
- Mothers with nursing infants should have their husbands watch their child in the church building while they are in class.

A *Recognition of Completion* will be presented to those who complete the required course of study as outlined in the catalog.

Women may also take regular Southeast classes for credit.

A student who marries after enrolling at Southeast must have his wife complete the part of the application pertaining to wives.

## LIBRARY

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The Bill Nicks Library of the Southeast Institute of Biblical Studies contains over 20,000 volumes and approximately 4,500 different types of electronic media. It has taken many years to develop this research center. It is important that students understand the investment which has been made on their behalf and help the school take care of it.

The librarian will conduct an orientation session for all incoming students with instructions on effective research and use of all available study tools offered by the library. The following rules have been established to help make use of the library more effective.

1. No food or drinks of any kind are allowed in the library.
2. Students are to clean up after themselves whenever using the library. This includes books, study area, and bathroom. Any papers left in the library will be thrown away.
3. The library holdings are organized according to the Dewey Decimal Classification System. The catalog system is online and a computer terminal is available for searches.
4. The librarian is available 20 hours per week; hours will be posted for the convenience of students needing additional assistance with research.
5. Each student is assigned a key to the library for access whenever the librarian is not on duty. This freedom brings with it personal responsibility for the student to follow all rules regarding library usage and access.
6. Students are to respect all library holdings. Any books or materials, including reference books, used for study or research must be placed on the return cart after use – not returned to shelves.
7. Books may be checked out for a period of two weeks. The following procedures must be followed:

- Print your full name and the date on the white check-out card.
  - Drop the card in the tray on the front table next to the computer terminal.
  - Returned books are to be placed in the tub under the checkout area for processing.
  - Books may be re-checked only if they are not needed by other students.
  - Reference books and periodicals are **not** to be checked out; they are for use only in the library.
  - The following special collections cannot be checked out of the library: R-Reference, B-Biography, H-Holland, N-Nicks, L-Luscomb and the periodicals collection.
8. Each student is responsible for library materials checked out in his/her name. The cost for a lost or damaged book is the price of a replacement book plus shipping fees.
  9. All books checked out during the quarter must be returned no later than the **Tuesday** of final exam week. ***All library fines must be paid in order to take finals.***
  10. Children's books are not to be checked out. They are primarily for children visiting the library with their parent.
  11. Students who use the library in the evenings must be sure that lights are turned out and all doors locked.

# CONDUCT

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## CODE OF CONDUCT

Students represent more than themselves when attending Southeast Institute of Biblical Studies. They represent the Lord, the church, the preaching profession, and Southeast. They are expected to observe biblical standards of conduct.

The “golden rule” and the “second great commandment” must guide behavior at all times and places: “And just as you want men to do to you, you also do to them likewise” (Lk. 6:31) and “You shall love your neighbor as yourself” (Mt. 22:39).

Students will be expected to respect the property of others, the school, and the church. They will also be expected to avoid any form of cheating, false reporting, plagiarism, or willful destruction or misappropriation of records or property.

In keeping with the ideals of a Christian school, profanity, reading obscene or pornographic literature, illicit sex, dancing, gambling, and such-like are forbidden. The unauthorized possession, sale, or use of drugs, including alcohol, is prohibited. The use of tobacco, e-cigarettes, etc. is not permitted. Firearms, bows, hunting knives, and ammunition are prohibited from all Southeast buildings and properties. Fireworks are illegal. Students are expected to obey local, state, and federal laws.

Students may receive disciplinary action for any conduct that creates a hazard to the health, safety, or well-being of others. A student may also receive disciplinary action for conduct that is detrimental to the interests of Southeast. Students, regardless of place of residence, are responsible for their conduct.

Students are expected to cooperate with staff members in providing information concerning violations of any rules or policies; they may receive disciplinary action for withholding relevant information.

## HARASSMENT

Southeast Institute of Biblical Studies will not tolerate harassment of its employees or students by anyone, including, but not limited to, faculty, staff, administration, students, or alumni.

