

Academic Catalog

2024-2025



GUIDE TO UNDERGRADUATE & GRADUATE PROGRAMS

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This Catalog is valid beginning August 28, 2024 and is applicable for six (6) years for students entering into a B.A. degree, and four (4) years for students entering an M.A. or M.Div. degree. SUM Bible College and Theological Seminary reserves the right to make changes to the content of this Catalog as necessary. Thus, the online edition of this Catalog, available at <https://www.sum.edu/course-catalog/>, supersedes printed versions. When a question arises, please call SUM at (916) 306-1628.

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GENERAL INFORMATION

Academic Calendar 2024-2025

A-Track	Fall 2024-25	Winter 2024-25	Spring 2024-25	B- Track	FALL 2 2024-25	WINTER 2 2024-25	SPRING 2 2024-25
Event	9/2/24 – 11/17/24	12/2/24 – 3/2/25	3/24/25 – 6/8/25		10/7/24 – 12/22/24	1/6/25 – 3/30/25	4/14/25 – 6/29/25
Admissions Application	Aug 16	Nov 15	Mar 7		Sept 20	Dec 19	Mar 28
Term start & last day to register	Sept 2	Dec 2	Mar 24		Oct 7	Jan 6	Apr 14
Course Add/Drop Deadline	Sept 7	Dec 9	Mar 30		Oct 14	Jan 13	Apr 21
21 day fast begins	Sept 24	Jan 8	Apr 16		Oct 16	Jan 29	May 7
Registration for next term	Sept 30	Jan 6	Apr 28		Nov 4	Feb 3	May 12
Spiritual Emphasis	Oct 16 – Oct 18	Jan 29 -31	May 7 – 9		Oct 16 – Oct 18	Jan 29 -31	May 7 – 9
Campus Days	Oct 16 – Oct 18	Jan 29 -31	May 7 – 9		Oct 16 – Oct 18	Jan 29 -31	May 7 – 9
Course Withdrawal Date	Nov 3	Feb 16	May 25		Dec 8	Mar 16	June 15
Registration Deadline(Late Fee begins)	Nov 15	Feb 22	May 30		Dec 14	Mar 22	June 20

Finals Week	Nov 11-17	Feb 24 – Mar 2	June 1 – 8		Dec 16 – 22	Mar 24 – 30	June 22 – 29
Term Ends	Nov 17	Mar 2	June 8		Dec 22	Mar 30	June 29
Inter-Term Break	Nov 18 – Dec 1	Mar 3 – Mar 23	June 9 – July 6		Dec 23 – Jan 5	Mar 31 – Apr 13	

Special Events	Dates	Info
Independence Day	July 4	Offices closed July 4-5
Labor Day	Sept 2	Offices closed
Daylight Savings Time in USA	Nov 3	Fall back
Thanksgiving Holiday	Nov 28 -29	Offices closed
Winter Break	Dec 23 – Jan 5	Offices closed
Christmas Holiday	Dec 24-25	Offices closed
New Year's Holiday	Dec 31 – Jan 1	Offices closed
MLK Day	Jan 20	Offices closed

Daylight Savings Time in USA	Mar 9	Spring forward
Good Friday	April 18	Offices closed
Easter	April 20	
ECO Training (Virtual)	Mar 3 – 9	TBD
End of the Year Picnic	May 24	TBD
Memorial Day	May 26	Offices closed
Baccalaureate Dinner	June 6	TBD
Graduation	June 7	TBD
Summer Seminar	July 7 – Aug 3	
ECO Practicum (AG Partnership).	August 4 -9	
Special Events	Dates	Info
Summer Seminar 2024	July 8 – Aug 4	

Letter from the Chancellor

Greetings in the matchless name of our Lord and Savior Jesus Christ! With great joy I welcome you to SUM Bible College and Theological Seminary. An incredible privilege has been bestowed upon us, the call of God to ministry. It is almost too wonderful to imagine that a sovereign God desires to use us with all our weaknesses to advance the message of the Kingdom and to display His power, "But we have this treasure in earthen vessels, that the excellency of the power may be of God, and not of us" (2 Cor. 4:7, KJV). It truly is a humbling and holy calling to which we have been called.



SUM Bible College and Theological Seminary (SUM) was founded upon simple biblical truths:

- **Humanity needs a Savior.** "For all have sinned and come short of the glory of God." (Romans 3:23, KJV)
- **God sent Jesus Christ to save us from our sins.** "For God so loved the world, that He gave His only begotten Son, that whoever believes in Him shall not perish, but have eternal life." (John 3:16, KJV)
- **God placed an urgency upon the message.** "Do you not say, 'There are still four months, and then comes the harvest'? Behold, I say to you, lift up your eyes and look at the fields, for they are already white for harvest." (John 4:35, NKJV)
- **He advances the message by calling men and women for the Fivefold Ministry, who in turn train His followers.** "And He gave some as apostles, some as prophets, some as evangelists, some as pastors and teachers, for the equipping of the saints for the work of ministry, for the building up of the body of Christ." (Ephesians 4:11-12, NASB)
- **Those called to the Fivefold Ministry are not only equipped with the message, but the authority and power to carry out that message with signs following — proclamation backed by demonstration.** "And He called the twelve together, and gave them power and authority over all demons, and to cure diseases. And He sent them forth to preach the kingdom of God, and to heal the sick." (Luke 9:1-2, ASB)
- **He calls His ministers, whether they are Apostles, Prophets, Evangelists, Pastor or Teachers, to be servants of all.** "And he sat down, called the twelve, and said to them, "if anyone desires to be first, he shall be last of all and servant of all." (Mark 9:35, NKJV)

God is raising up a fearless generation: a generation committed to carry the message of the Kingdom of God to the ends of the earth. The church is in its finest hour; the flame of the Holy Spirit burns bright. His servants in the face of adversity declare, "...the gates of hell shall not prevail against it!" (Matt. 16:18, KJV). I encourage you to embrace the mission with passion!

George A. Neau, Chancellor

Mission, Vision, & Identity

SUM is a private, coeducational, Bible College & Theological Seminary connected with networks of charismatic-Pentecostal Christian communities. The charismatic-Pentecostal movements have generated multi-cultural, multi-racial, and gender-inclusive fellowships empowered by the Holy Spirit and marked by evangelism, peacemaking, and reconciliation. SUM is committed to reaching out to all people with the gospel and building cultural diversity, racial reconciliation, and gender equality.

SUM's founding vision is to provide affordable training for people called by God into the gospel ministry.

For over twenty years we have valued the many social challenges and positive resources of urban living.

SUM commits to:

- **Building** a biblical and theological base for ministry and life.
- **Providing** quality education at a cost within the reach of the average person.
- **Preparing** leadership skills that support urban ministries and laypersons.
- **Guiding** interpersonal relationships and social skills development.
- **Instilling** the value of ethical behavior, responsibility, and professional standards.
- **Fostering** the development of critical thinking and lifelong learning.

Mission Statement

SUM Bible College and Theological Seminary (SUM) equips indigenous leaders from America and the nations of the world by offering an affordable theological education combining academic instruction with practical hands-on ministry and personal mentorship. Our mission empowers these leaders to be instruments of change in their communities.

Foundational Principles

<i>Bible</i>	The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct.
<i>Evangelistic Urgency</i>	The Bible teaches that humanity is lost, in danger of eternal damnation, and is in desperate need of a savior. The Bible further teaches that Jesus Christ, the Son of God, died to save humankind from their sins, a salvation which can only be obtained through faith in the Lord Jesus Christ and His finished work upon the cross and in the resurrection.
<i>Kingdom Living</i>	When God redeems people, He calls individual believers to glorify Him through love, holiness, and a life of ministry within the context of a local church. Through this we advance the Kingdom globally to reflect God's love for men and women of all ethnicities until "a great multitude which no one could number, of all nations, tribes, peoples, and tongues" worship before the throne of God (Rev. 7:9).
<i>Pentecostal</i>	Our Lord Jesus Christ has entrusted the mission of bringing the Kingdom to men and women through the power of the Holy Spirit. We believe God supplies supernatural power to accomplish His work today, including signs, wonders, healings, and deliverance from works of darkness and demonic powers.
<i>Fivefold Ministry</i>	The means by which God advances His Kingdom is by calling men and women for the Fivefold Ministry, who in turn equip the Church for ministry. "And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ." (Eph. 4:11- 12)

Goals and Objectives

Principles	Institutional Goals	Objectives
<i>Bible</i>	Foster and promote a collegiate climate in which the Bible is central to every area of life.	SUM students respect the scriptures, both Old and New Testament, as the inspired word of God and as such endeavor to make it central to every area of life and faith.
<i>Evangelistic Urgency</i>	Create an atmosphere that nurtures a sense of urgency to share the Gospel with the lost.	SUM students urgently evangelize those who are lost and in desperate need of salvation that comes from Jesus. Every SUM student consistently engages in evangelistic ministry, developing a lifelong habit.
<i>Kingdom Living</i>	Create an environment that encourages and facilitates Kingdom lifestyle.	SUM students glorify God through love, holiness, and a life of ministry within the context of a local church.
<i>Pentecostal</i>	Appreciate our Evangelical-Pentecostal charismatic church heritage relational to the communities we serve.	SUM students fulfill their calling in the mission of God through the power of the Holy Spirit. They seek to trust God who supernaturally supplies power to accomplish His work today, including a variety of signs, wonders, healings, and deliverance from works of darkness and demonic powers.
<i>Fivefold Ministry</i>	Value the gifting and calling of individual believers and provide programs that nurture towards effectiveness in walking in the unique calling of being an apostle, a prophet, an evangelist, a pastor, and a teacher.	SUM students fulfill the mission of God by following their calling in the fivefold ministry to equip the church and build up the body of Christ as apostles, prophets, evangelists, pastors, and teachers.

The Four Pillars of SUM

In light of these foundational principles, SUM, as an educational ministry, exists for one purpose: To prepare men and women for the fivefold ministry so that the work of God's kingdom will move forward. SUM believes that any training program to prepare men and women for the fivefold ministry must have the following elements:

1. Academic Excellence

Faculty

SUM selects instructors for their educational expertise, sound biblical theology, concern for students, and years of proven ministry experience. Through technological innovations and the internet, the best faculty can be selected from the local church, across the nation, or around the world.

Classroom Experience

SUM faculty, under the guidance of the Holy Spirit, make the SUM classroom an exciting learning environment as they impart their knowledge and practical experience. When faculty and students from diverse ethnic and church backgrounds interact during SUM classes, a unique dynamic of learning occurs.

2. Practical Ministry

SUM believes that no school can adequately prepare men and women for front-line ministry without first exposing them to the stresses and pressures of real-life situations. Each week students feel the pain of lost humanity and learn to deal with a multitude of issues from a biblical perspective. Each student has the privilege of co-laboring with SUM faculty, local pastors, and ministries, which are directly impacting our communities with the Gospel. Each partnering site offers evangelistic opportunities unique to their Visionary Leader's distinctives.

Practicum

Students complete two Practicum per trimester. Practicums are designed by the partnering site's leadership team to provide real ministry experience for the students. Students complete a daily Prayer Journal and assignments designed to encourage students to reflect upon their experiences in each practicum and integrate their academic coursework with those experiences. The leader for each Practicum submits an evaluation for each student per trimester.

Internship

Third-year students (seniors) complete a capstone project highlighting their ministry experiences.

Evangelism Conference and Outreach (ECO)

All first and second-year students are required to participate in SUM's annual Evangelism Conference and Outreach (ECO) held in a major U.S. city for U.S. students and livestreamed for international students coinciding with local outreaches for international sites. The Evangelism Conference and Outreach serves as SUM's annual gathering.

Summer Mission

Summer mission trips can be taken for Practicum credit upon approval.

Special Evangelistic Events

Each year, SUM students across the nation host and/or participate in several evangelistic outreaches. Students gain practical experience as they plan, organize, and strategize for each evangelistic event. These events attract thousands and give SUM students an excellent opportunity to share the Gospel.

3. Personal Mentorship

Mentors

Each student at SUM is assigned a personal mentor. The relationship between the mentor and student is built upon mutual trust and respect. A mentor's role is to encourage and to hold students accountable in the areas of academics, spiritual development, physical fitness and diet, relationships, financial integrity, and personal development. A strong mentor is vital in helping a student develop the disciplines for life-long ministry.

Spiritual Formation

The culture at SUM is designed to promote the spiritual and social development of our students. Times of community worship and prayer are scheduled during the week, and at mid-day, Monday through Wednesday, spiritual growth is further enhanced during chapel service. Students enter into a dynamic time of contemporary praise and worship, preaching, personal ministry, and prayer. Guest lecturers are selected for their commitment to God's Word, yielding to the Holy Spirit, and their years of proven ministry experience. Each student is encouraged to have a consistent devotional life including fasting, prayer, and Bible study.

Health and Fitness Program

Only two out of every twenty ministers retire from ministry. A primary cause is their lack of oversight in personal health is diet and exercise.¹ Wellness is a combination of physical, emotional, and spiritual well-being. SUM students learn to honor God in body, mind, and Spirit through the Health and Fitness Program. Each full-time student in the BA degree program is to complete 10 hours of Physical Fitness per trimester, or three 20-minute workouts per week.

Spiritual Emphasis/Campus Days

During Spiritual Emphasis, participants are challenged to greater intimacy with Christ through fasting, prayer, worship, and the proclamation of the Gospel. Spiritual Emphasis is also SUM's traditional preview Campus Days. During this time prospective students experience the life of an SUM student through classroom visits, evangelistic opportunities, and chapel.

4. Affordable Education

SUM's tuition and costs rank among the lowest among accredited private Bible colleges in America. Full-time students who are also working part-time can graduate debt-free with a B.A. degree after three years. This goal enables the student to enter ministry without the burden of educational debt.

SUM brings theological education to communities across the nation by offering students the finest education at the lowest possible cost. Our goal is to have every student graduate with little to no college

¹ Bob Smietana, "Pastors Face a Growing Health Crisis," accessed Aug 1, 2024, <https://research.lifeway.com/2018/05/24/many-pastors-face-a-health-crisis-a-few-simple-tips-can-help/>.

debt, allowing them to immediately enter ministry upon graduation. For this reason, SUM is committed to assisting students to fulfill their financial obligations while attending the College.

Our innovative Donation Based Grant is one way SUM students can achieve the goal of graduating debt free. By partnering with SUM missionally, grant recipients help expand our base of donors. To be eligible for this grant, students must agree to not accept any student loans while in the program and may not have a prior balance with SUM. If eligible, students can qualify for the grant by completing all of the following: 1) attracting 20 donors to give \$10 per month to support the expansion of our educational programs to students worldwide, 2) recommend SUM to at least one potential student each school year, and 3) personally donate \$200 per month to expand the availability of this donation-based grant worldwide.

Please feel free to contact our Financial Aid Office by calling (916) 306-1628 or emailing financialaid@sum.edu.

Statement of Faith

This Statement of Faith is intended simply as a basis for belief, fellowship, and cooperation among us. The phraseology employed in this statement is not inspired, but the truth set forth is held to be essential to a truly Pentecostal ministry. No claim is made that it contains all biblical truth, only that it covers our need for these essential doctrines.

1. The Inspiration of Scripture

We believe that the Scriptures, both the Old and New Testaments, are verbally inspired by God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct. Divine inspiration extends equally and fully to all parts of the original writings, ensuring their entire trustworthiness (2 Timothy 3:15-17; 2 Peter 1:21).

2. The Eternal Godhead

We believe in the unity of the one true and living God who is the eternal, self-existent One, and has revealed Himself as one being in three persons: Father, Son, and the Holy Spirit (Matthew 3:16-17; 28:19).

God the Father

We believe in God the Father, the first person of the triune Godhead, who exists eternally as the Creator of heaven and earth, the Giver of the Law, to whom all things will be subjected, so that He may be all in all (Genesis 1:1; Deuteronomy 6:4; 1 Corinthians 15:28).

The Lord Jesus Christ

We believe in the Lord Jesus Christ, the second person of the triune Godhead, who was and is the eternal Son of God; that He became incarnate by the Holy Spirit and was born of the virgin Mary. We believe in His sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, triumphant ascension, and abiding intercession (Isaiah 7:14; Hebrews 7:25-26; 1 Peter 2:22; Acts 1:9; 2:22; 10:38; 1 Corinthians 15:4; 2 Corinthians 5:21).

The Holy Spirit

We believe in the Holy Spirit, the third person of the triune Godhead, who proceeds from the Father and the Son, and is ever present and active in the work of convicting and regenerating the sinner, and sanctifying the believer into all truth (John 14:26; 16:8-11; 1 Peter 1:2; Romans 8:14-16).

3. The Fall of Man

We believe that humankind was created good and upright. However, voluntary transgression resulted in their alienation from God, thereby incurring not only physical death but spiritual death, which is separation from God (Genesis 1:26-27; 2:17; 3:6; Romans 5:12-19).

4. The Salvation of Man

We believe in salvation through faith in Christ, who died for our sins, was buried, and was raised from the dead on the third day. By His atoning blood, salvation has been provided for all humanity through the sacrifice of Christ upon the cross. This experience is also known as the new birth and is an instantaneous and complete operation of the Holy Spirit whereupon the believing sinner is regenerated, justified, and adopted into the family of God, becomes a new creation in Christ Jesus, and heir of eternal life (John 3:5-6; Romans 10:8-15; Titus 2:11, 3:4-7; 1 John 5:1).

5. Divine Healing

We believe that deliverance from sickness is provided in the atonement and is the privilege of all believers (Isaiah 53:4-5; Matthew 8:16-17; James 5:14-16).

6. The Church and its Mission

We believe that the church is the body of Christ and the habitation of God through the Spirit, witnesses to the presence of the kingdom of God in the present world, and universally includes all who are born again (Ephesians 1:22-23; 2:22; Romans 14:17-18; 1 Corinthians 4:20).

We believe that the mission of the church is to (1) proclaim the good news of salvation to all humankind, (2) build up and train believers for spiritual ministry, (3) praise the Lord through worship, and (4) demonstrate Christian compassion to all who suffer (Matthew 28:19-20; 10:42; Ephesians 4:11-13).

7. The Ordinances of the Church

We believe that baptism in water by immersion is expected of all who have repented and believed. In so doing they declare to the world that they have died with Christ and been raised with Him to walk in the newness of life (Matthew 28:19; Acts 10:47-48; Romans 6:4).

We believe that the Lord's Supper is a proclamation of the suffering and death of our Lord Jesus Christ, to be shared by all believers until the Lord returns (Luke 22:14-20; 1 Corinthians 11:20-34).

8. Sanctification

We believe that sanctification is an act of separation from that which is evil, and of dedication unto God. In experience, it is both instantaneous and progressive. It is produced in the life of the believer by his appropriation of the power of Christ's blood and risen life through the person of the Holy Spirit. He draws the believer's attention to Christ, teaches him through the Word and produces the character of Christ within him (Romans 6:1-11; 8:1-2,13; 12:1-2; Galatians 2:20; Hebrews 10:10, 14).

9. Baptism in the Holy Spirit

We believe that baptism in the Holy Spirit is the bestowing of the believer with power for life and service for Christ. This experience is distinct from and subsequent to the new birth, is received by faith, and is accompanied by the manifestation of speaking in tongues as the Spirit gives utterance as the initial evidence (Luke 24:49; Acts 1:8; 2:1-4; 8:15-19; 11:14-17; 19:1-7).

10. The Gifts of the Holy Spirit

We believe in the present-day operation of the nine supernatural gifts of the Holy Spirit (1 Corinthians 12) and the ministry gifts of Christ (Ephesians 4:11-13) for the edification and expansion of the church.

11. The End of Time

We believe in the premillennial, imminent, and personal return of our Lord Jesus Christ to gather His people unto Himself. Having this blessed hope and earnest expectation, we purify ourselves, even as He is pure, so that we may be ready to meet Him when He comes (John 14:1-3; Titus 2:13; 1 Thessalonians 4:15-17; 1 John 3:2-3; Revelation 20:1-6).

We believe in the bodily resurrection of all humanity, the everlasting conscious bliss of all who truly believe in our Lord Jesus Christ, and that everlasting conscious punishment is the portion of all whose names are not written in the Book of Life (John 5:28-29; 1 Corinthians 15:22-24; Revelation 20:10-15).

Diversity Statement

SUM Bible College & Theological Seminary (SUM) approaches diversity from a biblical perspective, upholding the belief that all people, without exception, are created in the image of God, possessing inherent worth and demonstrating His boundless creativity and love. Guided by the institutional mission and Statement of Faith and committed to the diverse voices of our academic and spiritual community, we at SUM strive to be a communal witness of God's ministry of reconciliation as we live, learn, and labor together in love, pursuing inclusion, justice, and reconciliation.

We believe that all people bear the image of God (Gen. 1:27; 9:6; James 3:9). We also believe that all humankind is marred by sin, but that Christ came to establish a ministry of reconciliation, culminating in His death and resurrection (1 John 2:2; John 3:16). SUM seeks to foster reconciliation with God and each other in the global setting as we practice His command to love our neighbors as ourselves (Matt. 19:19; Mark 12:31, Luke 10:27). In every facet of the institution, we embrace individuals of different distinctives, including but not limited to culture, race, ethnicity, gender, socio-economic status, religion, and ability. In following Christ's example, we seek to preserve the dignity and worth of every individual, and to fulfill the biblical charge to reach all peoples. Therefore, we must submit to Christ and love one another as we appreciate individual uniqueness while pursuing the unity for which Jesus prayed and to which we are called (John 17:21).

Biblical Foundations

- **Matthew 28:19-20 – The Great Commission:** “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you” (NIV).
- **Matthew 22:37-39 – The Two Greatest Commandments:** Jesus replied: “Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself” (NIV).

Truth

We believe that diversity can only be properly understood in light of God's revelation to humankind through the Bible (John 14:6; 2 Tim. 3:16-17). The Scriptures, both the Old and New Testaments, are

verbally inspired by God and are the revelation of God to humanity, the infallible authoritative rule of faith and conduct (2 Tim. 3:16).

Love

We affirm an approach to diversity anchored in love - God's love for all people (John 3:16) and His command to love Him and one another (Matt. 22:37-40). This love begins with God's creation of humankind in His image, bearing aspects of His character and possessing inherent dignity and worth (Gen. 1:27). His love is offered to all human beings who, by their very nature, are inclined to violate God's desires (Rom. 3:23). God's love transcends human differences, confronting the effects of sin within individuals, families, groups, cultures, and nations (1 Kings 8:46-50; Rom. 6:23; I John 1:8-2:2). This love does not ignore, deny, or incite prejudice, exploitation, or injustice (John 4:9-10), but calls all to repentance, hope, and reconciliation with God and each other (Matt. 4:17; Acts 17:30, 26:20; Eph. 2:14-18; Rom. 5:10-11; 2Cor. 5:18-21).

Our Commitment

We are committed to diversity in the following areas:

College Community

- the success of our staff, faculty, and students achieved through equitable opportunities and access,
- promoting an understanding of the complexity of human identity that ultimately leads to a deeper sense of unity,
- charitable intercultural engagement that includes Christ-like interaction with individuals from across the globe,
- developing tangible experiences of diversity in our student life, academic curriculum, spiritual life, and greater campus community,
- demonstrating eschatological hope by recruiting students, and hiring faculty, staff, and administration from people of all distinctives, inclusive of diverse cultural, ethnic, gender, socio-economic backgrounds, and the differently abled.

Academics

- engaging in civil dialogue between individuals or within various group perspectives,
- valuing and celebrating difference by participating in mutual learning in safe environments,
- recruiting, supporting, and retaining faculty who integrate intercultural perspectives and other diversity issues into their curriculum and research.

SUM Faculty

- SUM has a diverse student body both nationally and internationally, and it is the goal of SUM that our faculty will be similarly diverse. It is the policy of SUM to be an equal opportunity employer regarding all hiring for the College. It is also the policy of SUM to provide highly qualified faculty in terms of scholarship, training, as well as teaching ability. SUM will seek out qualified and diverse faculty that are in full agreement with the Mission and Foundational Principles of the Institution as published in the SUM Catalog.

Co-curricular

- restoring human dignity to the marginalized through the promotion of equitable systems while denouncing individual/systemic practices that dehumanize,
- building sustainable structures for equity and inclusion monitored by assessable metrics,
- developing, educating, and training global leaders to practice justice and reconciliation in the Church, the workplace, and the world.

For further information, see the institution's theological position paper: SUM Diversity, Equity, and Inclusion Statement (DEI). For information about the diversity of the college and seminary student body, go to <http://nces.ed.gov/ipeds/datacenter>, and look up our Institution, under Final Release Data.

History

Our Founder

Chancellor George Neau, the founder of SUM, overcame difficult, tragic experiences in his youth and responded to the call of redemption as a young adult. Fully engaged in his faith, he began to pioneer a church in a disadvantaged area of Baton Rouge, LA, observing a fact that would transform his future and later provide educational opportunities for thousands of people across the globe. In the 1987 community of Baton Rouge, Chancellor Neau watched urban leaders successfully lead their congregations with vision and transform neighborhoods, but they lacked the necessary theological education.

To meet this need, Chancellor Neau pursued a vision centered around a combination of Academic Excellence, Practical Ministry Training, and Personal Mentorship, all at an affordable rate. He launched SUM Bible College in his living room in 1992 and established the initial administrative team. As the student body grew, SUM acquired buildings and property, renovating them to provide student housing, classrooms, and office space.

Timeline

SUM Launches in New Orleans – 1993

By the Fall of 1993, a 17,000 sq. ft. facility was purchased and renovated by volunteers. The same year, a team of visionaries came together to make the dream possible: George Neau, President; Anthony Freeman, Student Life; Theodore Hughes, Recruitment; Joan Millar and Richard Miller, Academics; Wade Southerland, Student Ministry; Wood Gunnels, Business Office. This team launched the college's first classes in August of 1993 with four students.

SUM Launches in Oakland – 2000

While launching a second campus in Oakland, Chancellor Neau received a call concerning a church property that was being repossessed. SUM successfully purchased the four and one-half acre site with two warehouse buildings totaling 35,000 sq. ft., and an adjoining seven, two-bedroom apartment complex for \$940,000.

The facilities were completed in phases: faculty and married student housing completed with a capacity

of seven, two-bedroom apartments (2000); completion of the 15,000 sq. ft. educational facility with a capacity for 300 students (2001); completion of the 10,000 sq. ft. men's and women's student housing for 80 students (2002); completion of administrative building housing the offices, bookstore, and chapel (2003). Early in the midst of these projects, the Oakland campus opened for classes with an enrollment of four students in the Fall of 2000.

Completion of Six Million Dollar Capital Campaign – 2004

With few California relationships to rely upon, Chancellor Neau entered into a four million-dollar building campaign that grew to a need of over six million dollars to bring the project to completion. As he stated, "I shared the SUM vision with anyone who would hold still long enough to hear the dream - from businessmen, to pastors, to church groups, to various individuals." By the grace of God, two years later SUM had acquired all the necessary funds to dedicate the Oakland campus debt-free.

Hurricane Katrina Devastates New Orleans – 2005

SUM could never have realized the significant role it would play as a provider of Hurricane Relief and Recovery when Hurricane Katrina hit the Gulf States on August 29, 2005. Within days after the hurricane, an amazing grassroots movement began to develop throughout the United States as hundreds of churches mobilized their members to respond to the people of the gulf coast. SUM raised over 5 million dollars in goods and assembled an army of over 2,500 volunteers to address the devastation. SUM's attempt to re-launch the New Orleans campus in 2006 was short-lived as the devastation of the various communities proved to be too much to overcome. All SUM operations were permanently relocated to the Oakland campus.

Cohort Model Launches – 2008

With SUM reeling from the effects of Hurricane Katrina, Chancellor Neau went into a season of prayer and fasting, resulting in an innovative approach to SUM's academic experience, the cohort model: find visionary leaders and surround them with a cohort of 12 students to mentor for three years while earning their B.A. Degree. Hence, the Global Leadership Initiative was born.