## ANTI-HARASSMENT POLICY

Southeast strictly prohibits harassment in any form, including sexual harassment. Harassment is serious misconduct. It undermines the mission of the school and threatens the careers, educational experience, and well-being of students, faculty, and staff. Additionally, harassment is contrary to the biblical principles upon which this school is founded and operates.

For the purposes of this policy, sexual harassment is defined generally as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Other Forms of Harassment—Verbal, physical, or visual misconduct that denigrates or shows hostility or aversion toward a person because of the person's race, color, national origin, gender, age, or disability, or that of the individual's relatives, friends, or associates.

Anyone who believes that he/she or someone else is being harassed, sexually or otherwise, should immediately report the matter to the Institute as follows:

1. Any employee who wishes to report an incident of sexual or other harassment should promptly report the matter to his or her immediate supervisor. If the supervisor is unavailable or the employee believes that it would be inappropriate to contact that person, the employee should immediately contact his or her next higher level supervisor and/or the elders of the Karns church of Christ.
2. Any student with a complaint of sexual harassment should notify the Dean of Students. If the Dean of Students is unavailable or the student believes that it would be inappropriate

to contact him, the student should immediately contact the Executive Director to register a complaint.

Following the above informal complaint procedure will better ensure that the school knows about the conduct so that an administrator can immediately investigate the complaint and take appropriate corrective action. If harassment has occurred, the school will make every reasonable effort to ensure that the harassment does not continue.

No person will be disciplined, harassed, or retaliated against for making a legitimate complaint. However, bad-faith allegations or use of this policy for purposes unrelated to its clear intent are expressly prohibited and may result in disciplinary action.

Any person engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including immediate suspension or expulsion.

## WORSHIP ATTENDANCE

Students are considered to be members of the Karns congregation and under the oversight of the Karns elders. Students are to be involved in the work and worship of the congregation. Students are required to attend worship and Bible class at the Karns congregation unless they are preaching at another congregation and/or visiting a supporting congregation. Students are required to attend Karns at least one Sunday morning, one Sunday evening, and one Wednesday evening in a given month. **Exceptions must be cleared with the Dean of Students.** Students are not permitted to miss regular church services at any time in order to work on assignments or to study.

Through the generosity of the Karns congregation in financially supporting the school, we are able to provide a high-quality, tuition-free education for all full-time students. In response to this support, students are asked to give their weekly contribution to Karns.



## GENERAL APPEARANCE

Because we are not our own, but bought with a price (1 Cor. 6:19–20), we expect all students to practice good hygiene/health habits and refrain from using alcohol, tobacco, narcotics and the like (cf. Gal. 5:21). One's personal appearance reflects attitude and character. Students should remember they represent Christ first and the school second, in all areas of life.

All students will be expected to abide by a dress and grooming code that emphasizes Christian modesty and good taste. Dress should be appropriate to the occasion—church, class, or recreation. The health, comfort, and well-being of each student and of his or her classmates require that standards of personal cleanliness be maintained. A student's family is expected to abide by standards of modesty and decency in appearance.

## DRESS CODE

- For men, hair must be a natural color, neatly styled and should not touch the collar. Beards should be short, neatly trimmed, and not long or bushy. They should not extend down the neck. A #2 or less trimmer setting should be used. New beards must be grown during break times, not when school is in session. Stubble is not allowed.
- Men should wear dress slacks, dress socks and shoes, belt, and dress shirts to classes. No cotton pants (Khakis) or 3-button polos are allowed, except on Fridays. On Fridays, the 3-button polo with Southeast logo and Khakis may be worn. No tennis shoes are allowed in class at any time.
- When speaking formally in chapel, one is to wear a jacket, tie, dress shirt, dress slacks, belt, and dress shoes.
- Women should wear dress slacks, skirts or dresses, tops, and dress shoes for classes. Clothing should not be too tight, necklines too low or skirts/dresses above the knee. Their hair should be neatly styled and a natural color.

- Jeans, flip flops, and sneakers are not to be worn to class.
- Shirts with inappropriate statements or advertisements are not to be worn.
- Men should not wear hats inside the school or church buildings.
- When school is not in session a student still represents the school and church. This includes after class hours, weekends, and breaks. No inappropriate clothing is to be worn on the campus. Clean jeans, casual slacks, appropriate shirts and shoes are acceptable when not attending classes.
- Shorts are not to be worn in the regular course of school or church activities. Shorts more than 2 inches above the knee are not to be worn by students or their families at any time or place.
- On special occasions, such as during Southeast lectureships, graduation, etc., students are expected to wear more formal dress.

A student who is unsure about the acceptability of an article of clothing should ask the Dean of Students or Executive Director for guidance.

If any employee of the school or Karns church asks a student to change clothes, the student should comply immediately and will be charged with an unexcused absence if applicable.

Failure to follow these guidelines may result in probation and/or suspension for not less than one quarter. Suspended students must reapply for admission, subject to the approval of the Karns elders and school administration.

All matters concerning the dress code and personal appearance are subject to the interpretation of the Executive Director and Dean of Students.

## CLASSROOM

Southeast exists to train students to learn God's word and prepare themselves for a lifetime of service in the kingdom.

It is assumed that every student will demonstrate regard for God, Scripture, instructors, fellow students, as well as themselves in class. You are expected to listen, read, study and participate in classroom activities with a spirit reflecting Christ (Rom. 8:29; Col. 1:28). All other matters are incidental to these principles.

### General Classroom Rules:

- No food is allowed in the school building at any time.
- Beverages with spill-proof tops are allowed in classrooms with the instructor's approval.
- Students must not leave class except for urgent matters.
- Students should not leave at the end of class until dismissed by the instructor.
- Recorders are allowed unless the instructor requests otherwise. Though students may record classes for personal use, **the material presented is considered to be the copyrighted property of the instructor and not for public distribution.** Students implicitly agree to these rules when recording. Violating these guidelines is also against the law.
- Cell phones will be silenced in class and not used except for emergencies.
- Texting, web browsing, and related activities not directly related to a class and/or class participation will not be tolerated. You may be asked to leave class and charged with an unexcused absence.
- Class attendance is explained in the catalog.

# FINANCIAL

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## SUPPORT AND FINANCES

### *Personal Finances*

Southeast requires ethical financial dealings in personal finances on the part of all. Since students are in a temporary situation, a degree of sacrifice will be expected to govern budgets and expectations.

Students should develop a realistic budget and maintain it. Southeast has a budget worksheet available for prospective students to use in helping to set up a realistic expectation of expenses.

Money should not be borrowed from, or lent to, other students (except in small amounts) without consulting the Dean of Students. The general Southeast policy is not to loan money to students.

All financial questions and problems should be directed to the Dean of Students.

### *Supporters*

Regularly written communication (at least monthly) to all supporters is required with grades included. Visits to supporters are also very important and should be made whenever distance and time allows. Students are encouraged to use the Christmas and summer breaks to visit individuals and congregations assisting in their support.

### *Support Received Through Southeast*

Congregations and individuals should send their student support checks directly to the school address, made out to Southeast, with the name of the student noted on the check. The office manager keeps a record of all donations made and issues a student support check on the first and fifteenth of each month.

- Half of a student's support will be received on the first and half on the fifteenth of each month.
- If the first is on Saturday or Sunday, checks will be issued on the following Monday.
- If Monday is a holiday, checks will be issued on Tuesday.
- If the fifteenth falls on a Saturday or Sunday, checks will be issued on the preceding Friday.

Any support provided by or through Southeast will be discontinued for unsatisfactory work, an improper attitude, financial irresponsibility, or dishonest and unethical business/financial activities as determined by the staff and in keeping with the requirements of the handbook. All supporters of the student will be informed of any such problem(s).

No student will be allowed to graduate and no transcript or grades released for a student who has not satisfactorily settled all financial obligations toward the school (library, rent, and outstanding support payments).

### CHECK CASHING PRIVILEGES

Home Federal of Karns will cash personal checks for students with accounts there.

Students without accounts at Home Federal of Karns can still have support checks cashed when proper identification is presented.

### HOUSING

Students living in Hillbrook Student Housing should refer to the *Housing Contract* for the housing regulations and guidelines.