SUM Goes International – 2011

As the Cohort model of education proved to be highly successful in America, it was time to test the waters internationally. In 2011, SUM launched its first International Cohort in Chennai, India with 10 students.

SUM Celebrates 20 Years of Ministry – 2012

With great excitement, key leadership from across America came together to celebrate SUM Bible College and Theological Seminary on its 20th Anniversary of preparing men and women for ministry. The celebration commenced by honoring the five original founders of the College, hosted by Pastor and Visionary Leader Shane Warren. Joan Millar, Anthony Freeman, Richard Miller, Wade Southerland, and Chancellor George Neau were all presented Founders Awards in honor of dedicating 15 years of their lives to raising up SUM, now over 300 students strong and spanning the globe. The General Session was capped with the inspirational and timely preaching of Dr. George O. Wood, General Superintendent of the Assemblies of God.

SUM Graduates First Graduate Students from M.A. program – 2013

SUM celebrated the graduation of the first M.A. class with four students.

SUM Launches B.A. Spanish program – 2014

SUM began meeting the needs of the Spanish speaking community by offering a B.A. program taught entirely in Spanish.

SUM Graduates First International M.A. Students – 2015

The first SUM International M.A. class graduated with four students.

Main Campus Relocates to El Dorado Hills, CA – 2018

The Main Campus of SUM relocated to a beautiful facility in El Dorado Hills in January of 2018 and finalized the property purchase in September of that year.

Full Regional Accreditation Granted Through WASC– 2019

Upon successful completion of a two-year candidacy status term and visit by review board, SUM was granted full regional accreditation in June of 2019.

New Bachelor of Arts in Worship and Music (BAWM) Program – 2020

In the Fall of 2020, SUM launched its second undergraduate ministry degree - the Bachelor of Arts in Worship and Music.

New Course Delivery Method – Anytime/Anywhere (AA) Program – 2020

In the Fall of 2020, SUM launched the innovative Anytime/Anywhere delivery method that allows students to take classes at any time, anywhere around the world in a specialized format that includes high-quality videos, live interactive weekly meetings with professors, and online discussion forums.

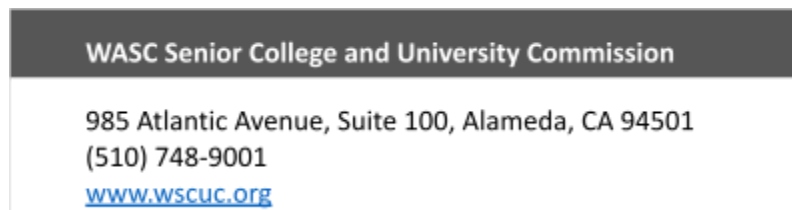
New Associate of Arts degree in Theology and Ministry (AATM) Program – 2022

In July of 2022, SUM launched an Associate of Arts degree, the Associate of Arts degree in Theology and Ministry, to provide more options for students who want to transfer to other schools or students who do not want a full bachelor's degree.

Accreditation

WASC Senior College and University Commission (WSCUC)

SUM Bible College and Theological Seminary is accredited with the Senior College and University Commission of the Western Association of Schools and Colleges (WASC). Questions about SUM's accreditation status may be directed to the Institution or to WSCUC at:



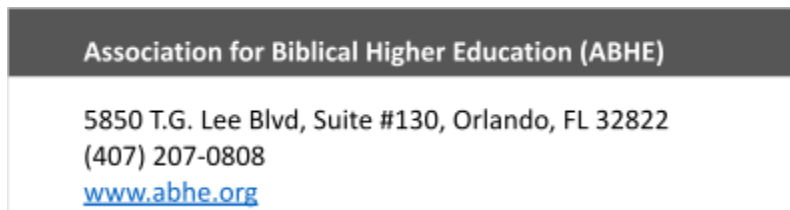
Association for Biblical Higher Education

SUM Bible College and Theological Seminary is also accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the Associate, Baccalaureate, Master's degrees, and doctoral levels.

The Association of Biblical Higher Education (ABHE) is the oldest national Bible college accreditation agency. ABHE specializes in biblical ministry formation and professional leadership education. It is officially recognized by the Council for Higher Education Accreditation (CHEA) and the United States Department of Education. It is also one of the eight regional associations that make up the International

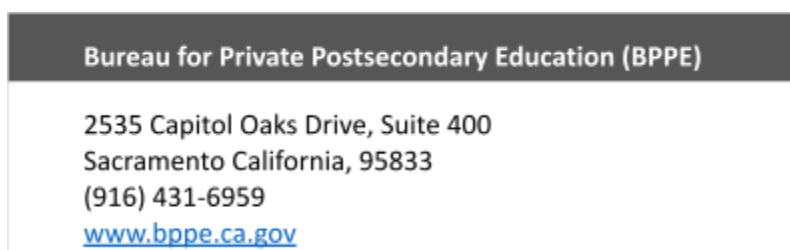
Council for Evangelical Theological Education (ICETE), representing North America.

In acknowledgement of a satisfactory institutional self-study and evaluation team visit, the Commission on Accreditation reaffirmed in 2021 the accredited status of SUM Bible College and Theological Seminary with all the rights, privileges and the ABHE confers for a period of 10 years, until 2031.



CA Bureau for Private Postsecondary Education

SUM Bible College and Theological Seminary has exemption status under the BPPE of California. Any questions or complaints regarding SUM may be directed to:



SUM complies with the Department of Consumer Affairs with all state statutes, rules, and regulations pertaining to private postsecondary institutions. Information on state authorizations may be found in the Consumer Disclosures section of this catalog.

Reports

Current graduation, retention, completion, alumni outcomes, and SUM performance reports are available at <http://sum.edu/california-consumer-disclosures>.

Institution Format

SUM Bible College & Theological Seminary is a leading innovative College and Seminary of Hubs, Cohorts and partnering sites committed to the continual broadcasting of accredited theological education fitting and faithful to the Pentecostal tradition.

Over the past few decades, Christian colleges in America have experienced a decline in graduates who are willing to answer God's call to fulfill the Great Commission. Why have some Christian educational institutions failed to prepare graduates for ministry? What can we do about it?

PROBLEM	SOLUTION
Passionless: Many of our finest church disciples leave for college or seminary with a passion for Christ, the Church, and ministry, but graduate passionless.	Intensity: SUM students are rigorously challenged in the classroom, streets, and churches, producing passionate students ready to serve Christ.
Distracted: Men and women who have heard the call to ministry become distracted with other non-ministerial professional degrees, sidelining their original call to ministry.	Unified: SUM solely focuses on raising up apostolic, prophetic, evangelistic, pastoral, and teaching leaders.
Specialized Faculty: Professors teach theories of leadership without requisite practical experience.	Well-Rounded Faculty: SUM hires faculty with both educational expertise and proven ministry experience.
Inward-Focused: Many Bible college students graduate without the skills or zeal to share the Christian faith with the lost.	Outward-Focused: Weekly church-based practicums and yearly mission trips develop graduates who are skillful and zealous to share the gospel of Jesus Christ with the lost world.
Unbalanced: Some institutions impart knowledge solely through lectures and books, neglecting the miraculous operation of the Holy Spirit.	Balanced: SUM imparts holistic education through disciplined study and passionate pursuit of the miraculous operation of the Spirit.
Disconnected: Theological institutions are often disconnected from the local church, failing to include wise mentorship and practical hands-on programs.	Collaborative: SUM collaborates with Visionary Leaders to provide balanced theological and practical education and mentorship, imparting the DNA and ethos of the local church.
Costly: Students often pay a high price for their degree(s), placing an overwhelming burden on newly educated ministers.	Affordable: SUM's low tuition cost, accelerated program, and wise financial counsel facilitates a smooth transition from education to service in the ministry.

Global Leadership Initiative

After nearly twenty years in the field of Christian higher education, Chancellor George Neau began questioning the models and methods of theological education. SUM began with a close-knit group of visionaries, educators, and practitioners creating an extraordinary learning environment. However, as SUM grew, Chancellor Neau saw this synergistic environment of academics, practical experience, and personal mentorship being threatened. The challenge remained to grow the Institution and fulfill the great commission, while maintaining the original cohesiveness that enabled SUM graduates to pass the trials and tests of life and ministry.

During a season of prayer and fasting, the Cohort Model was envisioned: partner with visionary leaders and surround them with a cohort of students to mentor as they earn a B.A. degree. Hence, the Global Leadership Initiative (GLI) was born.

Course Delivery Methods

Main Campus

- **Facilities:** The El Dorado Hills campus, located at 1101 Investment Blvd., Suite 200, El Dorado Hills, CA 95762, has a 30,000-title digital library, computer lab, classrooms, offices, chapel, and men's and women's apartments.
- **Chapel:** Students and faculty gather for personal and corporate spiritual formation during our devotions and chapel times.
- **Student Housing:** SUM offers student housing for full-time Bachelor's and Master's-level students attending the Main Campus. The cost of housing is \$500 per month. Students in the Bachelor's program can reduce that cost to \$400 by completing two hours of Christian service per week.
- **Employment:** The Main Campus has various part-time employment opportunities, as well as network connections with local ministry employers.
- **Onsite-Faculty & Mentors:** One of the benefits to being on the main campus is direct access to onsite faculty and staff who also serve as mentors.
- **BAWM Worship Conservatory Vision:** One of the visions for SUM is to grow the onsite BAWM program to develop worship leaders and a worship conservatory.

U.S. and International Hubs

Christian leaders from around the world are living out their mandate to equip the next great wave of spiritual leaders in obedience to the Great Commission. SUM Cohorts unite an accredited theological college with church partners. This partnership unites dynamic leaders and their ministry teams with SUM's accredited academic programs. U. S. and International Cohorts empower a new generation of highly trained students: an army of Christian leaders equipped academically, practically, and spiritually within the local church setting.

Mission

SUM Cohorts facilitate high-quality distance education through live, interactive, online classes coupled with hands-on ministry training and personal mentoring. Throughout the United States and internationally, local churches and ministries donate classroom facilities and volunteers to host SUM study groups in which an accredited degree is achievable.

Partnering Sites

A Partnering Ministry provides a location (Cohort Site) where cohort students voluntarily gather for interactive online education. The Partnering Ministry provides free internet access, a study room, and access to all the needed equipment for the Cohort. A Cohort Site also provides systems which are necessary to fulfill SUM's experiential ministry requirements and the Student of All (SOA) requirements, such as practical hands-on ministry and mentoring.

The cornerstone to the SUM Cohort is the belief that "great leaders beget great leaders." Institutions of higher learning can produce apathy or indifference due to a disconnect in relationships with the students and a disconnect from daily life and ministry. However, SUM believes that in utilizing Christ's model, each Visionary Leader imparting teachings, practices, and life can empower leaders who will change the world.

SUM Anytime – Anywhere (SUM-AA)

SUM has been a leading force in delivering courses through an online synchronous platform, and in 2020 we introduced a new delivery system: SUM Anytime – Anywhere.

Anytime-Anywhere course sections are delivered with the same quality as synchronous courses but allow for more flexibility for student schedules. SUM-AA gives students two (2) hours of video content each week, plus 45 minutes with their instructor online in groups of 10-15 students at a time. The 45-minute weekly sessions are for coaching and mentoring, and students can choose from a few different times offered by the instructor. This platform allows students from anywhere in the US or in the world to pursue a degree program within the context of an online cohort.

Offering Comparison

Features	Main Campus	Cohorts	Anytime Anywhere
Accredited degree curriculum	✓	✓	✓
Affordable private postsecondary education	✓	✓	✓
Comprehensive 11-week trimesters	✓	✓	✓
Positive relationships with SUM faculty and staff	✓	✓	✓
Spiritual mentoring and academic advising	✓	✓	✓
Rigorous weekly reading/writing assignments via Canvas	✓	✓	✓
Accessible to foreign students	✓	✓	✓

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ADMISSIONS

Admissions Requirements

SUM Bible College and Theological Seminary (SUM) offers associates, bachelors, and masters level degree programs for the purpose of training men and women in the Fivefold Ministry of apostles, prophets, evangelists, pastors, and teachers. Through each of the programs, students will be biblically and theologically equipped to provide practical ministry leadership in service to the church. Students may apply to begin their coursework in either the Fall, Winter, or Spring term.

The following is a schedule of the deadlines for submitting applications for the 2024-25 academic year.

TRIMESTER	FALL	WINTER	SPRING	FALL 2	WINTER 2	SPRING 2
Application Deadlines	August 16, 2024	November 15, 2024	March 7, 2025	September 20, 2024	December 19, 2024	March 28, 2025

Undergraduate Degree Programs

SUM currently offers an associate degree in Theology and Ministry (AATM) and two undergraduate degrees: the Bachelor of Arts in Theology and Ministry (BATM) and the Bachelor of Arts in Worship and Music (BAWM). SUM is committed to providing a powerful, Spirit-filled undergraduate experience, and equipping students for Jesus' mission. Undergraduate applicants are required to have a minimum 2.5 GPA from high school or previous college experience and have been a committed follower of Jesus for at least one year. Above all, a high value is placed on applicants who express a call to ministry. Applicants meeting admission requirements are considered without regard to race, color, creed, gender, or physical limitations. All prospective students are encouraged to review this Catalog prior to signing the [SUM Enrollment Agreement](#).

Admissions Requirements

Students applying to SUM's undergraduate programs must meet the following criteria to be considered for acceptance:

- Applicants should have a high school diploma or equivalent.
- Applicants must have at least a 2.5 GPA from their previous education institution.
- Applicants must complete SUM's Writing Proficiency Exam.
- A demonstrated commitment of being a disciple of Christ for at least one year.

A.A. and B.A. Application Process: U.S. and International Students

To apply online, go to the [Undergraduate Application Page](#), (for U.S. students), and [International Program Application Page](#) (for International Students), and complete the following steps:

Step 1

General Application

U. S. students must complete the online SUM General Application. An incomplete form may cause delays or a denial of your admission to SUM Bible College and Theological Seminary.

Step 2

Pastor's Reference Form

Ask your Senior Pastor or another pastor on staff at your church to complete and submit the Pastor Reference Form. It is the applicant's responsibility to verify that references are forwarded to our Institution in a timely manner.

Step 3

General Reference Form

Ask an employer or other unrelated individual who knows you well to complete the General Reference Form. References may not come from a family member or a current student of SUM.

Step 4

Official Transcripts

Request official transcripts from your former high school (Freshmen) and/or college (transfer students) to be mailed to SUM. Applicants may personally deliver an official transcript from the high school or college if the document is in its original, sealed envelope. Unofficial transcripts may be faxed for admissions purposes, but an official transcript will be required before the student is officially admitted. Students who seek credit for their prior learning should submit all CPL documents before admission into the college. For more information, see Annexure A.

Step 5

Admissions Essay

The admissions essay will be reviewed not only for content, but for format and punctuation to help determine collegiate writing skills. The essay must be one page, 12-point font, and double spaced. Handwritten essays will not be accepted. For students applying to the **AATM** or **BATM** degree, the essay must answer the following questions:

1. How did you become a Christian?
2. How are you currently walking with the Lord?
3. How are you currently serving in your home church?
4. Upon graduation from SUM, where do you feel the Lord is leading you?

For students applying to the **BAWM** degree, the essay must answer the following questions:

1. How did you become a Christian?
2. How are you currently walking with the Lord?
3. How are you currently serving in your home church?
4. What is your current level of music proficiency, your primary instrument, and how do you feel that the BAWM program will further equip you for your calling in this area?

U.S. students must submit the Essay by email to admissions@sum.edu.

Step 6

Music Proficiency Auditions (BAWM only)

BAWM applicants must submit one or more audition videos or schedule a live in-person audition at the main campus. Students should also complete a piano/guitar proficiency assessment by the end of their first year of study.

Step 7

Application Fee (for U.S. students only)

A one-time, nonrefundable \$20 fee must be sent along with your documents before your application can be processed. *Application fee is for U.S. students only.*

Admissions Interview (when requested by admissions team).

Phone Interview conducted by the Admissions Office only if there are pending questions or concerns after reviewing the documents such as:

- Any concerns or reservations mentioned in the provided references.
- In their admissions documents the applicant indicates drug or alcohol usage in the last year.
- In their admissions documents the applicant indicates unscriptural sexual activity in the last year.
- In their admissions documents the applicant indicates any other issues that necessitate further questions, including but not limited to excessive student loans, low GPA, poor writing skills, poor technology skills, English proficiency skills, etc.

Provisional Acceptance:

Purpose

In alignment with SUM's mission to prepare ministers for Christian service, a category of provisional acceptance is created to allow some flexibility for the admissions process and thus allow students who are highly motivated but do not fully meet some academic performance standard. Students who do not fully meet the acceptance criteria for admission may be admitted provisionally under some circumstances. SUM will not enroll more than 25% of their total term enrollment via this method.

Conditions under which Provisional Acceptance may be appropriate:

- Student has not completed High School or the equivalency but has completed the equivalent of one year in collegiate program (does not need to be accredited) with a minimum GPA of 2.5.
- Student has completed High School or the equivalency but does not meet the minimum requirement of 2.5 cumulative GPA.
- Student has completed High School or the equivalency but has a reported disability or IEP that will require special accommodations.
- Student records and application materials indicate a high level of motivation.
- Student records and application materials indicate that the student has higher academic potential than indicated by their GPA. Example: some college work done after HS graduation with a higher-level result.
- The student may have been out of school for a long time and has developed stronger academic skills through personal study.
- In the determination of a majority of the admissions committee the student has a reasonable expectation of success if admitted.
- Students who seek credit for their prior learning should submit all CPL documents before admission

into the college. For more information, see Annexure A.

Additional Admissions steps for Provisional Acceptance:

All students that are identified, based on numbers 1-3 in the above section, will be required to complete a writing proficiency exam and pass.

If they pass with a score that reflects a high level of writing proficiency, they will move on as a provisional student and must go through the process to complete provisional acceptance as indicated below.

If they pass with a score that reflects a lower level of writing proficiency, they will move to the remedial process which will require them to meet weekly with appointed members of the academic team to help them gain a greater level of proficiency. They will still have to move through the process to complete provisional acceptance.

If they fail the writing proficiency test, they will not be accepted into their desired program.

Process to Complete Provisional Acceptance:

- The Cohort Advisor must be contacted by the admissions office.
- The provisionally accepted student will be on probation status for the first three trimesters.
- The Cohort Advisor will be responsible to meet with the student to evaluate the student progress on weeks three and seven of each trimester.
- The provisionally accepted student will be allowed to enroll in a maximum of 10 credits during Fall and Winter trimesters, and 12 credits during Spring trimester (to include ECO credits).
- If the provisionally admitted student achieves a GPA of 2.5 or more in the first trimester, or if their cumulative GPA is 2.5 or more after their first two trimesters, then the student will be able to increase the number of units in the next trimester.
- The provisionally accepted student will be followed according to the Retention Plan.
- Students who maintain an overall GPA of 2.0 or higher during the first year will be moved to full admission status.
- If the provisionally admitted student falls below the SAP standard for any of their first 3 trimesters he or she will be withdrawn.

Temporary Admission Policy

The following policy is approved as a *temporary accommodation* for applicants who are unable to provide transcripts of their High School or College level work.

Students should submit the best documentation available to them at the time of application:

1. An unofficial transcript if available
2. A copy of their High School Diploma or GED even if full documentation is not available
3. A personal statement that they have graduated or attended college and their best knowledge

regarding their GPA

Students admitted under the temporary admission policy are *required to submit all missing documentation as soon as the relevant offices provide the documentation or within six months from the date of the student's acceptance to the program* to which they were admitted, whichever is sooner.

Temporary admissions students are allowed to register for a full course load but will be evaluated when official documents are received and if provisional admission is warranted, they could be moved to provisional status by decision of the admission committee.

If students cannot provide the required documentation within six months of when they were temporarily admitted, they will be considered a non-degree seeking student and all classes taken will be converted to audited credits.

This policy applies to all students whether U.S. or International.

Graduate Degree Programs

SUM is a Christian seminary and holds to high moral standards for its student body. The mission of the College involves training believers for Christian ministry. A high value is placed upon applicants who express a call to ministry. Applicants meeting admission requirements are considered without regard to race, color, creed, gender, or physical limitations.

Admissions Requirements

Students applying to SUM's undergraduate programs must meet the following criteria to be considered for acceptance:

- Applicants should have at minimum a bachelor's degree from an institution that is accredited by a CHEA recognized organization. Certain exceptions may be allowed for applicants who have extensive prior ministry experience (*see Annexure A for more information*).
- Applicants should have at least a 2.75 average GPA. Applicants whose GPA does not meet this standard may be considered for acceptance on a provisional basis.

M.A./M.Div./MABS Application Process

To apply online, go to the [Graduate Application page](#), (for U.S. students), and International Program Application Page (for International Students), and complete the following steps:

Step 1 SUM General Application	Complete the online SUM General Application for graduate students. An incomplete form may cause delays or a denial of your admission to SUM Bible College and Theological Seminary.
Step 2 Pastor's Reference Form	Ask your Senior Pastor, youth Pastor, or another pastor on staff to complete and submit the Pastor Reference Form. It is the applicant's responsibility to verify that references are forwarded to our Institution in a timely manner. References may not come from a family member or a current student of SUM.

<p>Step 3 Educator's Reference Form</p>	<p>Ask a former professor/instructor who knows you well to complete the Educator Reference Form. References may not come from a family member or a current student of SUM.</p>
<p>Step 4 Official Transcripts</p>	<p>Request official transcripts from your former CHEA accredited institution (and graduate school, if credits are transferable) to be mailed to SUM. Applicants may personally deliver an official transcript if it is in its original, sealed envelope. Unofficial transcripts may be faxed for admissions purposes, but an official transcript will be required before the student is officially admitted. Official transcripts are required in all student files.</p>
<p>Step 5 Admissions Essay</p>	<p>The admission essay will be reviewed not only for content, but for format and punctuation to help determine collegiate writing skills. The essay must be one page, 12-point font, and double spaced. The essay will not be accepted if handwritten. The essay must answer the following three questions:</p> <ol style="list-style-type: none"> 1. How did you become a Christian? 2. How are you currently serving in your home church? 3. Upon graduation from SUM, where do you feel the Lord is leading you? <p>The Essay must be submitted by email to admissions@sum.edu.</p>
<p>Step 6 Application Fee (for U.S. students only)</p>	<p>A one-time, nonrefundable \$20 fee must be sent along with all documents before applications can be processed. <i>Application fee is for U.S. students only.</i></p>
<p>Step 7 Admissions Interview</p>	<p>Once SUM has received completed applications from prospective students, an interview will be scheduled with a member of our admissions team. As a final step for some students an interview may be scheduled with a member of an admission's team.</p>

Graduate Admissions for Students without a Bachelor's Degree (Credit for Prior Learning (CPL) Policy)

Applicants to a master's program who do not possess a B.A. or B.S. degree accredited through a CHEA (Council for Higher Education Accreditation) approved institution but who have at least seven years of substantial full-time ministry experience may apply for an evaluation of bachelor's degree equivalency.

In addition to the regular application materials, applicants interested in this option must submit the following:

- documentation of all prior formal collegiate and ministerial training, including diplomas, certificates, evaluation documents and transcripts;
- written descriptions of past and present ministerial roles;
- an essay of 1,500-2,000 words describing how the applicant's educational and ministerial journey has prepared him or her for graduate study at SUM;
- a letter of recommendation from an academic or professional training leader addressing the applicant's preparedness for graduate study.

Each application will be evaluated by the graduate admissions committee. Those applicants deemed by the committee prepared for graduate-level study will be admitted to the master's program. SUM limits the number of active students enrolled in each graduate degree program under the Credit for Prior Learning policy at one time to 15% of the total number of students in each program.

In some cases, where some uncertainty remains as to an applicant's preparedness, the graduate admissions committee may opt to admit the applicant as a Special Student and limit the number of courses for which the applicant may register or prescribe remedial courses on the undergraduate level as prerequisites for admission into the graduate program.

Applicants with Insufficient Undergraduate GPA

Graduate Record Exam (GRE) Admissions

SUM's graduate programs indicate a desired undergraduate GPA of 2.75 or greater. If a student's GPA is below 2.5, the applicant can take the GRE for admissions consideration. The applicant's GRE score will be reviewed and taken into consideration for admissions. GRE's are not required for students who meet the GPA standard.

Our institutional code number is: 4142.

GRE	Minimum Score
GRE Verbal	150
GRE Writing	3.5

Additional Documentation

An applicant who does not have a sufficient undergraduate GPA is encouraged to submit any additional materials as evidence of their ability to succeed in the graduate program. Examples of documentation that may be considered include, but are not limited to, the following:

- documentation of all prior formal collegiate and ministerial training, including diplomas, certificates, evaluation documents, and transcripts;
- any academically published materials (e.g., books, articles, journals, etc.);
- written description of past and present ministerial roles, ordination, etc. (CV / Resume);
- a letter of recommendation from an academic or professional training leader addressing the applicant's preparedness for graduate study.

Provisional Acceptance

Should the admissions committee deem that the potential student's application is not strong enough to ensure success in the graduate program, but the applicant shows strong motivation, the applicant may be allowed to take one (1) trimester of coursework as a non-degree seeking student. If the student achieves a GPA of 2.5 or greater for this trimester, this accomplishment will be added to their admissions file for consideration for full acceptance into the graduate program.

International Students Studying in the U.S.

*This policy applies to the Main Campus students only in El Dorado Hills, CA.

International students seeking to pursue a degree with SUM as an I-20 student must complete the admissions process ([Undergraduate Application](#), [Graduate Application](#)) and enroll as a full-time student living at the Main Campus in El Dorado Hills, CA.

Additional requirements for admission as an international student:

- Submit an annual financial certification showing financial sponsorship for the duration of the academic program.
- International students for whom English is not their native language are required to take the Test of English as a Foreign Language (TOEFL) and submit their scores to the admissions office. A score of at least 550 (TOEFL Paper) or 80 (internet-based) is required for admission. Our institutional code number is C151. For more information about TOEFL requirements, please visit the [TOEFL website](#).
- International transfer students must provide evidence of good standing from any previous college in order to transfer to SUM.
- International students must show proof of financial ability to pay for school costs plus living expenses before an I-20 form is issued. For estimated cost of attendance, please look at the tuition page in this catalog.

- International students must maintain full-time status (at least six (6) credits for graduate studies and ten (10) credits for undergraduate studies) each term.

For a step-by-step guide to studying in the United States, please visit the [Guide to Studying in the States](#).

NOTE: SUM is permitted by DHS to issue I-20s. However, the U.S. Embassy has the final authority for issuance. SUM does not provide English training for international students who lack the English language skills required to pass the TOEFL (see item three below). SUM will assist the international student with securing the I-20, but the student is responsible for all financial requirements and fees.

TOEFL Requirements

(Applies only to the Main Campus students in El Dorado Hills, CA)

The TOEFL test is a standardized English test that measures a student’s ability to use and understand English at the university level. Specifically, the test evaluates how well the student combines reading, listening, speaking, and writing skills to perform academic tasks.

Degree-seeking applicants whose secondary or undergraduate education was not in English are required to take the TOEFL. To be considered for admission, applicants must earn a minimum score of 550 (TOEFL paper-based test) or 80 (internet-based test).

SUM’s institution code number is: C151

TOEFL ®	Minimum Score
TOEFL ® PBT (paper-based test)	550
TOEFL ® iBT (internet-based test)	80

TOEFL Exempt Countries

The following is a list of countries in which English is used as the medium of instruction in secondary and university educational institutions. Students who have successfully completed their education in these systems do NOT need to submit TOEFL scores:

Australia	England	Kenya	New Zealand	Somalia	Union of South Africa
Belize	The Gambia	Lesotho	Nigeria	Swaziland	United Kingdom
Botswana	Ghana	Liberia	Philippines	Sudan	Zambia
British West Indies**		Tanzania	Zimbabwe	Guyana	Malawi
Canada	Ireland	Mauritius	Sri Lanka	Uganda	

British West Indies include Anguilla, Antigua and Barbuda, Bahamas, Barbados, Bay Islands, British Virgin Islands, Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, Saint Croix, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, the Turks and Caicos Islands

Transfer of Credits

Transfer students from other colleges are required to complete the SUM application process. Transcripts must be mailed directly to SUM from the previous colleges or universities, signed and sealed. Official electronic transcripts also are accepted. After the transcripts are on file, the Registrar's Office will evaluate the transcripts and successfully transferred credits will appear on the student's Degree Audit.

SUM does not accept credit for experiential learning at a previous institution. If a student wishes to apply for experiential learning credit, they must do so through SUM's policy on Experience-Based Learning Credit. For more information, contact admissions@sum.edu.

Transfer of Credits from an Accredited College

To transfer prior credits to SUM's degree:

- Comparison will be made from a previous institution's catalog, academic calendar, course descriptions, credits, and accreditation status.
- A minimum grade of C is required for transfer credits.
- Courses that can be transferred must be similar in content to the course offered at SUM.

SUM must receive an official transcript from the applicant's former college. Transcripts from these institutions must be sent directly from the college or high school to the Admissions Department at SUM. Unofficial transcripts sent by the applicant themselves can only be used to start the admissions process, but an official transcript is required for acceptance.

Transfer of Credits from an Unaccredited College

SUM sets forth the following policy on validating credits earned at unaccredited institutions:

In dealing with transfer of credit issues, SUM follows the Transfer and Award of Academic Credit statement approved by CHEA, ACE, and AACRAO. This statement provides that "Institutions admitting students from unaccredited institutions should take special steps to validate credits previously earned."

Proper validation will demonstrate that course work taken in the sending institution is comparable to course work offered by the accredited receiving institution. It may be accomplished by some combination of the following means:

- demonstration of achievement by means of comprehensive examinations;
- review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution;
- analysis of historic experience regarding the success of transfers from the sending institution;
- successful completion of a prescribed amount of study at the receiving institution.

Institutions shall retain documentation in the student's permanent file outlining the process used to validate credits accepted from unaccredited sending institutions. This documentation shall serve as the

basis for self-study of institutional practices relative to validation of transfer credits from unaccredited institutions.

To have courses from an unaccredited college evaluated, the student must complete the following steps:

- An official transcript must be sent directly from the college to the admissions office.
- An official catalog from the sending college indicating the duration of courses must be provided. This must include how many minutes the course met each day, how many days it met each week, and how many weeks it met in each term.
- One way of indicating the value of possible credit transfer would be letters from three (3) colleges that are either nationally or regionally accredited that indicate acceptance of the credits from the unaccredited college in question. In addition, a statement of how the credits are accepted should accompany the letters (for example, the credits are accepted on probation, only half of the credits are accepted, only Bible courses are accepted, etc.).
- Provide documentation to help determine if courses considered for transfer credits were taught by faculty who possess necessary credentials, met for equivalent hours as SUM courses, use academically recognized textbooks, and are equivalent to taking a similar course at SUM.
- A catalog that has a full course description of each course represented on the transcript must be provided.
- The student must provide a syllabus for each course.
- Course grades must be 70% or higher to be considered for transfer credits.

Advanced Placement Classes

Students with outstanding academic achievement in high school may apply for college credits through Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP), taken during their sophomore, junior, or senior years of high school.

The student must enter SUM for study no later than five (5) years after graduation from high school. Students are encouraged to submit all successful scores to the SUM Registrar for consideration. In the event a student transfers to another institution, credits approved for acceptance within SUM must be evaluated by the receiving institution.

General Education credits will be awarded according to the broad field of study, such as: English, Science, History, Math, Art, Language, etc.

Typically accepted scores are:

Program	Scores
Advanced Placement (AP)	3, 4, and 5

International Baccalaureate (IB)	5 or higher
College Level Examination Program (CLEP)	50 or higher

Enrollment Policies

Executive Committee Approval / Denial

Students who are accepted to SUM Bible College and Theological Seminary will receive an acceptance letter sent via email that will include a list of additional steps to take in order to enroll in the program. Accepted students will be required to sign an [Enrollment Agreement](#) before being able to register for any coursework.

SUM does not disclose to applicants the reason(s) why they have been denied admission. Applicants are welcome to contact the Admissions Office at admissions@sum.edu to inquire about the status of their application.

Non-Degree Students

Non-Degree Student status provides a means of pursuing an interest in theological and biblical studies or testing one's ability to do college or graduate work with a minimum of administrative entanglements. A Non-Degree Student may take any courses for which they qualify for credit, without completing the full application process required of SUM applicants.

In addition to the application (which includes reading and agreeing to the SUM Community Covenant, SUM Statement of Faith, Academic Catalog, and Student Handbook), the only document required is a copy of the student's high school or undergraduate transcript.

If English is not the student's first language, the student should note that participation in SUM classes presumes proficiency in reading, writing, and speaking English. Applicants for whom English is a second language are required to achieve a TOEFL score of at least 80 on the iBT and 550 on PBT before enrolling, and comparable ability is expected of all students in English language classes.

There is no financial aid available from SUM sources for students in non-Degree status. Therefore, applicants need to be able to finance course work from independent sources. For estimated costs of attendance, please see sum.edu/tuition.

Housing is not likely to be available since full-time degree candidates have priority for available space.

If a student is considering taking courses as a Non-Degree Student while applying for admission as a degree candidate at the same time, please note that if the student is not admitted, the student will have to discontinue taking courses as a Non-Degree Student.

Once an applicant has submitted the application, transcripts, and tuition, the Admissions Office will send further registration instructions. Non-Degree student applicants must read and agree to the SUM Statement of Faith, Academic Catalog, and Student Handbook.

Bridge Program (High School Students)

Students concurrently enrolled in High School may be admitted to SUM as special admission students.

The following conditions must be met:

- a. The student has completed the 10th grade
 - b. A minimum of 3.0 GPA is required.
2. Students will earn college credit for all courses.
 3. Students must satisfy all prerequisites, eligibility requirements, policies and regulations as stated in SUM's catalog.
 4. Students must read and agree to the SUM Statement of Faith, Course Catalog, and Student Handbook.
 5. Students must submit written authorization from their parents/legal guardians.
 6. There is no financial aid available from SUM sources for students in the Bridge Program. Therefore, students need to be able to finance their course work from their own sources. For estimated cost of attendance, please look at the [Tuition Page](#).
 7. SUM reserves the right to exclude or limit enrollment of Bridge Program students to specific programs and/or courses based on instructional methodology, faculty constraints, or legal requirements.

U.S. Armed Forces Institution

SUM grants credit for course work completed through the U.S. Armed Forces Institute. This usually applies to general education course work and is granted by the Registrar upon review of transcripts. The student is responsible to have a copy of the transcript sent to the Registrar's Office.

Veterans

SUM has been approved under the provision of Title 38, U.S. Code of the Veterans Administration, the California Postsecondary Education Commission relating to Veterans Affairs. Veterans and other eligible persons can use their VA education benefits. Applicants can apply for Veteran Benefits at <http://vaonce.vba.va.gov>.

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FINANCIAL INFORMATION

Tuitions and Fees

2024–2025 Schedule of Charges

SUM Bible College and Theological Seminary (SUM) provides affordable biblical education, enabling students to meet the challenges of a future in full-time ministry. The undergraduate degree is an intensive program allowing graduates to enter ministry one year earlier than most Bible colleges, making SUM one of the most affordable ministry programs in the United States. In addition, SUM provides generous institutional aid to undergraduate students in the form of tuition credit of up to 6.34 hours per term.

Unless otherwise stated, all costs are per trimester. Cost of attendance will vary among the international cohorts. Cost of dorms will vary among U.S. cohorts. Prices subject to change.

U.S. Based Students

	Item	Cost	Frequency
Tuition	Full-Time BA Tuition (10.00-16.34 Credits)	\$3,000	Per Term
	Part-Time BA Tuition (< 10 Credits)	\$300	Per Credit Hour
	MABS / MACL / MDiv Tuition	\$285	Per Credit Hour
	Audit Class	\$150	Per Credit Hour
	Bridge Program Classes	\$100	Per Credit Hour
	Evangelism Conference & Outreach (ECO)	\$600	Once Per Year
Campus	Main Campus Dormitory Housing	\$400	Per Month
	Apartment Deposit	\$300	One-Time
Fees	Application Fee	\$20	One-Time
	Registration Fee	\$35	Per Term
	Late Registration Fee	\$75	Per Term
	Technology Fee	\$175	Per Term
	Evangelism Conference and Outreach Fee	\$200	Per Year
	Directed Research	\$100	Per Credit Hour
	Resource Fee (BA Level) (Master's Level)	\$100 \$45	Per Term Per Term

	Transcript Fee	\$10	Per institution, 1st request free
	Transcript Hard Copy	\$30	
	B.A. Graduation Fee	\$75	One-Time
	M.A. Graduation Fee	\$150	One-Time
Additional Fees			
BAWM Diploma BA MA	Music Instruction Fee	\$240	Per .5 Credit Hour
	Diploma Fee	\$ 50	
	Total graduation related fees	\$125 (BA) \$200(MA)	

Student Housing charges may vary at Cohort Sites.

International Cohorts

SUM offers online undergraduate and graduate theological education to students abroad. For information on the tuition rates for a particular country, see our international tuition page at https://www.sum.edu/international_tuition/ or contact the International Recruitment Office at intlrecruit@sum.edu for more details.

Total Undergraduate Tuition (2024-25)

The chart below is the estimated tuition and fees (registration, ECO, and technology) for a full-time undergraduate student (greater than 10 credits but less than 16.34 credits). This estimate does not include the cost of housing, food, parking, books, computers, directed research courses, etc. Costs will vary based upon payment plan option and timeliness of program completion. Prices are subject to change.

B.A. in Theology & Ministry

Year	Term	Main Campus	U.S. Cohorts
1	Fall	\$3,168	\$3,268
	Winter	\$3,968	\$4,068
	Spring	\$3,168	\$3,268
2	Fall	\$3,168	\$3,268
	Winter	\$3,968	\$4,068
	Spring	\$3,168	\$3,268

3	Fall	\$3,168	\$3,268
	Winter	\$3,168	\$3,268
	Spring	\$3,168	\$3,268

Total BATM Program Cost: \$30,112 \$31,012

B.A. in Worship and Music

Year	Term	Main Campus	U.S. Cohorts
1	Fall	\$3,408	\$3,508
	Winter	\$3,648	\$3,748
	Spring	\$4,448	\$4,548
2	Fall	\$3,888	\$3,988
	Winter	\$3,888	\$3,988
	Spring	\$4,688	\$4,788
3	Fall	\$3,648	\$3,748
	Winter	\$3,408	\$3,508
	Spring	\$3,408	\$3,508
Total BAWM Program Cost		\$34,432	\$35,332

Undergraduate Tuition Scholarship

SUM provides generous institutional aid to students by providing a full-time student tuition credit for students enrolled in more than 10 but less than 16.34 credits per term. Any credits over 16.34 per term are billed at the \$300/credit hour rate. ECO credit hours are not included in the tuition credit and are billed separately as two (2) credits at the \$300/credit hour rate.

Total Graduate Tuition (2024-25)

The chart below is the estimated tuition and fees (registration, Leadership Symposium, and technology) for a full-time graduate student. This estimate does not include the cost of housing, food, parking, books, computers, directed research courses, etc. Costs will vary based upon payment plan option and timeliness of program completion. Prices are subject to change.

Estimated Charge	MACL	MABS	M.Div.
Credits	38	48	76

Trimester*	\$1,898	\$1,780	\$1,881
Entire Program	\$11,388	\$14,399	\$22,576

* Master's students are required to register for the Leadership Symposium (\$720) the final year of the program (cost is included in above estimates).

Tuition Payments

Tuition payments may be made by check, cash, or credit card (Visa, MasterCard, Discover, or American Express). Payments are all processed through the Main Campus Business Office. They may be contacted at businessoffice@sum.edu.

In order to maintain low tuition costs, every student must be diligent in paying tuition and fees in-full and on-time. All accounts are due in-full prior to the beginning of the trimester.

FINANCIAL AID

Grants, Loans, and Scholarships

Title IV Funding

SUM participates in the following Federal Student Aid (FSA) programs:

- Federal Subsidized Stafford Student Loans
- Federal Unsubsidized Stafford Student Loans
- Federal Parent PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study Program

To be considered for Title IV funding, applicants must complete the following steps:

1. The Free Application for Federal Student Aid (FAFSA): All students must complete the FAFSA upon admission. The FAFSA must be completed online at <https://studentaid.gov/h/apply-for-aid/fafsa>. The SUM School Code is: 037524.
 - Students are encouraged to use the IRS Data Retrieval Tool (DRT) within the FAFSA to request Federal IRS tax information to avoid having to request a tax transcript mailed by the IRS.

2. Federal Student Loan Master Promissory Note (MPN): All students must complete the MPN upon admission. The MPN may be completed online at <https://studentaid.gov/mpn/>.
 - Students will use their FAFSA and password to log into this site. Students then will need to complete the Undergraduate Stafford Loan Master Promissory Note.
 - If a parent is taking out a PLUS loan, they will need to complete the Parent PLUS Loan Master Promissory Note.
3. Federal Student Loan Entrance Counseling: All students must complete Student Loan Entrance Counseling upon admission. Entrance Counseling may be completed online at <https://studentaid.gov/entrance-counseling/>.
 - Complete the Entrance Counseling and note the Exit Counseling. The Exit Counseling will need to be completed upon graduation.

For more information, visit SUM's website at <https://www.sum.edu/financial-aid/>.

Once a student is admitted and completes the FAFSA, they will be notified via email by the Office of Financial Aid staff if any additional information is required. Financial aid is available to assist students with their direct costs (tuition and fees) and indirect costs (room & board, personal and transportation expenses). Any balance remaining after all aid is applied must be paid in-full prior to the start of classes.

Federal Pell Grant

The Federal Pell Grant program provides federal funds for students of families that qualify. To be eligible, an applicant must be a United States citizen or permanent resident, demonstrate financial need, and must not have previously received a bachelor's (or higher) degree. Students may apply for the Pell Grant by filling out a Free Application for Federal Student Aid (FAFSA).

Student Loans

SUM participates in the Federal Direct Stafford Loan Program (FDSL). Students and parents may borrow up to the cost of attendance through these federally subsidized and unsubsidized loans. To be eligible for an FDSL loan, students and/or parents must fill out the Free Application for Federal Student Aid (FAFSA) online by going to www.studentaid.gov. A Master Promissory Note and required counseling need to be completed annually at <https://studentaid.gov/mpn> for loans to be disbursed. Any student taking out a private loan is subject to the terms and agreements regarding repayment by the lender. In the event the amount of federal aid offsets private loans, SUM will return, by check, any refund due within the guidelines established for federal aid. Please consult the Financial Aid Office for more information.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received Federal Student Aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Veterans Benefits

SUM is approved for the training of veterans who are entitled to educational benefits under existing laws. A veteran wishing to use these benefits should contact their local Veterans Affairs Office for approval, indicating the degree or certification that they are seeking.

Scholarships

Scholarships may be available to students in need of financial assistance.

Students are encouraged to seek other support such as church sponsorships and scholarships offered by outside organizations to qualified students.

- www.fastweb.com
- www.unigo.com
- www.studentscholarshipsearch.com
- <https://bigfuture.collegeboard.org/scholarship-search>

Beware of any program or promise of aid that requires you to pay them before they provide information to you concerning actual aid.

For more information, please contact the Financial Aid Office at (916) 306-1628 or at financialaid@sum.edu.

Maximum Time Frame Requirement

Students requesting financial aid are expected to complete an academic program within a reasonable time frame. Full-time graduate students at SUM should complete the MA programs within three (3) years. The SUM Catalog for SUM's MA programs is valid for three (3) years.

SAP Requirements for Financial Aid

For more information on the requirements for maintaining SAP, see pages 98-103 in the academic catalog.

For additional information regarding financial aid programs, please contact the Financial Aid Office by email at financialaid@sum.edu.

Returns and Refunds

Financial aid is awarded based on the enrollment at the end of the add/drop period. Students will be charged for the full cost of the term unless they drop all classes during the official add/drop period. After this period, the student can withdraw up to the Withdrawal Deadline published in the academic calendar but will be responsible for 100% of the fees and tuition associated with that course. If the student withdraws after the add/drop period prior to completing 60% of the term, Pell grants and/or loans may have to be returned to the Department of Education, and the student will be responsible for reimbursing SUM for the returned funds. Withdrawal from all classes or dropping below full-time status may generate a balance owed to the school. Any balance owed by the student account after withdrawal will be billed. Failure to honor the financial commitment may adversely impact the student's credit rating/score.

Any refunds or adjustments must be made using the official forms from SUM, which are available at <https://www.sum.edu/forms/>. The forms may be sent electronically to SUM to comply with time frames, but a hard copy must be mailed to:

Office of the Registrar
SUM Bible College &
Theological Seminary 1101
Investment Blvd., Suite 200
El Dorado Hills, CA 95762

Add/Drop Period

The add/drop period is the first week of each term. It begins the first day of the term and ends Sunday evening at 11:59 p.m. (Pacific Time Zone) , the end of the first week of class for the term. Students may add or drop courses within that week with no financial or academic penalty. After the add/drop period, the student becomes responsible for 100% of the tuition and fees for the course, even if the student elects to withdraw at a later time.

Attendance in Weeks 1-2

A student who does not attend either of the first two (2) class sessions of a course will be automatically withdrawn. If a student anticipates missing the first two class sessions, or if an extenuating circumstance occurs such as sudden and serious illness, then the student may petition the College for permission to remain registered for the course even though the student has missed the first two class sessions. If approved, the total amount of time required for course attendance is not changed. Students may not miss 25% or more of class time during a trimester, and the approval of a petition to allow a student to continue in a course even though the student has missed the first two sessions does not change that attendance requirement.

Excessive Absences

Students who reach the 25% maximum for absences will not receive credit for the course. If a student reaches 25% absence in a course before the last day to withdraw and has not submitted a [withdrawal form](#), the student will be automatically withdrawn. After the last day to withdraw, students who reach the 25% absence mark will receive an F grade for the course. If students have missed excessive numbers of class minutes due to a serious illness or other reason beyond their control, then they may use the online [Directed Research Add/Drop Form](#) to request that the course be reclassified as a Directed Research course(RS Course) . A Directed Research fee may apply.

Leave of Absence

Students must sometimes interrupt their studies for a variety of reasons (military service, illness, car accidents, death in the family, a natural catastrophe, employment hardships, etc.). Students choosing to take a leave of absence should first contact their Cohort/Academic Advisor to discuss their plans while on leave to work out any conditions that may be necessary for a smooth return to SUM.

A student may leave SUM by either withdrawing from the college/seminary (this means leaving with no intention of returning) or by taking a leave of absence (this means leaving temporarily, with the firm and stated intention of returning). Notifying instructors or ceasing to attend classes does not complete the process. Students should submit an [academic withdrawal form](#) online and indicate either a permanent or temporary withdrawal. If a student is unable to fill out the form, an academic advisor may submit the form on the student's behalf.

When a student requests a leave of absence during a term, they may also need to apply for an Incomplete (I) for any courses they are unable to finish. This is a separate process from the leave of absence (see below for the requirements and process for an Incomplete.). If a student who requested a leave of absence fails to enroll in the next six (6) months, their enrollment status will change to Withdrawn (W) and they may have to begin repaying Title IV loans when the grace period ends. A withdrawn student will need to reapply in order to return to classes if it has been more than one (1) year since their last attendance. Any credits earned at SUM in the student's previous time of enrollment will be categorized as transfer credits. Please see the section on Transfer Credits for more information.

The Academic Department is responsible to communicate any approved leave of absences to the Financial Aid Office within two (2) weeks of the student's last day of attendance for proper procedures to be taken in the handling of Title IV aid. The length of time for the leave of absence is determined by the student's action plan and must be agreed upon by SUM and the student but is not to exceed 180 days in any 12- month period as mandated by the Department of Education, and the student must resume coursework at the same point in the academic program that they began their leave of absence. The student may not receive any additional Title IV funds until they have completed the coursework required for the term in which the leave of absence occurred. If future developments warrant an amendment to the action plan, the student must submit a revision to the action plan which will be approved or rejected by SUM.

Title IV recipients who fail to fulfill the leave of absence action plan and have exhausted the appeals process may be subject to a revised loan repayment schedule, including the expiration of the grace period granted under the terms of the repayment of Title IV Loans. SUM will report the student's last day of attendance in accordance with federal regulations.

When SUM grants a leave of absence, an official letter will be given to the student and a copy placed in the student's permanent records. In a timely manner, the student will provide updates on the action plan's progress to SUM. If the student fails to honor the agreement, SUM will withdraw the student from the academic program and inform the appropriate government agencies of the official withdrawal from their program. The student will be notified of SUM's action and will have 30 days to file an appeal, which details the student's reasons for reinstating the leave of absence. The Executive Committee will rule within ten (10) days its decision to accept or reject reinstatement. Approval cannot be assumed; students will be notified of the final decision.

Withdrawing from SUM

Initial Enrollment

A student will sign their [Enrollment Agreement Form](#) upon admission to SUM. Each student has a "Right to Cancel" for seven (7) days after signing the Enrollment Agreement or up to the first day of class, whichever is later. The Student's Right to Cancel is included in the Enrollment Agreement. When a student cancels their initial Enrollment Agreement there are no financial or academic consequences for the student.

Cancellation of Enrollment Agreement

The cancellation of a student's Enrollment Agreement is explained in the Right to Cancel document. Students living outside of California have the same right to cancel but do not have recourse from the [CA Bureau of Private Post-Secondary Education \(BPPE\)](#).

Voluntary Withdrawal

After initial enrollment and once the period covered by the Student's Right to Cancel is passed, students who find it necessary to withdraw from a class, classes, or from the College may do so under the following guidelines:

1. Students may add or drop courses during the add/drop period without financial or academic consequences.
2. A student may withdraw voluntarily after the add/drop deadline and before the withdrawal deadline (both listed in the [Academic Calendar](#)). In this case, the student will be financially responsible for the tuition associated with the course they are withdrawing from, but there is no academic consequence in that it will not affect their grade point average. A voluntary withdrawal is considered an attempt by the U.S. Department of Education and will be registered on the student's transcript as an attempt and will count towards a student's Completion / Attempts Ratio.
3. If a student does not complete the required process for a withdrawal, they will be awarded the grade they have earned at the end of the course.

Involuntary Withdrawal

1. A student may be involuntarily withdrawn from a course under the following circumstances: If a student fails to attend a class for which they are registered and if the student fails to communicate to the faculty member the reason(s) for missing the first two weeks of class, SUM's Registrar will remove the student's classes from enrollment and all funding will be returned to the appropriate agencies. This forced withdrawal does not remove any financial obligation the student has incurred. A student who leaves the College without officially withdrawing is responsible for all financial commitments to the College.
2. A student may be withdrawn from the course if they miss more than 25% attendance. In that case they will be given a WA grade on their report card. In this case no credit will be earned. Students receiving a WA remain financially responsible for the course.
3. A student may be administratively withdrawn from a course for reasons such as not maintaining payment arrangements, student disciplinary matters, academic dishonesty, or other administrative causes. A student who is administratively withdrawn receives an ADW on their transcript.

Cancellation Notice

To cancel the contract for School, mail or deliver a signed and dated copy of this cancellation notice. A fax or email is not acceptable. Send notice to:

SUM Bible College and Theological Seminary
Attn: Admissions Department 1101 Investment Blvd, Suite 200
El Dorado Hills, CA 95762

In the body of the letter, include "I cancel the contract with the School." Please include your name, signature, and date. Remember, you must cancel in writing. You do not have the right to cancel just by telephoning the school or by not coming to class. Refunds will be impacted by your delay.

Any questions a student may have regarding this Enrollment Agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535

Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov.

Student Initials:

Return to Title IV Policy

The federal government mandates that students who withdraw from all classes may only keep the financial aid (federal "Title IV" grant and loan assistance) they have "earned" up to the time of withdrawal. Funds that were disbursed more than the earned amount, or unearned aid, must be returned to the federal government by SUM and / or the student.

Earned Financial Aid

A prorated formula is used to determine the amount of Federal Student Aid money that has been earned based on the date of the student's withdrawal from the program. Earned Federal Student Aid is prorated based on the percentage of the term completed. If the date of withdrawal is after completing more than 60% of the payment period, a student will have earned 100% of their Federal Student Aid for that term and repayment is not required.

Unearned Financial Aid Repayment

The amount of unearned Federal Student Aid is calculated as the total amount of aid minus the portion of earned aid. If a student withdraws from SUM before completing over 60% of the term, the student may be required to repay portions of the Federal Student Aid received during that payment period. The College has 45 days from the date the College determined, by the Registrar, that the student withdrew to process the return to Title IV aid.

Unearned aid is returned in the following order, up to the net amount disbursed from each source:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct PLUS (Parent) Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Other federal loan or grant assistance

Federal Student Aid consists of FDSL unsubsidized and subsidized loans, as well as FSEOG (Federal Supplemental Educational Opportunity Grant), Federal PLUS loans, and Federal Pell Grants.

All monies owed to the College must be paid to the School of Urban Missions. For details, please refer to the Business Office at (916) 306-1628 or businessoffice@sum.edu.

STUDENT AFFAIRS & SERVICES

Office of Student Life

Overview

The Office of Student Life endeavors to cultivate a holistic living and learning community. Our primary goal is the advancement of academic and spiritual formation for the student body. This involves developing a comprehensive plan to help meet the spiritual needs of a diverse student body, provide guidance and counseling services to the students, and promote and supervise the educational experience in the student's extra-curricular life. The Student Life Office promotes a spiritually healthy environment through chapels, discipleship groups, developing and maintaining the mentorship program, working with student government, career counseling, as well as planning events that affect the student body's spiritual, physical and emotional health.

Learning Outcomes

The mission of Student Life is to prepare students for ministry by strengthening their physical, emotional, and spiritual lives. As a result of the Student Life program, students will:

- apply problem solving, decision making and leadership skills in relation to personal challenges with the direction of a personal mentor;
- grow in personal maturity, Christian character, effective life skills, academic discipline, sensitivity to the Holy Spirit and holistic spiritual formation;
- develop interpersonal skills contributing to overall emotional, relational, and vocational health;
- establish habits associated with the spiritual disciplines, including prayer, fasting, meditation, worship, church attendance, service, academic study, Bible reading, and journaling;
- reflect on biblical and theological concepts in the context of personal spiritual formation and ministry practice.

Servant of All (SOA) Philosophy

Underlying the SUM curriculum is the "Servant of All" (SOA) Philosophy. The SOA Philosophy comes from the words of Jesus: "And whosoever would be first among you, shall be servant of all" (Mark 10:44, ASV). This biblical injunction of Jesus Christ to be a servant of all forms the backbone of SUM 's educational philosophy.

The SOA Philosophy embraces spiritual, intellectual, financial, social, and physical development, and emphasizes the leading of the Holy Spirit in growing student discipline, passion, and character.

NOTE: A detailed explanation of Student Life policies, including the Servant of All (SOA) philosophy and campus life expectations, can be located in the [SUM Student Handbook](#).

Activities

New Student Orientation

The New Student Orientation Course acclimates students to the culture and community of SUM Bible College. Students will be introduced to the various technologies used by SUM. They will also receive an overview of student life and ministry requirements, assisting them with personal mentorship and practical ministry development. Finally, the New Students Orientation course contains the writing proficiency exam required for new students to assess their initial writing level upon entry at SUM.

This course is supplemented by live New Student Orientation events at partnering locations and Online Student Orientations hosted by our Student Life and Ministry Staff, developing a sense of community and belonging for all SUM students.

Student Life Expectations

As a Christian institution, SUM requires its members to exemplify the Christian values and principles of the Scriptures. Those in violation of school policies, while enrolled in classes and during all breaks, on and off-campus, will be subject to discipline and possible expulsion for unacceptable behavior.