Students who live in quarters not provided by Southeast are expected to abide by any agreements made.

## GENERAL POLICIES

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### BUILDING AND EQUIPMENT

The Karns church of Christ provides all physical buildings for the Southeast Institute of Biblical Studies. Because students use these facilities more than others in the congregation, students are expected to help with building maintenance. Work duties and assignments will be posted each week. In addition to these regular maintenance schedules there will be occasional special projects in which students are expected to participate.

- On two days (TBA) of each week classrooms, fellowship area, and the library are to be cleaned (wiping boards, cleaning tables, setting furniture in order, cleaning sinks and appliances, etc.) and all trash removed from these areas.
- On a daily basis keep areas clean and orderly.
- Turn off all lights (except night lights) when not in use.
- Any student in the building after hours is responsible for securing all doors. Do not assume doors are already locked.
- Full-time students are to park in the main parking lot unless there is a need for handicapped parking; a handicapped parking permit must be displayed.
- Students are to be in the office areas of the school and church only when conducting business.

### GRADUATION

Graduation is the Saturday immediately after the end of the Fourth Quarter and takes place at the Karns church of Christ building. **All students** are required to attend the graduation exercises and banquet.

## SPECIAL AWARDS

Each year, two special awards are presented at Graduation. These awards are based on the following criteria:

- **Outstanding Graduate Award**—scholarship, attitude, potential, and spiritual maturity.
- **Barnabas Award**—exceptional encourager and one who consistently demonstrates a generosity of spirit toward others.

## SPEAKING OPPORTUNITIES

Southeast receives frequent requests from congregations for students to preach at various locations.

The Academic Dean keeps a list of available students and makes these assignments. It is extremely important that a student fulfill any obligation he accepts. Students are not allowed to accept preaching appointments at area congregations during their first two quarters as a student. After completing two quarters of study, students who are not on any type of probation are eligible to accept preaching appointments. The following conditions apply:

1. The student may not preach any more than three Sundays in a given month.
2. The student may not preach more than two Sundays at the same congregation in a given month.
3. All students must also attend worship at the Karns church of Christ at least one Sunday and Wednesday per month.

The student may be given an honorarium for these appointments, although one should not be expected. **A student must not use these preaching appointments to try to raise support money.** Acceptance of a preaching assignment implies that the student agrees not to make such requests for support.

**Before obligating himself to preach regularly for a congregation, a student must receive permission from the Dean of Students.**

A student who receives an “F” for a course, or is remiss in financial obligations, will not be assigned preaching appointments until the issue has been cleared to the satisfaction of the school administration.

### **STUDENT LIASIONS**

Two student liasions are selected from the upperclassmen by the school staff with input from the students. They serve for one year. The liasions will be selected at the end of the Third Quarter with their duties to begin the next academic year.

Duties of the Student Liasions are as follows:

- Facilitate communication between faculty and students.
- Report any problems within the student body to the proper staff member(s).
- Meet with faculty as scheduled by the administration.
- Be available for any help needed in coordinating or assisting in school activities.
- Scheduling of chapel duties and the cleaning/chores schedule.

It is not the responsibility of the Student Liasions to explain what an instructor said, meant, or assigned.

### **PLACEMENT OPPORTUNITIES**

Notices for congregations seeking preachers will be posted on the school bulletin board and website. Students should contact churches directly as they near graduation.

Students may request Southeast to send official transcripts to potential employers. There will be a fee of \$2.00 per transcript.

Students are expected to ask permission to put someone down as a reference. Students should expect the faculty to give truthful information when a reference request is received.



**ADMINISTRATIVE CHART**

Students who need to report problems, issues, or appeal a decision should follow the correct procedures. Please see the administrative chart which follows.

<b>ISSUE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
Academic	Faculty member	Academic Dean	Executive Director
Student Conflict	Student	Dean of Students	Executive Director
Housing	Dean of Students	Executive Director	Elders
Faculty Conflict	Faculty member	Academic Dean	Executive Director

For details concerning official appeals regarding academic issues see the catalog.