The primary purpose of SUM is to prepare individuals for lives of service and leadership in the church and the world. As a Christian college, standards have been established regarding student behavior and lifestyle that contributes to an environment that honors Christ. The policies related to personal accountability, expectations for on and off-campus behavior, and guidelines for student appearance are based on biblical principles and can be found in the [Student Handbook](#).

Mentorship Program

As part of the “Servant of All” Philosophy, SUM provides each student with a mentor that models positive values and spiritual principles. The relationship between the mentor and student is built upon mutual trust and respect. A mentor's role is to encourage and to hold students accountable in the areas of academics, spiritual and personal development, physical fitness and diet, interpersonal relationships, and financial integrity. A strong mentor is vital in helping a student develop the disciplines for life-long ministry. They offer spiritual care and mentoring during office hours, over coffee or mealtimes, and even in their homes.

Mentorship Objectives:

As a result of the Mentorship Program students will:

- apply problem solving, decision making, and leadership skills in relation to personal challenges with the direction of a personal mentor;
- grow in personal maturity, Christian character, effective life skills, academic discipline, sensitivity to the Holy Spirit, and holistic spiritual formation;
- develop interpersonal skills contributing to overall emotional, relational, and vocational health;
- establish habits associated with the spiritual disciplines including prayer, fasting, meditation, worship, church attendance, service, academic study, Bible reading, and journaling;
- reflect on biblical and theological concepts in the context of personal spiritual formation and ministry practice.

Mentorship is also intended to bring glory to God through the relationship between the mentor and the student. In the process of learning, the student will grow in:

- a vision of God's work through them;
- Christ-like qualities of servanthood and humanity;
- personal and spiritual maturity;
- setting personal and ministry goals, and starting to take steps to achieve them;
- making good choices that will enhance righteous living;
- facing challenges and working their way through them.

Each component of the student's personal spiritual formation, including chapels and church attendance, mentorship, physical fitness, spiritual formation focus, and SOA progress, will be tracked in the Student Mentorship course in Canvas. A student must pass nine (9) trimesters of Student Mentorship to graduate.

Christian Service

SUM students are encouraged to serve their churches and communities through their practical ministry requirements. Additional Christian Service opportunities may be available to students at various locations.

- Main Campus: Students choosing to live in student housing will have two (2) hours of Christian Service required to offset the cost of their subsidized rent. Students choosing not to schedule a Christian Service requirement will be charged an additional \$100 monthly for their student housing.
- Cohort Sites: Cohorts may require Christian Service hours to reduce or eliminate site fees and /or student housing costs. It will be the responsibility of the Cohort to assign and monitor Christian Service hours.
- Online Students: No Christian Service requirement exists beyond the required practical ministry hours.

Health and Safety

Campus Safety and Security

Under the Clery Act, students at SUM Bible College and Theological Seminary have the right to examine El Dorado Hills' crime statistics. This information is located with the Student Life Office. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education.

The SUM Bible College and Theological Seminary publishes and distributes an Annual Campus Security Report to current and prospective students and employees. This report is required to provide crime statistics, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

Safety Incident Reporting Procedure

SUM encourages the victims and witnesses of all criminal activities and safety violations to report those incidents to the appropriate Department and to the local authorities.

Criminal activity should be reported to the appropriate authorities and this procedure is not intended to replace such reporting.

Safety incident reports may be generated in two ways: 1) on campus; and 2) student housing.

➤ On campus report procedures.

- Report given to the Campus Director and property manager
- Campus Director will copy the VP for Cohort Development every report
- The VP for Cohort Development will send each report to the SUM Campus Safety Reporter

➤ Student housing report procedures.

- Incident should be reported to Resident Director
- The Resident Director will forward a copy of the report to the VP of Cohort Development.
- The VP of Cohort Development will forward a copy of the report to the SUM Campus Safety Reporter.

Student Health Policies

Vaccination Policy

SUM does not have a formal vaccination policy but does recognize the responsibility for each student to be proactive regarding matters of health and wellness. It is recommended that each student receive annual check-ups and follow doctor's recommendations regarding immunizations and health matters.

Typical immunizations that adults should get include, but are not limited to, the following:

Pneumonia (Pneumococcal)	Chickenpox (Varicella)	Shingles (Herpes Zoster)
Hepatitis A/B combined	Meningitis (Meningococcal)	Td (Tetanus booster)
Hepatitis A	MMR (Measles, Mumps and Rubella)	Tdap (Whooping Cough)
Hepatitis B		

To aid students in making wise decisions, websites that might be helpful in making determinations influencing one's well-being are listed below, as well as some clinics that would provide treatment and information.

Health Websites

US Department of Health and Human Services	www.hhs.gov
CA Department of Public Health	www.cdph.ca.gov/Pages/DEFAULT.aspx
CA Department of Health Care Services	www.dhcs.ca.gov/Pages/default.aspx

Health Clinics (El Dorado Hills, CA)

Golden Foothill, Primary and Specialty Care	El Dorado County Community Health Center	CVS Pharmacy
Phone: (916) 933-4222	4327 Golden Center Dr. Placerville, CA Phone: (530) 621-7700	4400 Latrobe Rd. El Dorado Hills, CA 95762 Phone: (916) 934-0133
Hours		
Mon – Fri: 8 am - 5 pm	Mon – Fri: 8 am – 6pm Sat: 9 am – 1pm	Mon - Fri: 8 am – 9pm Sat - Sun: 10am – 6pm

Drug-Free Policy

SUM, in accordance with high Christian standards of living, is committed to maintaining a drug-free environment. In support of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, SUM has adopted the following policy statement as conditions of enrollment and/or employment:

- As a condition of enrollment / employment, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited at any time.
- SUM will comply with all applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.

- All students found in violation of this policy will be referred to the Vice-President of U.S. Cohort Development (VPCD) or Cohort Advisor.
- Students are required to notify the VCPD or Cohort Advisor of any known criminal drug statute conviction or a violation occurring at the College Main Campus or any Cohort Site immediately after knowledge of such conviction or violation.
- The penalty for violation of any of the above statements may be termination from enrollment / employment with referral given to the appropriate authorities for thorough prosecution. Employees are to notify the SUM Business Office of any infraction pertaining to this policy.
- Additional penalties include termination of student Title IV funding and all institutional funding.

Student Body Diversity

SUM upholds the Scriptural truth that Jesus Christ came to establish a ministry of reconciliation. We are committed to the ministry of mending the brokenhearted and living in unity and equality. We embrace students of many different cultural, ethnic, and racial backgrounds.

For information about the diversity of the College and Seminary student body, go to <http://nces.ed.gov/ipeds/datacenter>, and search for SUM under Final Release Data: "SUM Bible College and Theological Seminary, El Dorado Hills, CA".

Sexual Harassment

Harassment of students or colleagues on the basis of sex is a violation of law and will not be tolerated by the College. Such harassment is defined as requests for sexual favors and other verbal or physical conduct of a sexual nature which constitute sexual harassment when a person creates an intimidating, hostile, or offensive learning environment.

Alumni

Graduation and Retention Rates

The Office of the Registrar reports retention and graduation data to the U.S. Department's National Center for Education Statistics (NCES). For a data report, please go to <http://nces.ed.gov/ipeds/datacenter>, and look up SUM under Final Release Data: "SUM Bible College and Theological Seminary, El Dorado Hills, CA".

Employment for Graduates

SUM is committed to recruiting, training, and sending out men and women who have a passion to proclaim Jesus Christ to the cities of our world. We offer an affordable theological education combining academic excellence, practical hands-on ministry, and personal mentorship. Our holistic approach challenges student character and strengthens their abilities for ministry.

SUM does not claim that its A.A., B.A., M.A., or M.Div degrees lead to guaranteed employment. SUM is committed to connecting partnering sites with SUM Alumni and SUM Alumni with job opportunities. Employment of graduates is not guaranteed by SUM, but opportunities will be presented regularly which may require students to relocate to accept employment.

ACADEMIC INFORMATION

Letter from the Chief Academic Officer

Thank you for joining the SUM community and embarking on this transformative journey of training and preparation for ministry. Your educational pursuit to fulfill your calling holds significant importance, as it has the potential to profoundly impact the hearts, souls, and minds of emerging generations. Remember, you are here for a purpose, and embracing this calling while pursuing academic excellence in your pursuit of God is crucial.

At SUM, your academic training will enable you to delve deeply into God's Word and effectively communicate its teachings by grasping theological concepts and applying them in your ministry contexts. Moreover, SUM equips you to think both critically and broadly across various facets of life. By studying subjects such as history, math, science, and writing, you will gain knowledge that will enable you to minister effectively to others in their real-life situations. Today's world is in dire need of individuals who can think critically, who are committed to constant growth, and who earnestly seek God.

Surely, our purpose is to support and aid you on your path to success. We offer our prayers for you to complete this phase of your ministry training with excellence, while showing deep reverence to the God who has called you.

Dr. Aaron Yom, Ph.D.

Chief Academic Officer

Undergraduate Degree Profiles

Bridge Program (High School Students)

High School students for the SUM Dual Enrollment program would enroll at SUM and take the courses with other SUM students, receiving college credit that would be either transferrable to another college, or would allow students to continue after high school to finish their degree at SUM.

Course Delivery Methods:

- Bridge Program (BP) students take online classes with enrolled, program seeking SUM students.
- BP students can go to a local cohort in their area or to the El Dorado Hills main campus.
- BP students can take up to 64 credits and/or the equivalent of the Associate of Arts in Theology and Ministry degree.

Practicums

- Practicum requirements must be fulfilled by dual enrollment students.
- Students can participate in practicums by:
 - Joining with a current cohort that is near the student;
 - Doing their practicums at the EDH campus if they are local to the main campus;
 - Having the online cohort advisors work with the students to ensure a practicum is being carried out in each student's church.

Associate of Arts in Theology and Ministry (AATM)

The Associate of Arts in Theology and Ministry (AATM) degree is a one-and-a-half-year degree offered for the purpose of equipping students for effective ministry through academic instruction combined with hands-on ministry and personal mentorship that helps students develop a foundation in biblical and theological studies.

AATM Degree Profile	
Completion Time	1.5 years
Tuition / Credit	\$300 per credit
Full-Time Status	12 credits
Credits	64 credits
Academic Requirements	High School graduate or GED with 2.5 GPA minimum Below 2.5 = Provisional Acceptance

AATM Program Goals

- Prepare students for vocations as pastors, missionaries, evangelists, and teachers.
- Offer a specialization in biblical interpretation and theology with a view toward social transformation.
- Strengthen the student's biblical foundation and spiritual formation process.
- Foster academic excellence, spiritual fervor, passion for reaching the lost and equipping the church.
- Provide mentoring for students to mature emotionally, mentally, spiritually and vocationally.
- Prepare students for relevant and biblically authentic ministry leadership in diverse cultures and settings.
- Prepare students to work collaboratively as part of a leadership structure.
- Develop a desire in students for lifelong learning and encourage further educational pursuits and the development of God's calling upon each person's life.
- Prepare students for ministry by providing a biblical liberal arts foundation for future academic work in various vocations.

AATM Learning Outcomes

These program-level learning outcomes and specific course-level measurements are determined by department faculty and are incorporated into all courses:

Program-Level Outcomes

1. Interpret the texts of the Christian Scripture in relation to both their ancient contexts and in conversation with contemporary theology.
2. Integrate theology of spiritual formation and church leadership principles with fivefold ministry practices.
3. Construct a Pentecostal Christian worldview with interdisciplinary perspectives.
4. Integrate theological reflection and ethical understanding with ministry practices, church planting, church growth, and community service.
5. Employ principles of Christian leadership in ministry and service to people of diverse cultures and worldviews.

AATM Degree Requirements (By Category)

Applied Theology and Practical Ministry			10
ATH 101	Theology & Practice of Fivefold Ministry	Core	2

PTM 111	Theology & Practice of Fivefold Ministry Practicum	Core	1
ATH 105	Theology & Practice of Spiritual Formation	Core	2
PTM 113	Theology & Practice of Spiritual Formation Practicum	Core	1
PTM 112	Theology & Practice of Evangelism Practicum	Core	1
MGP 101	ECO Practicum 1	Core	2
PTM 201	Tier 2 Practicum	Core	1
Biblical Studies			9
BIB 101	Interpreting & Understanding the Bible	Core	3
BIB 201	Old Testament History & Literature	Core	3
BIB 203	New Testament History & Literature	Core	3
General Education			30
ENG 101	College Writing	Core	3
FMV 101	Formation in Ministry Vocation (College Core)	Core	3
HEA 101	Health and Physical Education	Core	3
LED 110	Principles of Leadership	Core	3
MAT 101	Math for Ministry	Core	3
PHL 110	Introduction to Critical Thinking	Core	3
HIS 301	Christian History	Required	3
SCI 203	Biological Science		3
EDU 301	Philosophy of Education		3
FMV 401	Formation in Ministry Completion (Core Completion)	Core	3
Theological Studies			6
THE 101	Pentecostal Theology	Core	3
THE 303	Theological Ethics	Core	3

Theology and Ministry Education			9
AEA 101	Music Appreciation	Core	3
ENG 201	College Research and Writing	Core	3
GLC 210S	Global Cultures Course	Core	3

The above lists are the number of credits that students must take in order to complete the A.A. in Theology and Ministry (AATM) degree.

A student who has taken courses at a previous institution must submit an official transcript to the Admissions Department to determine which credits are eligible to be transferred.

2nd Year Winter		12
SCI 203	Biological Science	3
EDU 301	Philosophy of Education	3
THE 303	Theological Ethics	3
FMV 401	Formation in Ministry Completion	3

Bachelor of Arts in Biblical Studies (BABS)

The Bachelor of Arts in Biblical Studies (BABS) degree is a three-year degree offered for the purpose of equipping students for effective ministry through academic instruction combined with hands-on ministry and personal mentorship that help students attain a fundamental grounding in Biblical Studies.

The BABS program is not accepting new students but only serving students who are currently enrolled in the program. New students may apply for the BATM or the BAWM.

Students who are currently in the BABS program should refer to the academic catalog of their entering year for more information on the requirements for their degrees. Previous editions of the catalog may be found at <https://www.sum.edu/course-catalog/>.

The BABS program is a 3 years program previously used for all undergraduate students. This ministry preparation degree focuses on preparing student in Bible and practical Theology. Some Active and returning students are still following this degree pathway.

BABS Degree Profile	
Completion Time	3 years
Tuition / Credit	\$300 per credit
Full-Time Status	12 credits
Credits	139 credits
Academic Requirements	High School graduate or GED with 2.5 GPA minimum Below 2.5 = Provisional Acceptance

Bachelor of Arts in Theology and Ministry (BATM)

The Bachelor of Arts in Theology and Ministry (BATM) degree is a three-year degree offered for the purpose of equipping students for effective ministry through academic instruction combined with hands-on ministry and personal mentorship that help students a fundamental grounding in biblical and theological studies.

BATM Degree Profile	
Completion Time	3 years
Tuition / Credit	\$300 per credit
Full-Time Status	12 credits
Credits	124 credits
Academic Requirements	High School graduate or GED with 2.5 GPA minimum Below 2.5 = Provisional Acceptance

BATM Program Goals

- Prepare students for vocations as pastors, missionaries, evangelists, and teachers.
- Offer a specialization in biblical interpretation and theology with a view toward social transformation.
- Strengthen the student's biblical foundation and spiritual formation process.
- Foster academic excellence, spiritual fervor, passion for reaching the lost and equipping the church.
- Provide mentoring for students to mature emotionally, mentally, spiritually, and vocationally.
- Prepare students for relevant and biblically authentic ministry leadership in diverse cultures and settings.
- Prepare students to work collaboratively as part of a leadership structure.

➤ Develop a desire in students for lifelong learning.

BATM Learning Outcomes

These program-level learning outcomes and specific course-level measurements are determined by department faculty and are incorporated into all courses:

Program-Level Outcomes

1. Interpret the texts of the Christian Scripture in relation to both their ancient contexts and in conversation with contemporary theology.
2. Integrate theology of spiritual formation and church leadership principles with fivefold ministry practices.
3. Construct a Pentecostal Christian worldview with interdisciplinary perspectives.
4. Integrate theological reflection and ethical understanding with ministry practices, church planting, church growth, and community service.
5. Employ principles of Christian leadership in ministry and service to people of diverse cultures and worldviews.

BATM Degree Requirements (by Category)

Applied Theology			30
ATH 101	Theology & Practice of Fivefold Ministry	Core	3
ATH 103	Theology & Practice of Evangelism	Core	3
ATH 105	Theology & Practice of Spiritual Formation	Core	3
ATH 201	Pentecostal Ministry in the Local Church	Core	3
ATH 202	Global Mission	Core	3
ATH 203	Homiletics	Core	3
ATH 204	Studies in Fivefold Ministries	Core	3
ATH 2XX	Choose any 3 credits of Ministry Electives: Intermediate	Required	3
ATH 3XX	Choose any 6 credits of Ministry Electives: Advanced	Required	6

Biblical Studies			18
BIB 101	Interpreting & Understanding the Bible	Core	3
BIB 201	Old Testament History & Literature	Core	3
BIB 203	New Testament History & Literature	Core	3
BIB 3XX	Choose any 6 credits of Biblical Interpretation: Intermediate	Core	6
BIB 4XX	Choose any 3 credits of Biblical Interpretation: Advanced	Core	3

General Education			36
ENG 101	College Writing	Core	3
FMV 101	Formation in Ministry Vocation (College Core)	Core	3
HEA 101	Health and Physical Education	Core	3
LED 110	Principles of Leadership	Core	3
MAT 101	Math for Ministry	Core	3
PHL 110	Introduction to Critical Thinking	Core	3
HIS 2XX	World History Course	Required	3
SCI 2XX	Physical Science	Required	3
SOC 2XX	Social Science (also, PSYXXX or SSXXX)	Required	3
EDU 301	Philosophy of Education	Core	3
HIS 3XX	Christian History	Required	3
FMV 401	Formation in Ministry Completion (Core Completion)	Core	3

Practical Field Ministry			13
MGP XXX	2 ECO Practicums at 2 credits each	Core	4
PTM 1XX	Tier 1: Practicums at 1 credit each	Core	3
PTM 2XX	3 Tier 2: Practicums at 1 credit each	Core	3
PTM 4XX	3 Internships at 1 credit each	Core	3

Theological Studies			18
THE 101	Pentecostal Theology	Core	3
THE 201	Theology I: Scripture & the Doctrine of God	Core	3
THE 203	Theology II: Christology, Soteriology, & Ecclesiology	Core	3
THE 205	Christianity & Culture	Core	3
THE 303	Theological Ethics	Core	3
THE 305	Theology III: Pneumatology & Eschatology	Core	3
Theology and Ministry Education			9
AEA 101	Music Appreciation	Core	3
ENG 201	College Research and Writing	Core	3
GLC 210S	Global Cultures Course	Core	3

The above lists the number of credits that students must take to complete the B.A. in Theology and Ministry (BATM) degree.

A student who has taken courses at a previous institution must submit an official transcript to the Admissions Department to determine which credits are eligible to be transferred.

Bachelor of Arts in Worship and Music (BAWM)

The BAWM is a three-year degree that prepares worship ministry leaders in musical proficiency through skill and disciplinary development in the tradition of musical conservatories. Together with a biblical-theological education, the degree cultivates servant leaders with practical ministry experience in a setting that provides for personal mentorship. Graduates will be prepared for worship and music ministry and church leadership roles as well as potential graduate education in worship or music schools and seminaries.

BAWM Degree Profile	
Completion Time	3 years
Tuition / Credit	\$300 per credit
Music Instruction	\$240 per half-credit
Full-Time Status	12 credits

Credits	124 credits
Academic Requirements	High School graduate or GED with 2.5 GPA minimum Below 2.5 = Provisional Acceptance

BAWM Program Goals

- Prepare students for vocations as pastors, missionaries, evangelists, and teachers.
- Offer a specialization in worship and music with a view toward social transformation.
- Strengthen the student’s biblical foundation and spiritual formation process.
- Foster academic excellence, spiritual fervor, passion for reaching the lost and equipping the church.
- Provide mentoring for students to mature emotionally, mentally, spiritually, and vocationally.
- Prepare students for relevant and biblically authentic ministry leadership in diverse cultures and settings.
- Prepare students to work collaboratively as part of a leadership structure.
- Develop a desire in students for lifelong learning.

BAWM Learning Outcomes

These program-level learning outcomes and specific course-level measurements are determined by department faculty and are incorporated into all courses:

Program Level Outcomes	
1.	Interpret the texts of the Christian Scripture in relation to both their ancient contexts and in conversation with contemporary theology.
2.	Integrate the study of music and the Christian faith with Pentecostal ministry practices.
3.	Articulate a biblically and historically informed theology of Christian worship.
4.	Perform a public recital on the chosen instrument / voice, applying stylistic, theoretical, interpretive, and technical skills.
5.	Evaluate music composition utilizing an undergraduate proficiency level of music theory within parameters of Christian worldview.
6.	Demonstrate competence in worship leading in the local church and service to people of diverse cultures and worldviews.

BAWM Degree Requirements (by Category)

AML XXX	Applied Lessons: Primary Instrument at .5 credit each	Core	3
AML XXX	Applied Lessons: Secondary Instrument at .5 credit each	Core	1.5
ALVXXX	Applied Lessons: Voice	Core	4.5
Applied Theology			9
ATH 101	Theology & Practice of Fivefold Ministry	Core	3
ATH 103	Theology & Practice of Spiritual Formation	Core	3
ATH 203	Homiletics	Core	3
Biblical Studies			9
BIB 101	Interpreting & Understanding the Bible	Core	3
BIB 201	Old Testament History & Literature	Core	3
BIB 203	New Testament History & Literature	Core	3
General Education			36
ENG 101	College Writing	Core	3
FMV 101	Formation in Ministry Vocation (College Core)	Core	3
HEA 101	Health and Physical Education	Core	3
LED 110	Principles of Leadership	Core	3
MAT 101	Math for Ministry	Core	3
PHL 110	Introduction to Critical Thinking	Core	3
HIS 200S	World History Course	Required	3
SCI 200S	Science Course	Required	3
PSY XXX	Social Science (or, SOCXXX)	Required	3
EDU 301	Philosophy of Education	Core	3
HIS 300S	Christian History	Required	3
FMV 401	Formation in Ministry Completion (Core Completion)	Core	3

Music Education			24
MUS 103	Music Theory & Ear Training 1	Core	3
MUS 203	Music Theory & Ear Training 2	Core	3
MUS 110	Sacred Music History	Core	3
MUS 120	Ensemble Seminar 1A	Core	1
MUS 121	Ensemble Seminar 1B	Core	1
MUS 220	Ensemble Seminar 2A	Core	1
MUS 221	Ensemble Seminar 2B	Core	1
MUS 320	Ensemble Seminar 3A	Core	1
MUS 321	Ensemble Seminar 3B	Core	1
MUS 130	Improvisation 1	Core	1
MUS 132	Improvisation 2	Core	1
MUS 134	Improvisation 3	Core	1
MUS 300S	Production Elective	Required	3
AEA/MUS	Music Education Elective	Required	3
Practical Field Ministry			10
MGP 101	ECO Practicum 1	Core	2
MPM 409	Worship Recital ECO	Core	1
MPM 205	ECO Practicum 2	Core	2
MPM 201	ECO Practicum	Core	1
MPM 203	ECO Practicum	Core	1
MPM 301	ECO Practicum	Core	1
MPM 303	ECO Practicum	Core	1
PTM 112	Theology & Practice of Evangelism: Practicum	Core	1

Theological Studies			9
THE 201	Theology I: Scripture & the Doctrine of God	Core	3
THE 203	Theology II: Christology, Soteriology, & Ecclesiology	Core	3
THE 101	Pentecostal Theology	Core	3
Worship Studies			21
WOR 101	Leading Worship I	Core	3
WOR 201	Theology of Worship	Core	3
WOR 210	Choral & Instrumental Arrangement	Core	3
WOR 220	Aesthetics Worship & Production	Core	3
WOR 230	Songwriting	Core	3
WOR 301	Leading Worship II	Core	3
WOR 310	Conducting	Core	3

The above lists are the number of credits that students must take in order to complete the B.A. in Worship and Music (BAWM) degree.

A student who has taken courses at a previous institution must submit an official transcript to the Admissions Department to determine which credits are eligible to be transferred.

BA Practicum Components

SUM's Student Ministry Program is a leader among Bible colleges for providing practical hands-on ministry opportunities in a wide variety of settings and locations, from inner cities to suburban areas. The Student Ministry Office focuses on three distinct areas: Practicum, Outreach, and Internship. Full details of SUM's Practicum policies can be found in the [Student Handbook](#).

Mission Statement

The Student Ministry Office has a two-fold function:

- Integrate experiential learning into SUM's academic programs so that students learn to be effective witnesses of the Gospel (a) through a lifestyle that is consistent with the Word of God, and (b) through confident but humble proclamation of the Gospel message.
- Cultivate and graduate students who are ready to lead in their respective areas of calling. These functions are accomplished by providing students with opportunities for hands-on ministry, under the mentorship of college-appointed men and women of God.

Student Ministry Components

Practicum

A Practicum is a supervised “hands-on” opportunity to minister the Gospel to individuals by various means and methods. Practicum is about the Praxis of Ministry as opposed to the Theory of Ministry. The Practicum experience is a systematic approach to train students to apply in real life what they are learning in the classroom. A Practicum meets four (4) hours weekly, and one (1) credit is earned per trimester, per Practicum.

The purpose of the ministry Practicum is to broaden the student’s ministry experience and to challenge students with tasks that are new to them. These new experiences will take a student from their comfort zone and will create opportunities for the student to learn dependency on the Holy Spirit for their ministry.

Elaborated Practicum clarifications include:

- A minimum of four (4) hours each week in active ministry. A student may volunteer over and above the required time if so desired.
- The student can be trained in several areas, such as conducting Bible studies, preaching, teaching, worship, evangelism, ministry event planning, etc.
- The student should not be used as a janitor, runner, secretary, etc. While some of these tasks may be included in the Practicum, the student should have the opportunity for front-line, hands-on ministry such as preaching, teaching, witnessing, discipleship, leading worship, praying for the sick, visitation, etc.
- The Ministry Leader should personally observe and mentor the student as well as provide training and de-briefing of ministry activities.
- It is expected that the Ministry Leader meets with the student weekly to give feedback regarding student progress in the Practicum. This meeting may be during the four (4) hour Practicum period.
- If the student is absent for more than two (2) Practicum sessions, the student will automatically fail the Practicum.
- In order to receive credit for Practicum Ministry, each student is required to complete a Practicum Agreement Form, complete a Daily Prayer Journal, complete the Reflection Application quizzes, and receive an Evaluation of their Practicum work from the Practicum Leader.
- Practicum attendance is mandatory, and any student who misses more than two (2) Practicum sessions will fail the Practicum automatically.
- Forty (40) hours of Practicum are worth one (1) credit on a student’s transcript. To graduate, 19 Practicum credits are required for each of the BABS and BATM degrees, and 16 Practicum credits are required for the BAWM degree.

A student who refuses to complete the Practicum requirements will be dismissed from the program.

Practicum Requirements

Requirement	Grade Weight	Due
1. Practicum Agreement	Required	Monday at 11:59pm PST (Week 1)
2. Weekly Attendance	15%	Monday at 11:59pm PST (Week 1-10)
2. Prayer Journal	15%	Monday at 11:59pm PST (Week 1-10)
3. Reflection Application Quizzes	40%	Monday at 11:59pm PST (Week 9)
4. Practicum Leader Evaluation	30%	Monday at 11:59pm PST (Week 11)

AATM Practicum Graduation Requirements

Year	No. of Credits	Type
1 & 2	4	One (1) Practical Field Ministry (1 credit each) courses per term for four terms.
1	2	One (1) Evangelism Conference Outreaches (2 credits each)

BABS and BATM Practicum Graduation Requirements

Year	No. of Credits	Type
1 & 2	12	Two (2) Practical Field Ministry (1 credit each) courses per term for six (6) terms
1 & 2	4	Two (2) Evangelism Conference Outreaches (2 credits each)
3	3	Three (3) Internship courses (1 credit each)

BAWM Practicum Graduation Requirements

Year	No. of Credits	Type
1 & 2	4	One (1) Practical Field Ministry (1 credit each) for four (4) terms
1 & 2	4	One (1) Music Practicum (1 credit each) for four (4) terms
1 & 2	4	Two (2) Evangelism Conference Outreaches, one being Praise & Worship Team (2 credits each)
3	4	Three (3) Music Internship courses (1 credit each), and the Worship / Music Recital (1 credit)

Summer Missions Practicum

Students can earn up to two (2) credits by completing a Summer Mission Practicum anywhere in the

world, whether in the U.S. or in foreign locations. Students must receive prior approval by submitting the Summer Missions Practicum Agreement Form, and [Summer Missions Practicum Application Form](#) to the Assistant VP of Cohort Development & ECO Director before a student can officially enroll in a Summer Mission Practicum. The minimum requirement is two (2) weeks accumulating 40 hours of hands-on ministry per unit. Up to two (2) units, or four (4) weeks accumulating up to 80 hours of hands-on ministry, can be earned on any one Summer Mission Trip.

Summer Practicum Requirements

Assignment	Percentage
Practicum Agreement	Required
Outreach Participation	15%
Daily Prayer Journal	15%
Reflection Paper	40%
Practicum Leader Evaluation	30%

Evangelism Conference & Outreach (ECO)

Annually, SUM students from the Main Campus, from across the U.S., and from our foreign sites converge on a major US city for the purpose of evangelism. Students meet together each morning for powerful worship experiences, and the evenings are full of street evangelism outreaches. Students are stirred by the Holy Spirit through worship, prayer, and preaching of God’s Word by dynamic Visionary Leaders, and hit the streets as the army of God, sharing their faith with the lost. This event unites the student body and gives practical hands-on training for witnessing in the name of Jesus Christ.

Internationally, this evangelistic outreach is conducted at locations determined by the International Cohort leadership team. SUM students, faculty, and administration share the Gospel of Jesus Christ with people from all walks of life who are searching for truth, acceptance, love, and significance.

All students are required to participate in two (2) Evangelism Conference and Outreaches (ECO) (2 credits each) in their first and second years to graduate. **All BAWM students will participate in the Praise and Worship Team for one of the Outreaches.** All first- and second-year students will be automatically registered for ECO at the start of each Spring term.

If a student who has not completed this ministry requirement cannot attend the Outreach, the student must submit an [ECO – Leave of Absence Request](#). This request is subject for review by the Student Ministry Office. Any student submitting the form after the Add/Drop deadline will not receive a refund of any kind, including credit toward another year for ECO Event.

ECO Requirements

Requirement	Grade Weight
1. Pre-Conference Morning Prayers	10%
2. Pre-Conference Reading	10%
3. Pre-Conference Video Training	10%
4. Conference Attendance and Participation	25%
5. Local Evangelism	25%
6. Personal Reflection Paper	20%

ECO Schedule

YEAR	START TIME / DATE	FINISH TIME / DATE
2025	Check in 4pm, March 3	March 9

Internships

Church Internship and Music Internships are practical learning experience programs for final-year students, involving hands-on ministry opportunities in the marketplace, mission field, and church settings, in fulfillment of the Great Commission and the personal mission of Jesus Christ in the world (Matt. 28:18-19; Mark 16:15-16; Luke 10:1-3; John 4:35-38). The student will work alongside an Internship Leader who is approved by the Assistant VP of Cohort Development & ECO Director (Main Campus) or Cohort Advisor (Cohort Sites), who will guide the student in developing a Senior Year Project demonstrative of the student's call of God and/or course concentration.

Internship Process

- The student must submit the Internship Agreement Form and gain approval of the intended Internship Leader prior to starting the Internship.
- In consultation with the Internship Leader, BABS, BAWM, and BATM students will propose, outline, describe, and develop a Senior Year Project that expresses a student's calling.
- Collaborate with an Internship Leader about four (4) hours per week for mentorship and Project development.
- Submit weekly Senior Year Project Development Reports.
- All BABS, BAWM, and BATM students will publicly exhibit their completed Senior Year Projects at the end of the trimester during finals week. In addition to the internship/senior project, all BAWM students will perform a Worship / Music Recital at the ECO Conference.
- The student will complete and submit an Internship Evaluation Form via Canvas.

Internship Course Requirements

PTM401 Internship I

Assignment	Percentage
Orientation Video	5%
Internship Leader Agreement	15%
Senior Project Proposal	20%
Senior Project Diversity Research	10%
Senior Project Purpose Statement	20%
Senior Project Description and Outline	20%
Internship Leader's Trimester Evaluation of the Student	10%

PTM402 Internship II

Assignment	Percentage
Orientation Video	5%
Senior Project Development Quiz	35%
Senior Project	50%
Internship Leader's Trimester Evaluation of the Student	10%

PTM403 Internship III

Assignment	Percentage
Orientation Video	5%
Senior Project Development Quiz	25%
Senior Project Assessment Report	40%
Diversity Research	10%
Leader's Trimester Evaluation of the Student	10%
Senior Project Presentation	10%

Student Ministry Program Completion Chart

SUM values a holistic education, balancing academic excellence with hands-on ministry and personal mentorship, interwoven with the “Servant of All” ethic. Each trimester, students will enroll in courses as well as put their education into practice with Practicum.

Credit Hours	Practicum Credits	Internship Credits	ECO Conference Credits
8-16	2		
16-24	3		
24-32	4		
32-40	5		*ECO 1
40-48	6		
48-56	7		
56-66	8		
66-74	9		*ECO 2
74-82	10		*1
82-90	11		
90-98	12	1	
98-106	13		
106-114	14		
114-122		2	
122-130			
130-136			*2
136+		3	

Graduate Degree Profiles

Master of Arts in Biblical Studies (MABS)

The degree equips students for the biblical research aspects of ministry related to teaching, preaching, Bible education, and research. Students research biblical concepts and theological principles with a view toward equipping the saints and building the local church. The MA in Biblical Studies is an appropriate degree for anyone called to serve in any of the five-fold ministries.

MABS Degree Profile	
Completion Time	2 years
Tuition / Credit	\$285 per credit
Full-Time Status	6 credits
Credits	48 credits
Academic Requirements	A BA degree from an accredited institution. 2.75 GPA minimum. (Below 2.75 = Provisional Acceptance) Must be currently active in ministry.

Concentrations

Biblical Languages

Offers a specialization in the Bible, biblical interpretation, and theology, and emphasizes a student's abilities to research using Hebrew and Greek language tools and to produce scholarly, biblical, and theological research projects. It will help those who are pursuing a terminal degree in Biblical Studies.

Biblical Exegesis

Provides an understanding of Scripture and systematic theology, coupled with modern strategies for ministry. Emphasis is placed on thorough research and effective communication, comprehension of foundational biblical and theological truths, and a commitment to godly Christian character.

Biblical Theology

Provides an understanding of Scriptural theology, coupled with modern strategies for ministry. Emphasis is placed on thorough research and effective communication, and a commitment to godly Christian character. Develops a unified theology of the Bible that respects varied perspectives within individual Bible books.

MABS Goals

- Offer a specialization in Bible, biblical interpretation, and theology with a view toward social change.
- Strengthen the student's biblical foundation and spiritual life formation processes.

- Foster an academic environment characterized by critical thinking, analysis, synthesis, critical evaluation, and communication of the Scriptures and related literature.
- Prepare students for vocations related to Bible education such as pastors, missionaries, evangelists, and teachers.

MABS Learning Outcomes

Program Level Outcomes	
1.	Students exhibit broad knowledge of data relevant to biblical studies.
2.	Students interpret Scripture with theological and academic rigor using appropriate interpretive methodology.
3.	Students reflect biblical principles in personal spiritual growth.
4.	Students integrate Scripture in practical ministry, appreciating the roles within the fivefold ministry as Great Commission Christians.
5.	Students effectively present the full Gospel, respecting the local context for the purpose of making disciples through biblical principles.

Master of Arts in Christian Leadership (MACL)

MACL Degree Profile	
Completion Time	2 years
Tuition / Credit	\$285 per credit
Full-Time Status	6 credits
Credits	38 credits
Academic Requirements	A BA degree from an accredited institution. 2.75 GPA minimum (Below 2.75 = Provisional Acceptance) Must be currently active in ministry.

The Master of Arts in Christian Leadership is a graduate theological education program designed for 1) men and women called to leadership roles or positions in a local church setting, para-church organizations, or the marketplace, and 2) those who are currently in leadership roles who are seeking to enhance their leadership skills both practically and theologically. The program provides students with a solid understanding of biblical leadership principles and strategies, while preparing them to serve in leadership positions.

MACL Goals

- Offer a specialization in Christian leadership that is biblical and practical.
- Prepare students to deal with varied challenges effectively and efficiently in leadership.
- Strengthen the student's biblical foundation and spiritual life formation processes.
- Prepare students for leadership roles in a local church setting, para-church organizations, or the marketplace
- Foster an academic environment characterized by critical thinking, analysis, synthesis, critical evaluation, communication, and practice of Biblical leadership principles.

MACL Learning Outcomes

Program Learning Outcomes (PLOs) are listed here. Course Learning Outcomes (CLOs) are determined by departmental faculty and are included on each course syllabus.

Program Level Outcomes	
1.	Integrate biblical and theological understanding into theories of Christian leadership.
2.	Evaluate theories of Christian leadership within diverse fivefold ministry contexts.
3.	Construct methods for the implementation of Christian principles in leadership and managerial practices, utilizing Christian ethical and spiritual principles.
4.	Integrate practices of Christian spiritual formation into Christian leadership.
5.	Construct a research project which explores a theory of Christian leadership embodied in Christian leadership practices.

Master of Divinity (MDiv)

The MDiv specializes in biblical interpretation and Christian theological heritage with a view towards building the Kingdom of God impacting culture and society. MDiv students should be able to defend and articulate the Christian ethical and theological system, produce scholarly biblical and theological research, and integrate these principles in all aspects of ministry leadership, development and administration and theological research.

MDiv Degree Profile	
Completion Time	3 years

Tuition / Credit	\$285 per credit
Full-Time Status	6 credits
Credits	76 credits
Academic Requirements	A BA degree from an accredited institution. 2.75 GPA minimum (Below 2.75 = Provisional Acceptance) Must be currently active in ministry.

MDiv Goals

- Offer a specialization in Bible, biblical interpretation, and theology with a view toward urban social change.
- Strengthen the student’s biblical foundation and spiritual life formation processes.
- Foster an academic environment characterized by critical thinking, analysis, synthesis, critical evaluation, and communication of the Scriptures and related literature.
- Prepare students for vocations related to Bible education such as pastors, missionaries, evangelists, and teachers.
- Mentor students for the M.Div. journey and a life dedicated to promoting biblical urban societal change.
- Maintain a delivery system based on a computer technological paradigm.

MDiv Learning Outcomes

Program Level Outcomes	
1.	Construct a Pentecostal Christian theological understanding and conceptual framework for church, society, and the academy in today’s multicultural, globalized world.
2.	Interpret the Holy Scripture in historical and contemporary contexts for missional communication and application.
3.	Develop an understanding of ethical leadership and ministry as participating in the work of the Triune God in the world.
4.	Formulate a model of fivefold ministry to equip believers in church and parachurch ministries amidst various cultural contexts.
5.	Cultivate Christian character through spiritual disciplines for a life of faithful ministry and service.

Additional Policies for Graduate Programs

Course Load

A normal class load for SUM's graduate programs ranges between 6-9 classroom credits per trimester. The load for a full-time graduate student is six (6) credits (please refer to Degree Profile Chart).

Learning Resources

Main Campus

Main Campus students have access to the limited reference collection located in the SUM Chapel. Course textbooks can be borrowed, and laptops are available on a first-come, first-served basis for homework, and Kindle Fires are available for e-book research. Photocopying and printing are offered through the Main Office. The Main Campus provides spaces for group study and private study to accommodate students' different learning styles. Additionally, the Campus Pastor arranges for tutoring and study hall for all students who would like extra attention.

Online

SUM provides students and faculty with an online eBook library provided by EBSCO. This collection includes EBSCO's eBook Academic Collection and EBSCO's eBook Religion Collection, together with around 180,000 volumes.

SUM also provides students and faculty with online journal holdings through ATLA, OMNifile Full Text Mega, and Philosophy and Religion databases (EBSCO products). The ATLA databases include full text articles from over 490 full text journals in religion, theology, biblical studies, and other related fields from around the world; the OMNIFile Full Text Mega database, which includes full text articles in general studies from over 2,500 publications across the disciplines; and EBSCO's Religion and Philosophy collection, which provides another 300-plus journals across religion, philosophy, and related fields. In addition, SUM students and instructors may access the InterVarsity Press Dictionary collection on the Credo online platform, which contains over 1,000 Bible-related articles, as well as the Oxford Biblical Library database containing many Bible aids, a Bible encyclopedia, various Bible versions, a commentary, and concordances. Students are provided with a login to access these materials. This login provided is the same for Oxford, IVP, and EBSCO databases.

The [SUM Library website](#) offers additional, extensive online resources for students and instructors.

Publications

Catalogs, consumer information, and promotional literature can be found at www.sum.edu.

Technology Services

Google Apps	Web-based email, calendar, and document management	www.google.com/a/sum.edu/
CampusVue	Institutional data management system used to keep track of student recruitment, enrollment, registration, records, and grades	portal.sum.edu
Canvas	Course management system used by instructors and administrators to assign and grade students' assignments, papers, and resources.	www.sum.instructure.com
Zoom	Internet Video Conferencing for live face-to-face interaction between online teachers and students	www.zoom.us
Sermon TV	Media delivery system used to broadcast chapel services and events from the Main Campus to Cohort Sites around the world.	sum.sermon.net

Technology Requirements

To participate in online courses, you will need the following computer and broadband specifications.

Specs	Windows	Mac	Android	iOS
Device	<p>Minimum: Any 1 Ghz single core processor or better (non-Intel)</p> <p>Display (1,024 x 768)</p> <p>Recommended: Dual Core 2 Ghz or higher (i3 / i5 / i7 or AMD equivalent)</p>	<p>Minimum: Any 1 Ghz single core processor or better(non-Intel)</p> <p>Display (1,024 x 768)</p> <p>Recommended: Dual Core 2 Ghz or higher (i3 / i5 / i7 or AMD equivalent)</p>	Android Device	<p>iPad Mini</p> <p>iPad 2, 4, 5, 6, 7</p> <p>iPhone 11, Xs, X, 8,</p> <p>7, 6s, 6, 5s, 5, 4s, 4</p> <p>iPod Touch 7, 6, 5, 4</p> <p>iPhone 3GS (no front facing camera)</p>

Operating System	Windows XP (SP3) Vista (SP1 or later), 7, 8, 8.1, 10	Mac OS X 10.6.8 (Snow Leopard) or later	Android 2.3.x Gingerbread 3.x Honeycomb 4.0.x Ice Cream Sandwich 4.1 / 4.2 / 4.3 Jelly Bean 4.4 Kit Kat 5.0.x Lollipop	iOS 7.0 or later
Internet	1.5Mbps / 1.5Mbps (up / down)	1.5Mbps / 1.5Mbps(up / down)	Wifi for VoIP	Wifi for VoIP
Browser	IE7+, FireFox, Chrome, Safari5+	FireFox, Chrome, Safari5+	Webkit (default), Chrome	Chrome, Safari5+

Frequently Asked Questions

Students, parents, advisors, and faculty may look at SUM's FAQ page found at www.sum.edu/faq.

Academic Policies

General Education Philosophy and Purpose

SUM is preparing ministers who can communicate the whole gospel to the whole world. To be successful in accomplishing that task, SUM graduates should possess skills for success in life. Christian ministers are also husbands and wives, fathers and mothers, entrepreneurs, and employees. As such, they will use general educational skills to locate, evaluate, analyze, and communicate the flood of information they will encounter daily. Overly specialized education is not adequate in today's social and cultural environment.

Therefore, SUM employs a holistic educational philosophy. The core values of SUM require students both to understand theology and to effectively apply that knowledge in a variety of cultural settings and to communicate clearly and effectively the knowledge they possess.

With these ends in view, the General Education curriculum at SUM incorporates the 5 core competencies of written communication, oral communication, quantitative reasoning, information literacy, and critical thinking as students seek to achieve the learning goals of the program. These competencies provide students with 1) components of life success; 2) a holistic educational perspective; 3) the ability to locate and evaluate information; 4) the ability to think critically about information and opinions; 5) the ability to communicate their thoughts effectively within their cultural milieu both orally and in writing to the widest possible audience; and 6) the ability to use numerical calculations to understand budgets, projections, and reports. Therefore, general education requirements and the core competencies that they impart are critical to the educational process at SUM.

Definition of Academic Credits

The credit hour is defined by WASC's Senior College and University Commission as follows: "Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than — 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or 2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the Institution including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours."

"Clock Hours" are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study. One (1) trimester credit hour is equal to at least 37.5 Clock Hours of instruction, including a minimum of 30 Clock Hours of classroom or direct faculty instruction. The remaining 7.5 Clock Hours may include acceptable and documented student work outside of class and / or instructional hours.

"Course Hours" are used to represent the 46 hours per credit hour (15 hours of direct instruction plus 30 additional hours) which can be converted to Clock Hours at a 6:5 ratio, often in the form of 10 minutes break time for each assigned hour, so that 45 Course Hours is equivalent to 37.5 Clock Hours. For SUM courses, both on the undergraduate and graduate (seminary) levels, on the typical SUM 11-week trimester schedule, our policy would entail that SUM 3-credit courses would include 4.1 Course Hours of direct instruction, plus 8.2 Course Hours of additional work per week, for a total of 12.4 Course Hours of total work per class, per week.

Faculty Qualifications

SUM utilizes technology to provide online instruction that is live and fully interactive with video. This online instruction removes the barriers of time and space so that qualified faculty with subject matter expertise can teach from wherever they can access the internet.

All faculty members are officially vetted by the Academic Office and approved by the Chief Academic Officer. A faculty member teaching at the bachelor's level must hold at least a master's degree or have extensive experience as a specialist in the course subject. Faculty who teach at the master's level must hold terminal degrees. Beyond these academic requirements, faculty are selected for their educational expertise, sound biblical theology, concern for students, and years of proven ministry experience.

The roster of current faculty and information concerning their qualifications may be found under the Directory section of this catalog.

Academic Freedom

The phrase "Academic Freedom" indicates the right of teachers and students to pursue truth without restriction of thought or doctrine. Academic freedom suggests the right of all persons to arrive at beliefs that they defend as truth. In practice, however, academic freedom is exercised within the limits of basic institutional commitments. Our institutional commitments can be found in our Mission Statement,

Statement of Faith, and Foundational Principles that are published in the SUM [Academic Catalog](#). SUM is distinctively Christian and Pentecostal; it is an Institution that finds its reason for being in the historic Christian faith, an heir to the broad body of theological truth encompassed by the entire Christian faith. SUM affirms a vital concern for the salvation of the world through the life, death, and resurrection of Jesus Christ, and through the continuing activity of the Holy Spirit, seeking the truth of Christ in the theological dialogue that surrounds the work of the Holy Spirit in our time.

SUM is an interdenominational institution, endeavoring to discern in its corporate life and teaching that which unites us all. Thus, the spirit in which SUM seeks truth is, in the words of John Wesley, “Unity in the essentials, diversity in non-essentials, and love in all things.” SUM Bible College and Theological Seminary is philosophically committed to the promotion of human excellence—spiritually, intellectually, physically, and socially—in a Christian environment. This concept is far from new. What is unusual about the concept as implemented at SUM, however, is its balance and integration into the curriculum. The achievement of wholeness and integration is sought; mere juxtaposition of parts is not sufficient. SUM acknowledges the Triune God: The Creator Father, the Lordship of His Son, and the guidance of the Holy Spirit. The charismatic (gifts of the Spirit) dimension is actively and clearly affirmed. Recognizing that Jesus Christ Himself is the Truth, SUM holds that freedom in a search for truth and its exposition is fundamental.

Academic freedom allows faculty members to present major scholarly and theological positions. While academic freedom demands a fair hearing of all positions, some are not necessarily consistent with the Institution’s mission. It is, however, beneficial for students to consider controversial issues in an environment of faith rather than to encounter them in an environment of doubt. Faculty members may present non-Christian ideas, practices, and worldviews with the understanding that they do so to present information, prepare students, and provoke thought and discussion, and without the assumption that the faculty members advocate those ideas, practices, and worldviews. All instructors sign their agreement with SUM’s Statement of Faith when they accept employment. Therefore, ideas, practices, and worldviews that are inconsistent with that Statement should not be affirmed by SUM faculty. Teachers shall have freedom in the classroom and through publications to discuss their subjects of expertise without harassment. Teachers shall be free to express and act upon their conscientious convictions in relation to their area of expertise but must realize that there is always a tacit representation of the institution in whatever is said or done.

All faculty members should realize that they are representatives of their chosen faith community and of this Institution, as well as of the learned profession, and, therefore, have special obligations. In a Christian College, the exercise of academic liberty involves responsibility to the Church, the philosophy of the Institution, and the academic community at large. Faculty members acknowledge that their profession and Institution may be judged by what they say and write. Therefore, they should at all times be accurate, exercise appropriate restraint, and show respect for the opinions of others, all within the framework of a dynamic Christ-centered worldview. Personal integrity would dictate that divergence from the Founding Vision and / or basic philosophy of SUM would lead the individual voluntarily to sever relationship with the College. Any faculty member who feels that academic freedom is being abridged may appeal through the grievance procedures stated in the “Grievance and Conflict Resolution Procedure.”

Grading Policies

SUM utilizes a Learning Management System to allow students to effectively receive and submit assignments. Typically, instructors / professors evaluate and comment on a student's assignment within

two (2) weeks of the submission. Final grades are reported to the Academic Office through the Student Information System within one (1) week after the trimester is completed.

All written and oral assignments are evaluated by a letter grade according to this system.

A+	Excellent	98 -100	B+	Very Good	88 - 89	C+	Above Average	78 - 79	D+	Below Average	68 – 69
A	Outstanding	92 - 97	B	Good	82 - 87	C	Average	77 - 72	D	Poor	62 – 67
A-	Outstanding	90 - 91	B-	Fairly Good	80 - 81	C-	Average	70 - 71	D-	Poor	60 – 61
									F	Fail	00 - 59

The grading system at SUM uses A, B, C, and D as passing grades. AU, CR, NCR, or W do not carry weight for calculating GPA (Grade Point Average).

AU	Audit	Does not carry grade points
IC	Incomplete	0.0 grade points per trimester hour

CR	Credit	Does not carry grade points
NCR	No Credit (Repeat Class)	Does not carry grade points
W	Withdraw	Does not carry grade points
WA	Withdrawal for absences	0.0 grade points per trimester hour
ADW	Administrative Withdrawal	0.0 grade points per trimester hour

An Incomplete (I) grade must be completed within two (2) weeks, or it becomes an F.

Credits transferred from other colleges determine course completion but are not calculated as part of a student’s GPA at SUM.

Examinations

Mid-term and final examinations are administered every trimester. Other exams may be scheduled at the professor’s discretion. In accordance with the Late Assignment Submission policy, make-up exams are not given without a physician’s excuse, military service, or other extreme circumstance. If an exam has been missed, students must apply for an extension through the Chief Academic Officer’s Office, including proper documentation. All approved make-up exams must be completed within one (1) week from the date of the missed exam. Any exam not made up within the specified time will receive a grade of “0” (zero).

Late Assignment Submission

Students may turn in work up to one week late at a 5% penalty per each day late. If the assignment is

turned in 7 days late, their maximum grade for the assignment will be 65%. After 7 days the assignment will no longer be accepted and will receive a “zero” in the grade book. If a student has an extenuating circumstance that interferes with turning in work within this “one week” grace period, the student must submit an [Assignment Deadline Extension Appeal](#) to the professor. All work is due by the end of the course in week 11. No late work is accepted after the end of the course unless an incomplete is granted by the academic department.

Incomplete Policy

If a student is unable to complete a course due to extenuating circumstances, then the student may apply for an Incomplete using the online [Academic Incomplete Request Form](#). An incomplete status allows the student to submit their missing assignments up to two (2) weeks after the end of the term. **The incomplete form must be submitted BEFORE the end of the term.** Any incomplete form that is submitted after the term will NOT be processed or accepted. Also, the incomplete form will not be accepted if your course grade is below “C” on all submitted work.

Extenuating circumstances may include but not limited to the following: Extreme illnesses, hospitalization, confinement to bed, circumstances beyond the student’s control such as prolonged power or internet outage or death in the family.

All submissions will be reviewed by the Academic Department, and once approved, the registrar will notify the student and the faculty of the results.

Grades: If any of the assignments are not submitted within 2 weeks after the term, the registrar will use the most current grade as noted in Canvas Course. So the final grade will be entered at the end of the 2 weeks for all incomplete courses. There will be no more changes after the 2-week period.

Change of Grade

In the event that an error in calculating or reporting a grade has been made, it is the student’s responsibility to notify the instructor. It is the student’s responsibility to retain all graded and returned assignments and exams until final grades are received. Students should contact the instructor immediately with any concerns. If warranted, the instructor will initiate a change of grade with the Academic Office. The deadline for a grade change request is six (6) weeks after the close of a trimester.

Repeating of Courses

A student may attempt to improve a grade in any course by repeating the course. Each grade is entered on the transcript and used for the appropriate trimester grade point average (GPA). However, in calculating the cumulative grade point average, only the highest grade is used, and the hours are counted only once. Courses repeated at other institutions may not be used to raise grades.

DR (Directed Research) or RS Policy

Directed Research can be submitted by either graduating students or students who require a special course that is not offered during the given term. Graduating students do not require a letter of recommendation from their cohorts but all other students submitting a DR form must present a letter of recommendation from their cohort advisor. Please note that a \$300 Directed Research fee will be added to your tuition.

Also, a serious illness or other reasons extenuating circumstances, students may fill out the DR form and the course be reclassified as a DR course with the approval from the academic committee.

Only students who are filming as engagement students for all AA courses may submit the DR form and receive a full credit for the course after completing the final paper for the course. Other than engagement students, all students, including film editors must complete all given assignments to complete the course. The film editors or any students who are involved with filming AA courses, their DR fee will be waived.

* Canceled courses – Students required to take a DR due to canceled courses will not be responsible for the \$300 fee.

Dean's List

The Chief Academic Officer carefully and thoughtfully defines the criteria of the Dean's List for SUM to encourage high academic performance.

The criteria for the Dean's List are as follows:

- The student must be pursuing an undergraduate degree.
- The student must maintain full-time enrollment throughout the course of the trimester (i.e., not taking W's which lower a student's status below full-time, ten (10) credit hours).
- The student's term GPA must be 3.5 or higher on a 4.0 scale.
- The Dean's List rewards students based on the current term GPA rather than cumulative GPA to encourage students to seek to excel even if their performance in a previous term was not high.

Academic Dishonesty

Plagiarism and Cheating Policy

Plagiarism consists of (1) use of another's ideas without giving credit; (2) quoting material from published or unpublished works, whether purchased or copied, or oral presentations without giving proper citation; (3) paraphrasing published or unpublished material, written or oral, without proper citation; (4) copying another student's paper with or without that student's permission. Material, whether published or unpublished, purchased or copied from another writer must be identified by use of quotation marks or block quotation and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author.

Cheating is engaging in dishonest behavior such as: (1) allowing another student to copy one's paper; (2) using unauthorized notes or material when taking an examination; (3) copying answers to examination questions; (4) engaging in securing unauthorized copies of examination questions (including aiding another person in doing so); (5) calling out answers to an exam. Students copying and submitting another person's class work and/or homework as their own or submitting assignments as having originated from themselves but has been performed by another person, are guilty of plagiarism—which is cheating.

Any student found to have committed academic dishonesty as defined in the Catalog will be handled in the following manner:

1. **First Instance of plagiarism or cheating:** If a student is found to have committed an instance of plagiarism but has not previously committed another case of plagiarism or a case of cheating, the Academic Committee will have the authority to give the student a warning and to instruct the reporting faculty member that the assignment is to be returned as unacceptable. The student may

resubmit the assignment for a grade, but if they choose not to do so it will result in a grade of “0” (zero) for the assignment. Under this policy for an initial instance of plagiarism, the student must complete an instructional course with a corresponding quiz in Canvas before the next term, or the warning becomes a first instance of academic dishonesty.

2. **Second Instance of plagiarism or cheating:** Student receives grade of “0” (zero) for the assignment and cannot resubmit. Student is required to complete additional review of the Academic Dishonesty materials available in Canvas and submit a 3-page paper explaining academic dishonesty in their own words and how they will avoid it in the future.
3. **Third Instance of plagiarism or cheating:** Student receives a grade of “ADW” in the course and cannot resubmit the assignment.
4. **Fourth Instance of plagiarism or cheating:** Student is administratively withdrawn (grade of “ADW”) from all current courses and suspended for one to three trimesters as determined by the Academic Department and approved by the Executive Team.
5. **Fifth Instance of plagiarism or cheating:** Student is administratively withdrawn (grade of “ADW”) from all current courses and expelled from SUM.

Examples of plagiarism:

- use of another’s ideas without giving credit; quoting material from published or unpublished works, whether purchased or copied, or oral presentations without giving proper citation;
- paraphrasing published or unpublished material, written or oral, without proper citation;
- copying another student’s paper with or without that student’s permission. SUM may use the turnitin.com service to check students’ work for potential plagiarism by comparing it against a broad text comparison database. Material, whether published or unpublished, purchased or copied from another writer, must be identified by use of quotation marks or block quotation and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author.

Examples of cheating:

- Allowing another student to copy one’s paper;
- Using unauthorized notes or material when taking an examination;
- Copying answers to examination questions;
- Engaging in securing unauthorized copies of examination questions (including aiding another person in doing so);
- Copying and submitting another person’s class work and / or homework as your own.

Satisfactory Academic Progress (SAP)

Federal regulations specify that a student must be making progress towards an academic degree to receive financial aid. To remain eligible for federal, state, and institutional aid, a student must maintain “Satisfactory Academic Progress” as outlined in the following three measures:

- **Cumulative GPA (Qualitative Measure):** Undergraduate Students must reach a 2.0 minimum (equivalent to a C average) by the mid-point of the program and maintain this level throughout the rest of the program.
- **Pace of Completion (Quantitative Measure):** All students must complete at least 67% of their credits attempted each trimester. (Pace of Completion = Total credits completed / Total credits attempted)
- **Duration of Progress (Quantitative Measure):** Once a student has attempted 150% of the required number of credits for a degree, that student is no longer eligible to receive financial aid. Federal regulations specify that “a student becomes ineligible when it becomes mathematically impossible to complete the program within 150% of its length.”

Grades, Cumulative GPA, and Pace of Completion

The only grades that meet SAP (Satisfactory Academic Performance) completion standards are grades for which credit is awarded; A, B, C, D, P and CR (credit). Grades of F (failure), W (withdrawal), and I (incomplete) are not passing grades, but they are included in the credits attempted. To maintain SAP, students need to meet the minimum Cumulative GPA for their program. Withdrawals, incomplete courses, repeated courses, non-credit remedial courses, and credits transferred from other colleges affect the Pace of Completion. Withdrawals lower the number of successfully completed credits. Incomplete (I) courses calculate like a withdrawal (W) and lower the number of successfully completed credits. Each repeat of a course counts as another attempt. Passing the course counts as one (1) completion. Credits transferred in from other colleges may help the Pace of Completion, as these credits are counted on a 1:1 ratio for credits completed and credits attempted.

Repeated Courses

Repeating and passing a failed or previously passed class will replace the previous grade to recalculate into the new Cumulative GPA. Both attempts will count toward the Pace of Completion and Duration of Progress. Students who pass a class (A, B, C, D) and choose to repeat it for a higher grade may receive financial aid only once (a total of two attempts) for that repeated class. Students may receive financial aid for a failed class (F) that they repeat until they pass.

Time Limits for Duration of Progress

Federal financial aid for all programs cannot exceed 150% of the total credits in the program, including credits that result from transfer credits and repeated courses. Students will not be eligible to receive aid after attempting the number of credits listed below:

AATM	96 credits
BABS	208.5 credits
BATM	186 credits
BAWM	186 credits
MACL	57 credits
MABS	72 credits
MDiv	114 credits

Pace of Completion

To determine the Pace of Completion, divide the cumulative credits successfully completed by the cumulative credits attempted. If this percentage stays at or above 67%, a student will complete degree requirements in the federally required time frame.

- **SAP Met:** Student has met or exceeded the minimum SAP requirements.
- **SAP Warning:** Student has not met one or more SAP requirements and was not on SAP Probation Status or SAP Suspension Status the previous trimester they attended. A student may only be in SAP Warning Status for one (1) trimester in a row.
- **SAP Probation:** Student was on SAP Warning Status the previous trimester attended, the student did not reach the minimum SAP program requirements, and successfully appealed the SAP Suspension Status.
- **SAP Suspension:** Student has not met the minimum SAP requirements while on SAP Probation Status the previously attempted trimester and is dismissed from the program.

Evaluation of Student Progress

Satisfactory Academic Progress will be reviewed at the end of each trimester: Fall, Winter, and Spring. At each review, a student's qualitative (cumulative GPA) and quantitative (Pace of Completion & Duration of Progress) progress will be evaluated. If a student is not making sufficient progress, as explained above, an **SAP Warning Notice** will be delivered to the student's SUM email address. If, at the end of the Warning trimester the student has not met all requirements, the student will be placed on **SAP Probation** and must appeal their status to remain in the program. If the student fails to appeal the SAP Probation status or fails to meet the requirements, the student will receive an **SAP Suspension Notice** and be dismissed from the program.

Appeals

In certain cases (illness, death in the family, special circumstance), a student may appeal the financial aid suspension and request reinstatement of financial aid eligibility by completing the [Financial Aid SAP Appeal](#) Form. Appeals should address the circumstances surrounding the student's insufficient progress and describe a plan of action to correct the insufficient progress. Students must specify what has changed in their circumstances that will allow them to make progress in the upcoming trimester. If the insufficient progress was related to Duration of Progress, the student must specify how many credits they intend to complete each trimester to complete the degree.

If the Appeal is approved, a probationary period of one (1) more trimester may be granted. In extreme cases, when one more trimester will not be sufficient to reach Satisfactory Academic Progress, the Financial Aid Committee, in cooperation with the Campus Pastor or Cohort Advisor, may create an Academic Plan for the student which specifies the academic requirements the student must meet and the deadline for when these requirements must be met. The Academic Plan will include, but may not be limited to, the following minimum requirements:

Academic Plans and Cumulative GPA

If a student is granted an Academic Plan regarding Cumulative GPA, the student must achieve the required minimum GPA (2.0 for undergraduate and 2.5 for graduate students) for all classes in the following trimester. If the required minimum GPA is not achieved in that trimester, the Academic Plan will be revoked, and the student's aid will be suspended again.

Academic Plans and Pace of Completion

Once granted an Academic Plan regarding Pace of Completion, a student must pass the lesser of 1) 100% of the attempted credits in the next trimester, or 2) a percentage that would bring the student up to the minimum SAP requirements. If the student does not complete the required percentage of the attempted credits in the following trimester, the Academic Plan will be revoked, and the student's aid will be suspended again.

Academic Plans and Duration of Progress

If granted an Academic Plan regarding Duration of Progress, a student will be expected to complete all credits that are listed in the Academic Plan. If any credits are not completed in the approved time frame, the Academic Plan will be revoked, and the student's aid will be suspended again. After the appeal is reviewed by the Financial Aid Committee, the student will be notified of the decision by email or mail. The review time for appeals may take up to three (3) weeks. At any point, if a student fails to meet the criteria outlined in the Plan, it will be considered void, and the student will not be eligible for financial aid for subsequent terms until a satisfactory point in the Plan has been reached that would allow the student to continue.

The Financial Aid Committee's decision is final. However, any questions regarding the process should be directed to the Chief Academic Officer at (916) 306-1628.

Reinstatement

Financial aid eligibility may or may not be reinstated at the discretion of the Financial Aid Committee. If an appeal is granted, the student will be placed on SAP Probation and financial aid eligibility will be reinstated for one (1) trimester. Specific criteria for moving off SAP Probation, as well as a student-specific timeline for meeting those criteria, will be outlined in the Official Decision section of the appeal form and delivered to the student's SUM email address. The timeline will generally be the next trimester but can be extended if the Financial Aid Committee deems an Academic Plan is necessary. Failure to satisfy the requirements of the SAP Probation will result in immediate loss of financial aid eligibility for subsequent trimesters.

A student who fails to meet the requirements of the SAP Probation may submit a subsequent appeal for reinstatement by repeating the appeal process outlined above. Generally, a student will not be granted SAP Probation again until satisfactory progress has been achieved without any financial aid. Exceptions will be considered on a case-by-case basis.

NOTE: It is possible for a student to fail SAP (and not be eligible for financial aid) but not be academically dismissed from the school. In this situation, a student has successfully earned the right to completely pay for school out-of-pocket. SUM's Financial Aid SAP Policy, the Servant of All (SOA) Policy, and Academic Probation Policy are each different, and do not negate one another.

Please refer to the most recent copy of SUM's Academic Catalog for specific details on the Servant of All and Academic policies.

SUM SAP Chart: Undergraduate Degrees

Completion Rate increases 2% for each additional 10 credits attempted.

Graduation Requirements

Undergraduate students must fulfill the following requirements in order to apply for graduation:

- Earn a cumulative GPA of 2.0 or greater for BA.
- Submit an [Intent to Graduate Form](#).
- Take the Bible Knowledge Exit Exam.
- Take the Graduating Student Survey.
- Financial Aid Exit Counseling (U. S. students only).

Graduate students must fulfill the following requirements in order to apply for graduation:

- Earn a cumulative GPA of 2.5 or greater.
- Submit an [Intent to Graduate Form](#).

- Take the Graduating Student Survey.
- Successfully complete Leadership Symposium requirement.
- Successfully complete Capstone Project requirement.

Any student who anticipates finishing their program during the Fall term may apply for graduation on a provisional basis in the preceding Spring term and may choose to “walk” in the preceding graduation ceremony. Undergraduate students may have no more than six (6) outstanding credits. Graduate students may have no more than six (6) outstanding credits. Otherwise, the student will be ineligible for graduation and must wait until the next available opportunity.

Intent to Graduate

Students intending to graduate must submit an Intent to Graduate form at least thirty (30) days prior to the end of the term (dates are listed on page 7 of the academic catalog).

Graduation requests will not be approved until the student has fulfilled their degree audit (excluding any pending practicums or mentorships).

Latin Honors

Graduating students will be honored for outstanding academic achievement as indicated by their GPA:

Academic Honor	Latin Translation	Stole Color	Bachelors' Minimum GPA	Masters' Minimum GPA
Cum Laude	“with honors”	White	3.50 - 3.69	3.50 - 3.69
Magna Cum Laude	“with great honors”	Silver	3.70 - 3.89	3.70 - 3.89
Summa Cum Laude	“with highest honors”	Gold	3.90 – 4.0	3.90 - 4.0

The determination of GPA will be based on grades including the final trimester of the senior year. Students graduating in the Spring will be awarded honor cords based on their most previous trimester’s cumulative GPA while their diploma will bear the results of the outcome of their cumulative GPA.

Students with the highest GPA for the academic year will be designated Valedictorian (highest) and Salutatorian (second highest). Appropriate recognition will be granted to these students.

Student Records and Transcripts

Transferring SUM Credits to Other Colleges

The transferability of credits earned at SUM is at the complete discretion of the institution to which a student seeks to transfer. Acceptance of the degree or diploma earned in the following educational programs is also at the complete discretion of the institution to which a student seeks to transfer:

- Bachelor of Arts in Biblical Studies (BABS)

- Bachelor of Arts in Theology and Ministries (BATM)
- Bachelor of Arts in Worship and Music (BAWM)
- Master of Arts in Biblical Studies (MABS)
- Master of Arts in Christian Leadership (MACL)
- Master of Divinity (MDiv)

If the credits, degree, or diploma earned at SUM are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all coursework at the new institution. For this reason, students should make certain that the new institution meets their educational goals. This may include contacting a potential institution to determine if the SUM credits, degree, or diploma will transfer.

Academic Electives

The design of SUM's curriculum requires specific classes in general studies, Bible, theology, and applied theology. For more details, please refer to the Degree Completion Requirements, and the Course Listings sections. Courses not specified in the program are considered electives that are taken from a group of courses identified by the program documents.

Institutional Review Board

SUM Bible College and Theological Seminary complies with the U.S. Department of Health and Human Services' regulations governing research involving human subjects at 45 CFR 46, and also with the principles of the 1979 Belmont Report, which specifies ethical principles for the protection of human subjects with respect to research.

SUM maintains an Institutional Review Board (IRB) to review and approve human subjects research from all SUM programs. The composition and function of the IRB is governed by the SUM Bible College and Theological Seminary IRB Manual.

The Institutional Review Board (IRB) is authorized to review and approve human subjects research from all SUM programs. The IRB Committee is composed of faculty, administrators, and staff of SUM. The IRB will apply the policies and guidance in the SUM Bible College and Theological Seminary IRB Manual for all research involving human subjects that is conducted under the auspices of SUM, conducted by or under the direction of any employee or agent of this Institution in connection with the individual's institutional responsibilities, conducted by or under the direction of any employee or agent of this Institution using any property or facility of this Institution, or involves the use of this Institution's non-public information to identify or contact human research subjects or prospective subjects, regardless of sponsorship.

Office of Disability Services

SUM Bible College and Theological Seminary complies with all relevant federal and state standards regarding the treatment and accommodation of students with disabilities. SUM prohibits discrimination

based on a disability. The Institution is fully committed to complying with all requirements of the Americans with Disabilities Acts of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504), and to providing equal educational opportunities to all students.

The Office of Disability Services functions under the Academic Department, and the Assistant Academic Dean will serve as the Director of the Office of Disability Services. Necessary training will be provided for all relevant personnel. The SUM Executive Committee will serve as the Disability Grievance Panel. The operation of the Office of Disability Services will be governed by the Office of Disability Services: Policy and Procedure Handbook.

NOTE: [Disability Accommodation Application](#)

COURSE LISTINGS

Terminology

Term	Description
Code	A 6 to 8-digit code that distinguishes unique courses
Course Name	A course title.
Requirement	An indication of whether a course is a Core, a Required course, or an Elective.
Credit Worth	An indication of how many credits the course will fulfill.
Completed	A sum of how many credits have been fulfilled.
Credit Grade	An indication of the grade earned, or whether the credit was transferred.
Transfer Gen. Ed.	General Education courses required by the federal government.
Core	Courses that are worth 3 credits that must be taken in order to graduate.
Required	Courses that must be taken for a well-rounded life.
Elective	One course that can be chosen out of many courses.

Undergraduate Course Descriptions

Note: Courses listed here only apply to the AATM, BATM, and BAWM degree programs. Those in the BABS program may find their relevant courses in previous editions of the academic catalog.

Applied Music

AML XXX Applied Lessons: Primary Instrument 1-6

This course serves as a first-year applied major study for 40 mins. – one hour lesson per week. Students will take 6 units of Primary Instrument or Voice Applied Lessons, for which they auditioned and have been accepted with.

AML XXX Applied Lessons: Secondary Instrument 1-3

This course serves as a second year applied secondary instrument / piano study for 30 mins. lesson per week. Students will prepare for leading worship or help others to participate in leading worship.

1st Year	Options
AML/G 101 Applied Lessons: Primary Instrument 1	AML 101 Primary Instrument Piano 1 ALG101 Primary Instrument Guitar 1 AML 101 Primary Instrument Voice 1
AML/G 103 Applied Lessons: Primary Instrument 2	AML 103 Primary Instrument Piano 2 ALG103 Primary Instrument Guitar 2 AML 103 Primary Instrument Voice 2
AML/G 105 Applied Lessons: Primary Instrument 3	AML 105 Primary Instrument Piano 3 AML 105 Primary Instrument Guitar 3 AML 105 Primary Instrument Voice 3
2nd Year	Options
AML/G 201 Applied Lessons: Primary Instrument 4	AML 201 Primary Instrument Piano 4 ALG201 Primary Instrument Guitar 4 AML 201 Primary Instrument Voice 4
AML/G 203 Applied Lessons: Primary Instrument 5	AML 203 Primary Instrument Piano 5 ALG203 Primary Instrument Guitar 5 ALV203 Applied Voice 5
AML/G 205 Applied Lessons: Primary Instrument 6	AML 205 Primary Instrument Piano 6 ALG205 Primary Instrument Guitar 6 AML 205 Primary Instrument Voice 6

AML/G 107 Applied Lessons: Secondary Instrument 1	AML107 Secondary Instrument Piano 1 ALG107 Secondary Instrument Guitar 1 ALV107 Applied Voice 1
AML/G 109 Applied Lessons: Secondary Instrument 2	AML 109 Secondary Instrument Piano 2 ALG109 Secondary Instrument Guitar 2 ALV109 Applied Voice
AML/G 110 Applied Lessons: Secondary Instrument 3	AML 110P Secondary Instrument Piano 3 AML 110G Secondary Instrument Guitar 3 AML 110V Secondary Instrument Voice 3

Applied Theology

(Unless otherwise noted, all courses are worth 3 credits.)

ATH 101 Theology & Practice of Fivefold Ministry (3 credits)

An introduction to the Biblical foundations of the fivefold ministry. This course will analyze the differences between the office of apostle, prophet, evangelist, pastor, and teacher as well as a team ministry approach allowing for coordination among all church ministries. The function of each of the fivefold ministries is to be explored in detail as well as the purpose and practicality of a fivefold ministry approach to leadership will be explored.

Formerly, this course is a connected practicum with PTM111 Theology & Practice of Fivefold Ministry.

ATH 103 Theology & Practice of Evangelism (3 credits)

This course will introduce the theology of evangelism as found in scripture, especially as it relates to the cross of Christ. The historical development of these doctrines will be explored, as well as contemporary applications for a multi-cultural, twenty-first Century society.

Formerly, this course is a connected practicum with PTM112 Theology & Practice of Evangelism.

ATH 105 Theology & Practice of Spiritual Formation (3 credits)

Spiritual formation will be introduced and engaged in an experiential way, as biblical models will be explored, and historical models will be evaluated. Traditional spiritual disciplines will be presented to help the student in Spirit formation.

Formerly, this course is a connected practicum with PTM113 Theology & Practice of Spiritual Formation.

ATH 201 Pentecostal Ministry in the local Church (3 credits)

A practical study of local church ministry within the Pentecostal tradition. While all ministry traditions have much in common, there are some perspectives unique to Pentecostals. Special focus will be given, but not limited to, Pentecostal expressions of worship, multi-cultural engagement, complimentary integration of fivefold functions, and the relationship between ministry staff respecting lines of authority.

Formerly, this course is a connected practicum with PTM211 Local Church Practicum.

ATH 202 Global Missions (3 credits)

This course introduces the study of the global mission of the Church. This class enables the student to recognize their generation's spiritual needs effectively. Topics include the global mission of the church, understanding global theological perspectives, and principles of global ministry such as church planting. Discerning the student's calling including the possibility of a global call is also discussed. The student will also explore missionary sending organizations and their requirements.

Formerly, this course is a connected practicum with PTM212 Global Missions Practicum.

ATH 203 Homiletics (3 credits)

Focus will be upon the development of sermon preparation, delivery, and application, while remaining true to the original intent of the biblical writer. Concepts addressed in class will include organization, as well as the need for effective communication and connection with the audience. In-class preaching will make up a portion of the class, with peer and professor evaluation.

Formerly, this course is a connected practicum with PTM213 Preaching & Proclamation Practicum.

Biblical Studies

(Unless otherwise noted, all courses are worth 3 credits.)

BIB 101 Interpreting & Understanding the Bible

This course introduces the student to basic skills and concepts in biblical interpretation. It introduces the student to grammatical and historical principles, methods, rules, and skills of interpretation. Although the course introduces several concepts, it concentrates on inductive Bible study.

BIB 201 Old Testament History and Literature

This course surveys the key theological themes of the Old Testament books and their relationship with the New Testament. An overview is given of the historical, regional, political, cultural, literary structures, and religious backgrounds of the Old Testament.

BIB 203 New Testament History & Literature

This course presents the content of each book of the New Testament and introduces historical, geographical, and cultural backgrounds. Careful attention is given to the teachings of Jesus and the purpose for His death, burial, resurrection, and imminent return.

BIB 210 Pentateuch

The Pentateuch is the first five books of the Old Testament. Each book is studied in the areas of historical background, authorship, and content. Emphasis is placed on both factual content and theological themes of the books demonstrating fulfillment of the promise of God to Abraham leading to the formation of an Israelite nation under the covenant given at Sinai.

BIB 212 Daniel & Revelation

This course is a general survey of the Books of Daniel and Revelation. Examination of the historical setting, the king's visions, the 70 weeks, Antiochus Epiphanes, and the world empires will be explored. The Book of Revelation will be surveyed and special attention will be given to its relationship to Daniel. The historical setting will be examined, the vision to the seven churches, methods of interpretation, various millennial views, the return of Christ, the millennial reign, the great white throne judgment, the new heaven and New Jerusalem will be discussed.

BIB 214 Romans & Galatians

Romans and Galatians are foundational for forming a biblical theology. This course provides the means for articulating the evangelical doctrines of grace, justification by faith, and sanctification. Attention is given to the structure of these epistles and its message for developing a lifestyle of righteousness and holiness.

BIB 216 Old Testament Major Prophets

This course is designed to examine the pre-exilic and post-exilic Major prophets (Isaiah, Jeremiah, Ezekiel, and Daniel), as well as the messianic prophecies. Special consideration will be given to the covenants, social justice, the religious systems, and the various delivery methods of the prophets.

BIB 218 Corinthian Correspondence

This course offers a thematic overview of the Pauline correspondence to the Corinthian believers. Special emphasis will be placed on understanding the historical background for the Pauline letters, the major doctrinal themes developed by Paul, and how these doctrinal themes can be applied personally and to the Church.

BIB 220 The Book of Acts

This course places the early church in its historical and cultural settings and shows the advancement of Christianity during the first century. Special attention is given to the ministry of the Holy Spirit and the missionary journeys of Paul.

*This course can satisfy the course requirement of BIB 115 and MIN 171 from Berean/Global University for the Assemblies of God ministerial credentials.

BIB 230 Introduction to Biblical Languages

An overview of New Testament Greek and Old Testament Hebrew grammar and syntax. This knowledge enables students to intelligently use the language tools of biblical study, making these scholarly tools less intimidating to the student.

BIB 301 Historical Geography of Bible Lands

The course deals with the topographical and geographical features of the ancient Near East as they relate to historical events of the Old and New Testaments. Factors relating to the historical developments, boundaries, lines of communication, and geopolitical relationships within the region are discussed.

BIB 305 Johannine Literature

A study of the Gospel and Epistles of John regarding its background, composition, and theology. Special emphasis is given to John's contribution to Christology.

BIB 312 Synoptic Gospels

This course is designed to explore the parables, miracles, and teachings of our Lord Jesus Christ as told in the three Gospels (Matthew, Mark, and Luke). Themes of the Kingdom of God, training of the twelve and Jesus' relation to Israel and Rome will be examined.

BIB 314 Hebrews & the General Epistles

A study of Hebrews, James, I and II Peter, and Jude. Attention is given to both historical background and content.

BIB 316 Old Testament Minor Prophets

Hosea through Malachi: Each book is studied separately with special attention given to the historical background, structure, and theological aspects. The premillennial truths are emphasized throughout the course of study.

BIB 318 Old Testament Historical Books

This course equips students to be able to detail Israel's history and the personalities as detailed in the Old Testament historical books: Joshua to Esther. The course focuses on the historical, cultural, and geographical content of the writings and highlights the major theological aspects. Also, attention will be given to the development of Deuteronomistic History and critical issues within the scope of this literary unit.

General Education

(Unless otherwise noted, all courses are worth 3 credits.)

EDU 301 Philosophy of Education

The history, philosophy, and social foundations of education will be presented. Basic principles and objectives for governing teaching will be developed. Attention will be given to spiritual and moral formation.

ENG 101 College Writing

Students will be introduced to strategies for effective composition, professional correspondence, theme writing, and utilizing creative composition in ministry. Students are given resources for answering their questions about punctuation, mechanics, usage, parts of speech, and sentence structure. Students will also learn how to define plagiarism, cite sources, and format a well-documented paper according to the Turabian Style Manual. Tutorials on accessing ATLA and online databases also will be given.

This course is a prerequisite for ENG 201 College Research and Writing.

FMV 101 Formation in Ministry Vocation (College Core)

This orientation course is designed to acclimate new students to the academic culture of SUM. College Core introduces students to the elevated expectations integral to the demanding biblical curriculum at SUM. This course must be completed within the first 18 credits at SUM. The course will: Provide the foundations for written communication, including proficiency in the Turabian citation method. Provide the foundations for informational literacy. Provide the foundation for effective oral communication. Provide the foundations for applying quantitative reasoning in life and ministry. Provide discussions of inductive and deductive reasoning in critical thinking. Practice effective time allocation and activity management.

This course is a prerequisite for ENG 101 College Writing.

FMV 401 Formation in Ministry Completion

The purpose of the Fivefold Ministry Vocation course is to explore and demonstrate the program competencies and skills that students have gained during the degree program through coursework and ministry field practice. The course must be completed within the last 18 credits at SUM. The course incorporates the following: 1) assessment of degree program competencies first addressed and benchmarked in Fivefold Ministry Vocation, 2) creation and assembly of portfolio demonstrating work and academic experience in order to find and secure ministry placement, and 3) researching and developing plan for life-long learning and continuing higher education.

HEA 101 Health and Physical Education

Total Wellness and the Minister: Physical well-being, as it exerts an influence upon the psychological, emotional, social, and spiritual aspects of life, will be presented. The student's cardiovascular-respiratory system will be monitored to determine physical fitness.

HIS 201A World History I

Explores the history, ideas, religion, and culture of early and ancient civilizations of the Eastern world. Attention is given to the progress of global civilizations and the development of society in ancient history.

HIS 201B World History II

Explores the history, ideas, religion, and culture of the medieval and modern civilizations of the Western world. Attention is given to the progress of global civilizations and the development of society in modern history.

HIS 205 Church History I

The origin and growth of the Christian church to the Reformation will be presented. Topics include the geographic spread of the church, revival movements, and the important influence of major figures in the history of the church.

HIS 206 Church History II

The origin and growth of the Christian church from the Reformation to the 21st century will be presented. Topics include the geographic spread of the church, revival movements, and the important influence of major figures in the history of the church.

HIS 301 Christian History I

The origin and growth of the Christian church to the Reformation will be presented. Topics include the geographic spread of the church, revival movements, and the important influence of major figures in the history of the church.

HIS 302 Christian History II

The origin and growth of the Christian church from the Reformation to the 21st century will be presented. Topics include the geographic spread of the church, revival movements, and the important influence of major figures in the history of the church.

LED 110 Principles of Leadership

Basic principles of personal and interpersonal leadership guidance for life and organizations will be introduced. An exploration of variables that affect effectiveness, efficiency, and a variety of interpersonal skill-sets will be presented. Emphasis will be placed on decision making through vision, goals & objectives, and motivation. Other issues that influence leadership are covered such as time management, team building, conflict, ethics, dealing with change, communication skills, power, and diversity issues.

MAT 101 Mathematics for Ministry

This course is designed around a laboratory work-place approach to teaching mathematics. It provides for a hands-on, applicable, useful, and experiential way of learning and using mathematics. The overall course shall include material that focuses on arithmetic operations and problem solving relevant to ministry work (e.g., budgeting, basic accounting, performance assessments, loan interest calculation, etc.). (Formerly MAT3313)

PHL 110 Intro to Critical Thinking

An introduction to the concept of critical thinking will be presented. Emphasis will be given to identifying, analyzing, and synthesizing the components of arguments. Additionally, necessary skills and habits for logical reasoning will be provided.

PSY 203 Interpersonal Relationships Skills

Verbal and nonverbal elements affecting communication between individuals in family, peer groups, work, and social contexts are examined with special emphasis placed on working with volunteers in church ministry settings. Cross-reference SOC203 and SS203.

SCI 201 Physical Science

Many of the facts, laws, and theories of the physical sciences including physics, chemistry, geology, astronomy, and meteorology are explored. The scientific method is explained and critiqued.

SCI 203 Biological Science

The course provides a background knowledge for the study of the cell, invertebrates, vertebrates, plants, human anatomy, and environment. This course provides basic biological knowledge, including an understanding of 1) the scientific method, 2) basic genetics, 3) the diversity of life on earth, 4) plant and animal structure and function, and 5) ecological issues.

SOC 203 Interpersonal Relationship Skills

Verbal and nonverbal elements affecting communication between individuals in family, peer groups, work, and social contexts are examined with special emphasis placed on working with volunteers in church ministry settings. Cross-reference PSY203.

SOC 201 Social Science: Foundations of Human Behavior

The basic facts, principles, and methods of human behavior will be presented through an interdisciplinary lens. An emphasis is placed on fundamental principles underlying normal human behavior with application for ministry in the local church.

SS 203 Social Science: Interpersonal Relationship Skills

Verbal and nonverbal elements affecting communication between individuals in family, peer groups, work, and social contexts are examined with special emphasis placed on working with volunteers in church ministry settings. Cross-reference PSY203.

Musical Education

(Unless otherwise noted, all courses are worth 3 credits.)

MUS 101 Fundamentals of Music

This course is designed to increase a person's ability to listen to music perceptively. Additionally, this course will introduce the students to fundamental musical concepts and terminology. Topics will include rhythm, scales, intervals, chords, and historical contexts. Students are advised to know how to read music prior to enrolling in this class.

MUS 110 Sacred Music History

This course is a study of the development of Sacred Music from ancient origins to the present. Students will study and analyze vocal and instrumental music and complete readings and listening assignments.

This course will include writing exercises and a weekly listening lab. Students will be assessed on their knowledge of factual, conceptual and aural materials.

MUS 103 Music Theory & Ear Training I

This course covers key, modality, rhythm and meter, notation, all tonal intervals, scales, triad and seventh chord forms, as well as an introduction to part-writing and harmonic progression in tonal music. Concepts are reinforced with student-written examples, intervallic and harmonic identification, melodic and rhythmic dictations, and sight singing.

This course is a prerequisite for MUS210 Sight Singing and Ear Training I, and MUS301 Music Theory II.

MUS 210 Sight Singing & Ear Training I

Prerequisite: MUS201 Music Theory I

Sight Singing and Ear Training I involves practical application of the content of Music Theory I to the hearing and performance of music. It continues to develop the melodic, rhythmic and harmonic dictation skills introduced in Music Theory I.

This course is a prerequisite for MUS310 Sight Singing and Ear Training II, and MUS301 Music Theory II.

MUS 301 Music Theory II

Prerequisite: MUS201 Music Theory I

This course continues the study of tonal music, including more advanced harmonic writing and analysis (seventh chords, secondary function and modulation), figured bass realization and part writing.

This course is a prerequisite for MUS310 Sight Singing and Ear Training II and WOR310 Conducting.

MUS 310 Sight Singing & Ear Training II

Prerequisites: MUS210 Sight Singing & Ear Training I and MUS301 Music Theory II

This course provides practical application of the content of Music Theory I and Music Theory 2. This course includes transcriptions of melodies that modulate, rhythmic reading and transcription involving complex rhythmic relationships as well as transcription involving standard tonal progressions with chromatic harmonies and modulation.

Practical Field Ministry Internships

Practical Field Ministry

First- & Second-Year B.A. in Theology and Ministry (BATM) students must enroll in two (2) Practicums every trimester, consecutively.

First- & Second-Year B.A. in Worship and Music (BAWM) students must enroll in two (2) credits of Practical Field Ministry every trimester, consecutively.

Each Practicum is four (4) hours per week, for ten (10) weeks. Unless otherwise noted, each Practicum is worth one (1) credit. After two (2) trimesters in a Practicum, students rotate into a new Practicum

Internships

Church Internships for B.A. in Theology and Ministry (BATM) and Music Internships for B.A. in Worship and Music (BAWM) are practical learning experience programs for final year students involving hands-on ministry opportunities in the marketplace, mission field, and Church settings, in fulfillment of the Great Commission and the personal mission of Jesus Christ in the world.

Throughout the course of three (3) trimesters, the student will work alongside a leadership that is approved by the Director of Student Life and Ministry or Cohort Advisor who will mentor, guide, and assist the student in developing a Senior Year Project demonstrative of the student's call of God and/or course concentration.

B.A. in Theology and Ministry (BATM) Schedule

1st Year		Credits	Concurrent Course
PTM 101	Tier 1: Practicum 1	1	
PTM 102	Tier 1: Practicum 2	1	
PTM 103	Tier 1: Practicum 3	1	
MGP 101	ECO Practicum	2	
2nd Year		Credits	Concurrent Course
PTM 201	Tier 2: Practicum 4	1	
PTM 202	Tier 2: Practicum 5	1	
PTM 203	Tier 2: Practicum 6	1	
MGP 202	ECO Practicum 2	2	
3rd Year		Credits	Concurrent Course
PTM 401	Internship 1	1	

PTM 302	Internship 2	1	
PTM 303	Internship 3	1	
MGP 303	ECO Conference 3 (Elective)	2	

B.A. in Worship and Music (BAWM) Schedule

1st Year		Credits	Concurrent Course
MGP 101	ECO Practicum 1	2	
PTM 112	Theology & Practice of Evangelism: Practicum	1	
MPM 201	Tier 2: Music Practicum 1	1	
2nd Year		Credits	Concurrent Course
MGP 202	ECO Practicum 2	2	
MPM 203	Tier 2: Music Practicum 2	1	
MPM 205	Tier 3: Music Practicum 3	1	
MPM 301	Tier 3: Music Practicum 4	1	
3rd Year		Credits	Concurrent Course
MPM 307	Tier 3: Music Internship 1	1	
MPM 308	Tier 3: Music Internship 2	1	
MPM 309	Tier 3: Music Internship 3	1	MPM 409

Theological Studies

(Unless otherwise noted, all courses are worth 3 credits.)

THE 101 Pentecostal Theology

A historical and theological study of the Pentecostal movement and its beliefs. Emphasis is given to the origins of the movement and what doctrines characterize Pentecostalism. Students are introduced to Pentecostal theological method and how history has shaped Pentecostal beliefs and identity.

*This course can satisfy the course requirement of THE 114 and THE 142 from Berean/Global University for the Assemblies of God ministerial credentials.

THE 201 Theology I: Scripture & Doctrine of God

The first class of systematic theology examines preliminary topics in theology. Various types of theology are explained along with theological methodology. The doctrines of revelation and God examine who God is and how He has revealed Himself in creation and through the Bible. The doctrines of humanity and sin are also examined in relationship to one another concerning the need for redemption. Students are challenged to start thinking systematically concerning Bible doctrine.

THE 203 Theology II: Christology, Soteriology, & Ecclesiology

The second class of systematic theology examines the doctrines of Christ, salvation, and the church. The person and work of Christ are examined to show their significance for personal and corporate salvation. The doctrine of the church is examined showing its theological and practical significance. Students are challenged to think and write systematically concerning Bible doctrine.

THE 205 Christianity and Cultures

This course exposes students to the relationship between Christianity and culture with a practical application to ministry contextualization in light of current culture. Students will examine the development of contemporary culture by looking at historical movements, such as modernity and postmodernity. Students will also study various models of how Christianity interacts with culture. Students are given the opportunity to research and apply concepts that will equip them for further research, engagement, and ministry.

THE 305 Theology III: Pneumatology & Eschatology

The third class of systematic theology examines the doctrines of the Holy Spirit and eschatology. The doctrines of the Holy Spirit include the person and work of the Spirit, Spirit baptism, and the gifts of the Spirit. Eschatological themes are examined to show their significance now and in the future. Students are challenged to think and write critically concerning systematic theology.

THE 303 Theological Ethics

Theological Ethics explores major ideas, methods, and sources of Christian social and theological ethics. Particular attention is given to early church, medieval, Reformation, and contemporary authors and their significance on ethical themes. Emphasis is placed on how theology and worldviews shape ethical discussions. Contemporary ethical issues such as immigration, poverty, medical ethics, and others are addressed.

Theology and Ministry Education

(Unless otherwise noted, all courses are worth 3 credits.)

AEA 101 Music Appreciation

A course designed to increase a person's ability to listen to music perceptively. This course will help the student acquire fundamental, useful information about music including its styles, forms, terminology, and historical contexts.

AEA 103 Art Appreciation

Art Appreciation is designed to introduce knowledge and appreciation of the visual arts.

AEA 105 Literature Appreciation

Through the careful reading of selected texts, students are introduced to the ways in which writers use language to communicate. The works' structure, style, themes, as well as use of figurative language, imaginary, symbolism, and tone are presented.

ENG 201 College Research and Writing

Prerequisite: ENG101 College Writing

Principles of effective written communication will be reinforced. The process of writing and the stages of analyzing a problem (researching and analyzing a problem) will be presented. The course will include preparation and presentation of a fully documented research paper in Turabian format.

GLC 210 Global Cultures

The importance of cultural considerations, qualities of subcultures, and means of adjusting to cultural variations will be presented. An interdisciplinary approach considering the ways various disciplines treat culture will be explored. Further consideration will be given to the way that culture intertwines with language and symbolic meaning.

Worship Studies

WOR 101 Leading Worship I

Students will gain a strong foundation of worship leading through cultivating an environment that leads people into a profound experience with God, which results in transformed lives. Students will be encouraged to explore the relationship between their individual abilities and the field of ministry and vocational options in worship and music ministry. Service planning of worship repertoire, as well as developing worship teams will be the focus of this course.

This course is a prerequisite for WOR301 Leading Worship I.

WOR 201 Theology of Worship

This course will equip the students with strong biblical foundations of Christian worship. Students will gain a profound understanding about the theology and practice of corporate worship throughout church history and its current state, as well as learn how to formulate one's own theology of worship. Students will explore statements on worship and descriptions of worship practices found in both the Old and New Testament.

WOR 210 Choral and Instrumental Arrangement

Students will study elements of contemporary worship and music styles, score preparation, vocal and instrumental arranging techniques, and arranging for rhythm section. In addition to smaller assignments, students will complete several large projects, for which the students will direct rehearsals, and implement their prepared arrangements.

WOR 220 Aesthetic Worship and Production

Students will learn about general concepts of music production and aesthetics of worship, as well as the technical use of media-worship software. The course will also cover the various aspects of worship and comparing the contemporary style with the traditional style and will focus on both artistic and practical issues of worship traditions. Students will gain a general knowledge of production and recording of worship music.

WOR 230 Songwriting

Whether you're a beginner or an experienced songwriter, you will learn how to construct strong melodies, and express yourself effectively in writing biblically sound lyrics. This is a hands-on course, where you will find your voice, sharpen your craft, and create songs combining technical principles with improvisational elements.

WOR 301 Leading Worship II

Prerequisite: WOR101 Leading Worship I

Students will grow in their leadership skills as Worship Leaders beyond their musical abilities of playing an instrument and/or singing. They will learn about pursuing God's presence through a lifestyle of worship and obedience as well as examine the theology and practice of prophetic worship. Students will engage in discussion about worship and its possibilities and learn about the many facets of God's voice.

WOR 310 Conducting

Prerequisite: MUS301 Music Theory II

In this course, students will acquire basic competency in rehearsing and conducting choral ensembles and combined vocal and instrumental worship groups. Students will study the fundamentals of conducting, including patterns, baton technique, score reading, and rehearsal techniques for choral and instrumental music.

WOR 303 Studio Worship Recording and Production

The modern worship pastor is required to possess many skills beyond musical ability and theological understanding. One of the biggest hurdles is the technological aspect of most modern worship contexts worldwide. It is becoming more and more customary for worship ministries to create and utilize backing tracks, which involve experience with digital audio workstations in the studio, as well as applications for use in live worship settings. This course serves as an introduction to applicable platforms, in the context of local church worship ministry.

WOR 203 Live Worship Aesthetics and Production

The modern worship pastor is required to possess many skills beyond musical ability and theological understanding. One of the biggest hurdles is the technological aspect of most modern worship contexts worldwide. The worship pastor is often expected to have functional skills in audio, visual display, lighting, and video/live streaming. This course serves to be an introduction to these systems, in the context of local church worship ministry.

Graduate Course Descriptions

In addition to the courses listed below, specialized graduate courses will sometimes be made available according to the individual expertise that professors bring to the seminary program.

Biblical Languages

(Unless otherwise noted, all courses are worth 3 credits.)

BIB 150 A Greek

The course series is designed to teach the student Koine Greek. These courses will concentrate first on the alphabet and vocabulary acquisition, then will move to the study of Greek forms. Students will study the parsing of verbs and other disciplines endemic to the study of Greek.

BIB 150 A Hebrew

This course series is designed to train the Biblical Literature student in the use of the Hebrew language to help unveil the riches of the Hebrew Old Testament. These courses will begin with alphabet acquisition and move through the study of different verb forms and types of anomalies endemic to Biblical Hebrew.

Biblical Studies (English)

(Unless otherwise noted, all courses are worth 3 credits.)

BIB 501 The Old Testament and Its Theology

Old Testament, studied through the lens of Spirit Fullness. It pays attention to the development of theology in the light of Israel's historical realities. This is also brought to the fore in contemporary application in the context of the believing community.

BIB 502 The New Testament and Its Theology

The student learns skills in interpreting the New Testament for its theological content. This course will read and interpret the New Testament in its context in order to identify major theological themes and to develop a living theological practice in relation to the text. The interplay of theology, history and culture is examined.

BIB 510 Pentateuch and Historical Books

This is the first part of a two-term course. It will focus on the Pentateuch and Historical Books. This course will study introductory issues common to OT introduction, such as authority, dating, life situation, purpose, key figures, primary dates in the flow of redemptive history and the history of Israel, various literary genres, et.al. This course will also study documentary hypotheses as well as issues impinging upon concepts of biblical inerrancy.

BIB 512 Prophets, Wisdom, and Poetic Books

This is the second part of a two-term course. It will focus on the Poetical / Wisdom books and the Prophetic books. This course will study introductory issues common to OT introduction, such as authority, dating, life situation, purpose, key figures, primary dates in the flow of redemptive history and the history of Israel, various literary genres, et.al.

BIB 520 Synoptic Gospels and Johannine Literature

This course surveys the Synoptic Gospels and Johannine literature (Gospel of John; 1, 2, and 3 John; Revelation), emphasizing traditional introductory matters such as authorship, recipients, dating, purpose, occasion, background, literary genre, canonicity, and various critical approaches. Opportunities will be provided for students to link course material to ministry contexts.

BIB 522 Pauline Literature

This course surveys Acts, the Pauline Letters, and the General Epistles, emphasizing traditional introductory matters such as authorship, recipients, dating, purpose, occasion, background, literary genre, canonicity, and various critical approaches. Opportunities will be provided for students to link course material to ministry contexts.

BIB 550 - 643 Old Testament Exegesis

Prerequisite: THE 580 Hermeneutical Theory

Old Testament exegesis classes are offered on a rotating basis depending upon faculty availability and special interests. The course will comprise a thorough study of selected books of the Old Testament through verse-by-verse and paragraph-by-paragraph analysis, comparison of various English translations, consideration of pertinent historical and cultural issues, and consultation of comprehensive commentaries. The course will emphasize proper methods for discovering the meaning of a text and applying it in teaching and preaching. Students may repeat this course if the individual biblical books or collections being studied are not duplicated.

BIB 570 – 679 Exegesis

Prerequisite: THE 580 Hermeneutical Theory

New Testament exegesis classes are offered on a rotating basis depending upon faculty availability and special interests. This course will comprise a thorough study of selected books of the New Testament through verse-by-verse and paragraph-by-paragraph analysis, comparison of various English translations, consideration of pertinent historical and cultural issues, and consultation of comprehensive commentaries. The course will emphasize proper methods for discovering the meaning of a text and applying it in teaching and preaching. Students may repeat this course if the individual biblical books or collections being studied are not duplicated.

HIST6313 Church History / Canon

An examination of the historical development of the Christian movement from the apostolic period to the pontificate of Gregory I (590-604 C.E.), giving attention to major individuals, ideas, institutions, movements, crises, and the development of the Canon, as well as the interaction of Christianity and its cultural, religious, and political environments.

Biblical Theology

(Unless otherwise noted, all courses are worth 3 credits.)

THE 580 Hermeneutical Theory

This course examines theories and practices involved in textual interpretation and human understanding, particularly examining how persons and communities interpret Scripture and theologically interpret human life.

THEO5123 Global Christian History

Christianity is a global faith, moving from western Asia into Africa and Europe within the first decades of Christian missionary movements, and then into Western hemisphere in early modernity. This course surveys the broad movements of global Christian history in order to arrive at the place in the twentieth and twenty-first centuries where Christianity is a global faith founded “to the ends of the earth” (Acts 1:8; elsewhere). Major historical movements within Christian history are identified as bringing us to the historical present, including the developments of Orthodox, Catholic, Protestant, and Pentecostal forms of Christianity. Historical theology is surveyed in the context of global Christian history.

THEO5223 Spiritual Formation

This course will survey Spiritual Formation throughout the history of the Church as well as in our own day, with a view to practical application for the 21st Century minister.

THEO6313 Biblical Theology: Lukan Pneumatology

This course will examine the work of the Holy Spirit as a fundamental focus of the writings of St. Luke. As the author of the third Gospel and the Acts of the Apostles, Luke has special interest in narrating the role of the Holy Spirit in the lives of the Apostles as well as the life of the early church. Luke primarily answers the questions of how the work of the Spirit relates to Christ; and how his pneumatology relates to the doctrine of the Trinity, prophecy, speaking in tongues, the spread of the good news, the growth of the church, church leadership, signs and wonders, unity and diversity, and the like. This course will address these questions and trace Luke’s understanding of the work of the Holy Spirit from both the Old Testament and New Testament Scriptures in general. It will also compare Luke’s theology of the Holy Spirit with Johannine and Pauline writings regarding pneumatology.

THEO6343 Biblical Theology: Pauline Pneumatology

This course will explore the features of Pauline pneumatology, paying particular attention to the relationship of Paul’s teaching on the Spirit to Christology, soteriology, charismatic experience, the New Perspective on Paul and related hermeneutical models, and implications for both the Renewal movement and personal spirituality.

THEO6353 Biblical Theology: Isaiah’s Soteriology

The soteriological development of Isaiah shaped the foundational understanding of all New Testament authors, making the rich theology of Isaiah a foundation concern. Consideration within the course will be given to the various ways that Isaiah uses the term “salvation.” A thick description will be attempted for understanding that is both deep theologically and wide biblically. As the subject is expanded throughout the entire canon, a full understanding of salvation will be developed.

THEO6363 Biblical Theology: Jeremiah’s Theology of Hope

Old Testament scholar Walter Brueggemann wrote, Jeremiah’s “discernment of his historical moment under the rule of (GOD) caused him to dismiss in judgment much that was valued and to discern in hope possibilities where his contemporaries recognized none.” Jeremiah’s prophecy often contained a message of judgment; however, it also pointed to deep hope for new realities under God’s rulership. This course will seek to find the abounding hope of the “weeping prophet,” as Jeremiah is often called. It will examine the rhetoric of hope as well as the critique brought to accepted norms of society. A biblical approach to hope will be developed, grounded in offering an alternative to the accepted order of the 21st century world.

THEO6213 Biblical Perspectives: Popular Theologies

In a variety of ways an increasing gulf separates academic Pentecostal-Charismatic theology and theology for every day, Spirit-filled Christians. This gulf often separates everyday issues from theological reflection. The study of everyday issues theologically remains every bit as viable today as it has historically in the Pentecostal-Charismatic movement. Disciplined theological reflection will interface with folk theology, theology of Pentecostal-Charismatic populace, the daily lives of average Christians, and other grassroots situations. Of necessity, the course will deal with a variety of issues, potentially changing with each offering of the course. As theology for non-theologians, it will bridge the gap between academic and grassroots theology.

THEO6223 Biblical Perspectives: Theology of Religions

How ought Christians to assess the validity of other religions? What do Christians say the consequences are for accepting or rejecting Christian claims to truth? Will heaven be populated by Christians only? This course invites and invokes questions about the engagement of people from other religions. It includes a brief survey of inter-religious beliefs about the final destiny of human beings, theories of approaches to the theology of religions, and weighs the implications of such approaches with Christian missions.

THEO6233 Biblical Perspectives: Theological Interpretation of the Miraculous

This course will study signs, wonders, miracles, and charismata in Scripture, with special attention to the role of these in the ministry of Jesus and Paul. In addition, the course will deal with the controversy over continuationism vs. cessationism, the possibility of the miraculous vis-a-vis the secular worldview, the problems of suffering and triumphalism, and the role of the miraculous in the advance of the gospel.

Ministerial and Public Leadership

(Unless otherwise noted, all courses are worth 3 credits.)

APTH6123 Counseling in Ministry

This course is designed to introduce students to the field of pastoral care and counseling. A Bible-based reality-focused model will be learned. In addition, the class will emphasize application heavily using role-play. Specific clinical issues to be considered include marital and family distress, depression, grief, worry, and spiritual direction.

LEA 501 Leadership Formation and Development

This course will discuss the making of a leader, beginning with a leader's call and the ongoing lifetime preparation of a leader. The course focuses on the effects of spiritual formation which demonstrate a commitment to personal and social holiness, and develops self-understanding of personal leadership gifts.

LEA 502 Foundations of Leadership I: Biblical Models

This course will study varied models of leadership reflected in the Bible through examining the leadership styles of prominent Biblical leaders, (i.e., Moses, Joshua, and Nehemiah, among many others). Special attention will be given to Christ's leadership mentoring and leadership practices and how these practices can be translated to present day Christian service and ministry.

LEA 550 Spirituality and Ethics

This course is designed to give students a biblical understanding of the core role of true spirituality in Christian leadership. Attention will be given to models, essential qualities, and disciplines of spiritual leadership. Perils of leadership also will be discussed.

LEA 560 Foundations of Leadership II: Theoretical Foundations

This course provides a foundational understanding of leadership from contemporary theory and applications, with discussions regarding the evolution of leadership/management thought from 1900 to the present. Students examine leadership as a contingent/context-specific application and solve organizational problems that have leader-follower interaction as a cause.

LEA 601 Communication and Leadership

This course will investigate the importance of communication in organizations and in leadership. Organizational communication will be studied within the context of today's global intercultural, technological, strategic, and ministerial developments. The course will deal with principles in "interpersonal relationships and organizational communication" and "communicating in teams and networks."

LEA 561 Christian Strategic Planning and New Ministry Development

This course will focus on how leaders can use creative and systematic processes to develop shared vision, communicate it to internal and external groups, and translate it through strategic planning processes into effective action. Leading theories of vision and strategic planning in organizations will be examined for new ministry development.

LEA 650 Managing Change and Conflict in Organizations

This course relates advanced theories about conflict between persons, within communities, and among organizations, to the life of the church. Such issues as the nature of human differences, the constructive values and use of conflict, the biblical and theological understanding of conflict, styles of conflict management, managing conflict due to change, and organizational handling of conflict will be considered.

LEA 651 Leadership in Missions w/ Mentored Ministry Practicum

This course will study the biblical and historical basis of missions and will focus on helping the student effectively lead an organization towards active participation in the fulfillment of the Great Commission. Attention is given to how the Pentecostal movement has significantly contributed to the expansion of God's Kingdom in the world.

LEA 660 Organizational Leadership and Administration

The course is designed to familiarize students with the various elements of leadership and administrative processes, including mission and vision casting, goal setting and achieving, organization, delegation, human relations, group dynamics, and the supervision and training of other leaders.

LEAD6373 Fivefold Internship

Students will engage in ministry under a mentor in one of the fivefold ministries (pastor, teacher, prophet, apostle, and evangelist). The student will actively lead a major ministry effort. If the student has been in ministry leadership, a major initiative should be planned under the mentorship of a more experienced minister.

MISS5112 Christian Missions

In this course students are introduced to Christian missions through brief examination of biblical and theological foundations and historical overview. Attention is given to the Pentecostal and Evangelical history of missions in other countries as well as North America.

MPL 501 Fivefold Ministry Leadership

The twenty-first century church is often deficient in functioning as the church was established. Based on a biblical / theological understanding of Fivefold Ministry, this course will explore effective leadership principles in organizing the local church to not only appreciate the fivefold functions, but to also operate in these functions. The participant will develop a fivefold ministry plan for their ministry.

MPL 560 Discipleship Strategies w/ Mentored Ministry Practicum (3 credits)

This course examines the key components of disciple-making as the core task of the Great Commission by investigating the biblical, historical, and theological foundation for developing Christ followers in a global context. Special attention will be given to articulating a strategy for making disciples through life transformation and leadership development in a variety of ministry settings. Students will draw from various church models to inform their ability to craft an effective discipleship process.

MPL 570 Church Evangelism w/ Mentored Ministry Practicum (3 credits)

This course explores the ministry of evangelism in the context of the local church and its ministries. Students will examine the biblical, historical, and theological dimensions of evangelism in an effort to develop a strategy for bringing the Gospel to the local community. Analyzing various evangelistic models will provide a well-rounded understanding of the ministry of evangelism.

MPL 602 Advanced Communication and Teaching Methods

This course is designed to teach students in advanced teaching and communication methods to connect with people in a way that will not only transmit information but also foster spiritual maturity and facilitate spiritual formation. Emphasis will be placed upon the creation of original material for delivery and instruction. Creativity on curriculum development and verbal communication will be addressed.

MPL 603 Advanced Church Administration

This course develops skills in church management including the integration of theological and spiritual values in church leadership, leadership development, aligning budgetary and missional priorities, staff management, resource management, and other select topics.

MPL 604 Advanced Homiletics

This course advances the craft of preaching and sermon preparation through cultivating spiritual and theological values embedded in Christian preaching, biblical-theological and practical study in relation to proclamation, and skills in oral communication in relationship to personal gifts and styles.

MPL 605 Advanced Church Programming

This course evaluates approaches to church programming through biblical, spiritual, and ethical norms, in relation to current contexts and ministry habits and practices, with attention to outcomes for Christian ministry based on biblical-theological values.

MPL 606 Spiritual Leadership in Local Communities

This course integrates practices and concepts of spiritual formation and leadership theory moving towards leadership practices based on Christian values forming spiritually healthy persons in communities.

MPL 607 Advanced Interpersonal Relationship Skills in Ministry

This course will examine biblical and practical concepts regarding spiritual leaders and advanced interpersonal relationships. Special emphasis will be placed on community building in relation to healthy interpersonal relations. In addition, attention will be given to how the gifts of the Spirit can bring depth

to these relationships. Critical evaluation will be given to patterns and models of relationships. Students will be encouraged toward greater spiritual formation, leading to deeper relationship skills in all areas including pastor and congregation, parishioners toward each other, and complementary relationships between fivefold ministers.

MPL 608 Advanced Leadership Formation Development

It has been said that "everything rises or falls on leadership." With that in mind, this course will explore what goes into the formation of a leader; the call, preparation, values, and lifestyle choices. Emphasis will be placed on spiritual formation, recognizing leadership gifts and their development, and the importance of servant leadership for the advanced student.

MPL 610 Introduction to Chaplaincy Ministry

This course introduces chaplaincy ministry to students. Students learn the definition of chaplaincy and the types of chaplaincy ministry. Pathways to credentialing are explored, including ordination, endorsement, and credentialing. Specific issues in chaplaincy ministry are explored from a theological and practical context.

MPL 611 Advanced Chaplaincy Ministry

This class explores various advanced issues in chaplaincy ministry. Advanced issues include counseling methodologies, types of crisis counseling, confidentiality, and an overview of clinical pastoral education. Specific theological issues that are common in chaplaincy are addressed including pluralism, death and grief, the problem of evil, and others.

MPL 621 Student Tutoring

This course offers student tutors to acquire specific skills and techniques for teaching and tutoring in the academic and ministerial subject area of research writings. The course will provide a conceptual framework for tutoring to guide students in leading effective tutoring sessions. To all participating student tutors, the course will provide hands-on experience of student mentoring, coaching, and teaching.

Personal and Spiritual Formation

(Unless otherwise noted, all courses are worth 3 credits.)

SPF 501 Seminary Disciplines

Seminary Disciplines examines the academic, personal, and spiritual life of the seminary student. The reasons for a student's personal theological development are studied. The course challenges the student to consider personal spiritual and emotional disciplines that will provide a foundation for current seminary studies and future ministry. The course covers basic research and writing skills that are also necessary for student success in seminary studies.

SPF 550 Spiritual Formation w/ Mentored Ministry Practicum (4 Credits)

This course will survey Spiritual Formation throughout the history of the church as well as in our own day, with a view to practical application for the 21st Century minister.

Research

(Unless otherwise noted, all courses are worth 3 credits.)

CPTS6323 Biblical Studies Capstone (MABS)

The Capstone project involves the completion of a culminating project as a continuation of the work presented in the ministry symposium. Students work closely with a faculty mentor in preparing this project, which normally takes the form of a formal paper.

GECE6363 Biblical Studies Symposium (MABS)

Students conduct research on a selected topic/theme and present their research work to faculty, staff, members of the SUM and general community, and their families and friends during the symposium days.

The research is to include literature review, and either a close reading (exegesis) of a passage or a biblical theological presentation. The SUM Graduate Research Symposium coincides with SUM Evangelical Conference & Outreach each Spring trimester.

LEA 500 Research Methods

This course will prepare the student for their Capstone Project (CPTS). This Capstone Project will be worked on incrementally each trimester (with only credit given in the first trimester and the last trimester of the student's program). The Capstone Project will constitute a total of six (6) units by program end. This Research Methods course will establish the foundation upon which the student can build their projects. In Trimester Two: the student will begin their Literature Review. In Trimester Three: the student will continue their Literature Review and will add a Proposal with Research Method. In Trimester Four: the student will do CSP Research. In Trimester Five: the student will continue CSP Research and add Analysis. In the final (Sixth) Trimester: The Student will present their draft and complete their Capstone Project— this will be done in the LEA690 Capstone Project course.

This course is a prerequisite to the LEA690 Capstone Project.

LEA 600 Leadership Research Design

This course is designed to provide students preparing for church leadership with a broad view of the different approaches to good research that has a substantive focus on a particular field of study. A survey of many topics, techniques, and methodologies will be covered. The course is organized around elements of research designs that cut across sub-disciplines: the logic of scientific inquiry; ethics; conceptualization and measurement; sampling and the selection of cases; and the relation between methods, data, and theory.

Students will complete several small projects that are tailored toward practical scholarly research preparation at the graduate level. These small projects will be presented in an interactive fashion for other students in the class to learn from one another.

This course is a prerequisite to the LEA690 Capstone Project.

LEA 670 Christian Leadership Symposium - New Orleans (2 credits)

The SUM Graduate Research Symposium coincides with the SUM Evangelism Conference and Outreach each Spring trimester. Students conduct research on a selected topic in alignment with the decided symposium theme and present their research work to faculty, staff, members of the SUM and general

community, and their families and friends during the symposium days. Each year, members of the faculty will decide on a leadership theme.

LEA 690 Leadership Capstone Project

Prerequisites: LEA500 Research Methods and LEA600 Leadership Research Design

This will be the Capstone of the student's work here at SUM. The goal is for the student to identify a project that they can become involved in that will impact society with the Gospel in a genuinely life-changing way— both for them and for those to whom they are / will be sent to minister. In this course the student will present their CSP draft and final Capstone Project. This Capstone Project will take the place of a Master's Thesis.

MDV 601 Master of Divinity Project Design (2 Credits)

This is a preliminary research course for the MDIV students (the catalog year of 2020-21). This course has been designed to help students develop the Capstone Project. The student will consider the biblical and theological foundations, identification of the practical ministry needs that the project addresses, any ethical or evangelistic considerations, and the methodology for writing and implementing the project.

MDV 605 Master of Divinity Project Design (3 Credits)

The MDIV Project Design is for the student to develop his or her Capstone Project. The student will consider the biblical and theological foundations, identification of the practical ministry needs that the project addresses, any ethical or evangelistic considerations, and the methodology for writing and implementing the project.

MDV 650 Master of Divinity Symposium Presentation

The MDIV Symposium Presentation is the culmination of the Capstone Project. The student will explain the development of the project, biblical and theological foundations, ethical and evangelistic considerations, the results from the implementation of the project, and the personal development of the student as he or she reflects on their MDIV and project experiences.

MDV 699 Master of Divinity Capstone Project

The MDIV Capstone Project is for the student to identify a project with which they may design, develop, write, and implement that will make a tangible impact for the Gospel. The project should be the culmination of work from the Project Design seminar. The student will give the biblical and theological foundation; explanation of the tangible, practical needs for the project; exploration of any ethical and evangelistic issues; and give the practical implications and impact of the project.

Systematic Theology

(Unless otherwise noted, all courses are worth 3 credits.)

PHIL5213 Christian Apologetics

A course designed to equip the student to defend the Christian faith against relevant contemporary assaults and to build a positive Christian world and life view. Appeal is made not only to the varieties of rational arguments but also to the special contributions of the Pentecostal message. Emphasis is placed on conversational approaches to engaging individuals of divergent beliefs with the Gospel message.

THE 501 Pentecostal Theology and History*

This course explores Pentecostal theology and the history of Pentecostalism with its attendant theological ideas and movements. Core doctrinal and theological issues are covered as a seminary-level introduction to Christian theology with attention given to historical background and sources.

*This course can satisfy the course requirement of BIB 115 and MIN 171 from Berean/Global University for the Assemblies of God ministerial credentials.

THE 601 Systematic Theology I: God, Humanity, and Salvation

This course examines theological prolegomena and methodology, revelation, God and His attributes, humanity, hamartiology, and anthropology. Emphasis is given to the development of theological method from a Pentecostal perspective within the orthodox doctrines of Christianity.

THE 602 Systematic Theology II: Church, Spirit, and Mission

This course examines the person and work of Christ as it relates to the nature of the person of Christ and His work on the Cross. The course also examines ecclesiology from a Pentecostal perspective and how the church is empowered by the Holy Spirit.

THE 650 Contemporary Theology

Contemporary Theology explores themes in Christian theology that are relevant or challenging to today's church and ministry. Theological development of the modern and postmodern periods is examined to understand the influence on contemporary issues. Specific theological themes may be emphasized and studied during iterations of the class.

THEO6123 Systematic Theology: The King and His Kingdom

Students will examine the person and work of Christ, giving special attention to the biblical witness, historical development from the patristic period to the post-enlightenment era, and renewal perspectives. Of particular importance will be the relationship of Christology to both pneumatology and the biblical theme of the Kingdom of God. Implications for contemporary life and ministry will be discussed.

THEO6133 Systematic Theology: God in Contemporary Thought

On a near daily basis, Christians interface with secular people. Increasingly, contemporary thought configures images of deity in copious ways. In depth consideration of God in contemporary thought considers how theological precepts interface with unbelievers in a variety of ways, such as the new atheism, new agnosticism, and secularism. The conversation between science and religion will also be considered from a theological vantage point. A variety of other religious views will also be considered from a Christian view.

THEO6143 Systematic Theology: Kingdom Empowerment

Students will examine the person and work of Christ, giving special attention to the biblical witness, historical development from the patristic period to the post-enlightenment era, and renewal perspectives. Of particular importance will be the relationship of Christology to both pneumatology and the biblical theme of the Kingdom of God. Implications for contemporary life and ministry will be discussed.

THEO6153 Systematic Theology: The Church in Cultures

This course will focus on theological reflection toward the development of an ecclesiology through the lenses of the universal and timeless principles of Scripture, the Pentecostal-Charismatic tradition, and the divergent and rapidly changing cultures of the world. Students will connect ecclesiology with the

process of developing effective strategies for the fivefold ministry. Attention will be given to the process of de-contextualizing the principles of Scripture from their historic settings and re-contextualizing them into contemporary settings with the goal of experiencing successful ministry that is both effective and biblical.

THEO6163 Systematic Theology: Kingdom and Eschatology

Students will explore the biblical concept of the Kingdom of God, particularly as this concept emerges and develops in the Old Testament and Second Temple Judaism, the ministry of Jesus, and the New Testament writings. Special attention will be given to the tension between the “already” and the “not yet” aspects of God’s Kingdom as offering a framework for Christian life and ministry. The biblical emphasis in eschatology on orienting a believer’s life toward eternity will take preeminence over timeline issues.

Theology and Ministry in Cultural Contexts

(Unless otherwise noted, all courses are worth 3 credits.)

CUL 501 Ministry & Culture in Pentecostal Perspective

The purpose of this course is to cultivate recognition of signs in the culture, and to re-frame Jesus' and the Spirit's presence in the church and the world. This course will challenge participants to not only identify their target culture, but to also initiate creative ways of evangelism and mission to impact their culture for the Kingdom of God.

CUL 502 Ministry Adaptation in a Multicultural Setting

The twenty-first century is highly multicultural, and churches are increasingly faced with how to adapt mission and ministry to reach the society around them. Attention will be given to gaining understanding of the cultures present in the participants setting and adapting church ministries and structures to engage those cultures.

CUL 503 Ministry in Postmodern Cultures

As the twenty-first century is still attempting to identify and minister to the postmodern thinker, post-postmodernism is arising. Attention will be given in this course to define the way each culture thinks, the evolution of these cultures, and how to engage these mindsets with a ministry that will foster Spirit-formation.

CUL 550 Theology and Culture

This course examines how theology engages the ever-changing culture of society. Theological themes are chosen for each iteration of the course being offered with specific application to a particular area of culture. Students are taught to integrate various disciplines into their theological study. Students are also taught to exegete the culture and then align theological applications to the mission of the church. Certain themes may be chosen and studied during each iteration of the class.

CUL 601 Theological Ethics and Culture

Spirituality and Ethics examines the issues of how spirituality and ethics influence the life of the minister. Students examine spiritual discipline models and how they influence the development of the minister to have a balanced, holistic view of life. The perils and pitfalls of the minister are studied with solution-focused applications offered.

DIRECTORY

Board of Directors

1. George Neau (President & Chancellor)
2. Richard Picone (Chairman & Businessman)
3. Gene Haun (Secretary & Businessman)
4. Trevor Haun (Treasurer & Businessman)
5. Dr. Cheryl Elliott (Educator)
6. Alfred Trimble (Businessman)
7. Mike Campbell (Minister)

Executive Committee

1. Rev. George Neau (President and Chancellor)
2. Bob Hornick (CFO)
3. Brendan Bagnell (Director of Admissions and Marketing)
4. Aaron Yom (Director of Academics)
5. Anthony West (Director of Media and Production)
6. Enoch Charles (Instructional Technologist & BNTS Program Director)

Administrative Faculty

1. Aaron Yom (Director of Academics) - Ph.D., Regent University (2012)
2. Paul Fishell (Associate Academic Dean) - DEdMin., Midwestern Baptist Theological Seminary (2017)

Department Chairs

1. Cephas Adehenu (International Program) - Ph.D., Pan-Africa Theological Seminary (2019)
2. Page Brooks (Theology) - Ph.D., New Orleans Baptist Theological Seminary (2008)
3. Richard Cook (Applied Theology) - D.Min., The King's University (2007)
4. Bryan Darrell (General Education) – Ph.D., Trinity International University (2020)
5. Jacqueline Smith (Biblical Studies) – Ph.D. (ABD), Dallas Theological Seminary
6. Sam Dobrotka (Christian Leadership) - Ph.D., Regent University (2018)

BNTS Staff

1. Enoch Charles (Instructional Technologist & BNTS Program Director) - Ph.D., Theological Studies, Regent University (2018)
2. Anthony West Video Producer B.A. in Film and TV Production (2009)
3. Gary Ostrander Video Director B.A. Performing Arts, Living Word Bible College (2008)

Academics

1. Aaron Yom (Chief Academic Officer) Ph.D., Regent University (2012)
2. Paul Fishell (Associate Academic Dean) DEdMin., Midwestern Baptist Theological Seminary (2017)
3. Edwin Ciraco (Institutional Research) Ph.D., Asia Graduate School of Theology (2022)
4. Page Brooks (Librarian) Ph.D., New Orleans Baptist Theological Seminary (2008)
5. Mnemosyn Leema (Faculty Governance Officer) M.Div. International Institute of Church Management
6. Lolita Lobo (Assistant Registrar)
7. Samantha Uy (Assistant Registrar) MDIV SUM Bible College and Theological Seminary

Business and Financial Aid

1. Bob Hornick (Chief Financial Officer) MBA, University of Redlands (2009).

2. Juli Deshevenko (Financial Accounting Assistant) B.A. Business Administration, American River College

Admissions and Marketing

1. Brendan Bagnell (Director of Admissions and Marketing) M.Div. – SUM Bible College and Theological Seminary
2. Naomi Morandarte (Admissions Assistant) M.Div. – SUM Bible College and Theological Seminary

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CONSUMER DISCLOSURES

The following consumer information is made available to all students at SUM Bible College and Theological Seminary in accordance with federal regulations in the Higher Education Act of 1965, as amended. Each topic listed gives a brief description of the information that must be disclosed and/or explains how it can be obtained.

If you need assistance or would like a paper copy, please contact:

SUM Main Office

1101 Investment Blvd., Suite 200

El Dorado Hills, CA 95762

Phone: (916) 306-1628

www.sum.edu

Federal Disclosures

Clery Act

The Jeanne Clery Act (1990, 1998) requires colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education. For more information concerning the Clery Act, please see the Student Handbook. For complete reporting details, see sum.edu/safety-security.

Department of Labor Standard Occupational Classification Codes

The Standard Occupational Classification Codes used by SUM as identifiers regarding those areas of employment in which students are being prepared to obtain gainful employment are:

A.A. – Theology and Ministry

21-2011	Clergy
21-2021	Directors, Religious Activities and Education
21-2099	Religious Workers – All Others

B.A. – Theology and Ministry

21-2011	Clergy
21-2021	Directors, Religious Activities and Education
21-2099	Religious Workers – All Others

B.A. – Worship and Music

21-2011	Clergy
25-1121	Art, Drama, and Music Teachers, Postsecondary
27-2042	Musicians and Singers

M.A. – Biblical Studies

21-2011	Clergy
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M.A.

21-2011	Clergy
21-2021	Directors, Religious Activities and Education
21-2099	Religious Workers – All Others

M.Div. – Master of Divinity

21-2011	Clergy
21-2021	Directors, Religious Activities and Education
21-2099	Religious Workers – All Others
25-1126	Philosophy and Religious Teachers, Postsecondary

Federal Educational Rights and Privacy Act (FERPA)

SUM is subject to the provisions of the federal law known as the Family Educational Rights and Privacy Act (FERPA). This Act guarantees students', parents', and guardians' access to certain educational records and restricts the College in the release and disclosure of those records to third parties. The College releases no information to third parties except as noted below or upon receipt of an original signed request by the student. The College accords all the rights under the law to students who are declared independent.

Educational records are kept by the College to facilitate the educational development of students. The law defines education records as: "Educational records are those records which: (1) are directly related to a student, and (2) are maintained by an educational agency or institution." Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

The Act provides that information may be released to personnel within the institution, to officials of other institutions at which the student wishes to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their function, in compliance with a judicial order, and to persons in an emergency to protect the health and safety of students or others. All SUM students are asked to sign a FERPA Agreement with SUM upon enrolling in the College, which indicates whether the student permits the College to give out directory information about a student's attendance and graduation.

For more information concerning FERPA, please visit:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or call (202) 260-3887.

Student Privacy Rights

Students at SUM have the right to examine their school records, such as high school or college transcripts, SAT scores, and their academic record at SUM. The College annually informs students of the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their education records. Student FERPA rights include:

- 1) The right to know what records are kept, under whose jurisdiction, and for what period of time.

- a) The right to inspect and review education records within forty-five (45) days of the day the College receives a request for access. Applicants for admission and those denied admission do not have access rights.
 - i) The student should submit the Records Request Form. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request an amendment of the education records that the student believes is inaccurate or misleading. When seeking an amendment, the student should write to the College official responsible for the record and clearly identify the part of the record that needs to be amended, specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of the right to a hearing regarding the amendment request. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a) One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in one of the following positions: administrative, supervisory, academic, research, support staff (including law enforcement unit personnel and health staff), a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent), a member of the Board of Directors, a student serving on an official committee (such as a disciplinary or grievance committee).
 - b) An additional disclosure exception is to assist another school official in performing official tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities.
- 4) The right to change the student I.D. number. In order to change the Student I.D. number, a student must obtain, complete, and submit in person the appropriate form to the Registrar. Two forms of identification are required and may include: SUM Student I.D. card, driver's license, voter registration card, marriage license, court order, or social security card.
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The FERPA office is located at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office at (916) 306-1628, Main Campus.

Student Records Disclosure

At its discretion, and as appropriate, SUM Bible College and Theological Seminary may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of

1974. Directory information includes the name, address, phone number, e-mail address, date and place of birth, dates of attendance, degrees and awards received, honor roll qualification, major field of study, declared concentration of study, full-time or part-time enrollment status, class standing, spouse name, photograph, weight and height of athletic team members, and any other similar information. Such information may be furnished to legitimate inquirers.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974 (FERPA). To withhold disclosure, written notification must be received each year in the Registrar's Office prior to September 2. Forms requesting the withholding of directory information can be obtained from the Registrar's Office.

The SUM Bible College and Theological Seminary assumes that failure on the part of any student to specifically request the withholding of categories of directory information indicates individual approval for disclosure. You may find additional information at www.ed.gov/offices/OM/fpco/ferpa/.

Notification of Grades

Grades can be reviewed online through the CampusVue Portal software. Only official transcript copies are final grades. As provided under the Family Educational Rights and Privacy Act (FERPA), students may request an appointment to review their records. Parents or other guardians are furnished copies of dependent student report cards only as provided under FERPA; but may request an appointment to review their dependent child's records. Parents or guardians of non-dependent students may only receive a grade report after the non-dependent student signs a FERPA Release Form.

Title IX of the Educational Amendments of 1972

Religious Expression Disclosure

School of Urban Missions Bible College and Theological Seminary (SUM) is a private, not for profit, coeducational, ministerial training, Bible and theology college that believes its Spirit-empowered Christian community provides a supportive and challenging environment in which to pursue a quality education. The College assumes that it is essential to offer educational opportunities within a context of free inquiry and academic integrity. SUM is a community that encourages individual integrity and responsibility in accordance with biblical Christianity and its social and ethical implications.

SUM is committed to providing a learning and living environment that promotes safety, transparency, personal integrity, civility, mutual respect and freedom from discrimination. As a Christian university affiliated with the Northern California and Nevada District of the Assemblies of God, SUM is exempted from certain provisions of federal Title IX of the Education Amendments of 1972 and the California Equity in Higher Education Act that are not consistent with its religious tenets and mission. These exemptions may apply to, but are not limited to, requirements in the university's community standards, housing policies, admissions processes and employee hiring and general employment practices. SUM retains all rights afforded under federal law and the laws of the State of California.

Non-Discrimination Statement

SUM is an equal opportunity employer and does not discriminate based on gender, race, color, nationality or ethnic origin in administration of its employment policies.

Sexual Harassment Statement

Sexual Harassment of students or colleagues based on sex is a violation of law and of Christian values and will not be tolerated by the college. Such harassment is defined as requests for sexual favors and other verbal or physical conduct of a sexual nature which constitute sexual harassment when (a) submission to such conduct is made a term or condition of a person's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. The standards imposed on its faculty by SUM go beyond those of a legal nature. Even the appearance of sexual impropriety must be avoided in all walks of life whether in the workplace or elsewhere. Any instance of sexual misconduct should be reported to the Chief Academic Officer.

Veteran Affairs Certification

SUM certifies that this catalog is true and correct in content as required by the Department of Veteran Affairs circular 76-84, Appendix P, Paragraph 6(a).

Grievance Rights and Procedures

SUM Bible College and Theological Seminary subscribes to the principle of equal educational opportunity, regardless of sex, gender, race, ethnicity, or disability. Any member of the SUM community who has a grievance related to this principle should submit a grievance form to the Associate Academic Dean, who will work with the petitioner for a resolution to the problem. The grievance form may be found at www.sum.edu/forms. Any student who believes their case should be reviewed by a higher authority may submit an appeal in writing to SUM's executive committee, the chancellor, or the board of directors.

Students who believe that their grievance has not been fairly addressed by SUM may also appeal to the California Bureau for Private and Post-Secondary Education (BPPE). Further information may be found at <https://www.bppe.ca.gov/>.

Students residing in certain states may have further recourse to lodge a complaint through their state's higher education authority or attorney general's office. Specific disclosures that are regulated by each state may be found below.

State Authorizations

As of 2012, SUM Bible College and Theological Seminary is authorized by 38 states and the remaining 12 states are in the process of being authorized to teach and train our cohorts.

State Disclosures

California Regulations and Disclosure Requirements

SUM does not claim that its A.A., B.A., M.A., or M.Div. degrees lead to guaranteed employment. SUM is committed to connecting partnering sites with SUM Alumni and SUM Alumni with job opportunities. Employment of graduates is not guaranteed by SUM, but opportunities will be presented regularly which may require students to relocate to accept employment.

SUM's bachelor's degrees fulfill the educational requirements listed by the Assemblies of God denomination and other affiliated denominations for ministerial licensure.

Student complaints are taken to the department head for which the student has a problem. If the department head is unable or unwilling to resolve the issue, the student makes a formal written complaint to the Student Life Committee or Academic Dean. If the student's issue is still unresolved, the student can make a written complaint to the President.

If the student believes that an issue cannot be resolved internally, a student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website (<http://www.bppe.ca.gov>).

- You may cancel your contract for school, without any penalty or obligations on or before the fifth business day following your first-class session as described in the Right to Cancel Form that will be given to you at the time of registration. A different cancellation policy applies for home study or correspondence courses. Read the Right to Cancel Form for an explanation of your cancellation rights and responsibilities. If you have lost your Right to Cancel Form, ask the school for a sample copy.
- After the end of the cancellation period, you also have the right to stop school at any time. If you have lost your contract, ask the school for a description of the refund policy.
- If the school closes before you graduate, you may be entitled to a refund. Contact the Council for Private Postsecondary and Vocational Education at the address and telephone number printed below.
- If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private and Postsecondary Education.

This Institution has received approval to operate as a Degree Granting Institution from the Bureau for Private Postsecondary Education.

Institutional Disclosures

Nondiscrimination Policy

ABHE institutions or programs shall practice nondiscrimination based on gender (as permitted ecclesiastically and theologically), race, disability, or national origin.

Statement of Ownership

SUM is a Louisiana nonprofit corporation. This corporation is organized and operated exclusively for educational and religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. SUM is affiliated with the Assemblies of God.

Financial Status

As of the 2024-25 academic year, SUM does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against them within the preceding five years that resulted in the organization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Foundations and Bequests

SUM Bible College and Theological Seminary is dependent upon foundations and benefactors of the College. Generous gifts of friends and interested persons sustain the vision of the College to reach urban communities with the life-changing message of the Good News of Jesus Christ. The following are some ways in which support can be directed to the College:

- Grants from foundations
- A bequest through a will or estate
- The gift of securities or real estate (tax deductible at current fair market value)
- Memorial scholarships
- Life insurance gifts
- Endowments
- Monthly church mission support
- Concerned 2000: A Concerned 2000 member supports the College on a monthly basis at \$10 or

more. Interested donors, please call or write:

George Neau, President & Chancellor
SUM Bible College and Theological Seminary
1101 Investment Blvd., Suite 200
El Dorado Hills, CA 95762 (916) 306-1628

Annexure A

36 Credit Curriculum for Prior Learning (CPL) for Ministers

Program Overview: The Credit for Prior Learning (CPL) program is designed to recognize and validate the knowledge, skills, and competencies that ministers have acquired through their extensive experience in ministry, which includes but not limited to 7 years of full-time ministry. This program allows ministers to receive academic credit towards a degree by demonstrating their proficiency in key areas of theological education and ministry practice. The curriculum is structured to assess prior learning through a combination of portfolios, evaluations, and coursework.

Curriculum Components:

1. Portfolio Development (3 credits) – ENG 201

- **Description:** Ministers will compile a comprehensive portfolio documenting their ministry experience, including sermons, teaching materials, community service projects, leadership roles, and other relevant activities.
- **Objectives:**
 - Demonstrate a detailed record of ministerial work.
 - Reflect on personal growth and development in ministry.
 - Provide evidence of competencies and skills acquired.

2. Practicum Courses (6 credits) – PTM 101, 102, 103, 201, 202, 203

- **Course Description:** Ministry practicum involves hands-on experience in a church or ministry setting. These can be credited for various ministry activities, such as youth ministry, worship, counseling, or outreach.
- **Objectives:**
 - Fulfills classroom knowledge to real-world situations, utilizing practical ministry and other leadership skills.
 - Reflects ministry work that involves leading, teaching, counseling, and service within a church community.

3. GLC 210 Global Cultures (3 credits)

- **Course Description:** The importance of cultural considerations, qualities of subcultures, and means of adjusting to cultural variations will be presented. An interdisciplinary approach considering the ways various disciplines treat culture will be explored. Further consideration will be given to the way that culture intertwines with Christian theological symbols.

- **Objectives:**
 - Identify ideas regarding theological reflection and ethical understanding with ministry practices, church planting, church growth, and community service.
 - Develop principles of Christian leadership in ministry and service to people of diverse cultures and worldviews.
 - Describe the importance of cultural considerations and the qualities of subcultures.

4. BIB 101 Interpreting and Understanding the Bible (3 Credits)

- **Course Description:** Evaluation of prior learning in biblical exegesis, interpretation, and the survey of the Old and New Testament.
- **Objectives:**
 - Use interpretive methodologies of exegesis and application of Scripture from historical-grammatical and charismatic-Pentecostal perspectives.
 - Classify biblical texts according to their genres and their significance for biblical interpretation.
 - Recognize interpretive approaches towards Scripture as developed from contemporary theological and cultural contexts.
 - Identify approaches to biblical interpretation in relationship to Christian spiritual life.

5. Pastoral Ministry and Leadership (9 credits)

- **ATH 350 Pastoral Counseling (3 credits)**
 - Evaluation of experience in providing pastoral care, counseling, and support.
- **ATH 201 Pentecostal Ministry in the Local Church (3 credits)**
 - Assessment of skills in church management, leadership, and organizational development.
- **ATH 203 Homiletics (3 credits)**
 - Evaluation of experience and proficiency in sermon preparation and delivery.

6. Practical Ministry Experience (9 credits)

- **ATH 103 Theology and Practice of Evangelism (3 credits)**
 - Assessment of involvement in community service, outreach programs, and social justice initiatives.

- **ATH 351 Theology of Worship (3 credits)**
 - Evaluation of skills in planning and leading worship services.
- **ATH 105 Theology and Practice of Spiritual Formation (3 credits)**
 - Assessment of experience in discipleship, mentoring, and spiritual formation activities.

7. Internship Project (3 credits) – PTM 401, 402, 403

- **Course Description:** Ministers will demonstrate a ministry project that integrates their prior learning with academic research and practical application. Such project will address a significant issue or challenge in ministry and propose innovative solutions or strategies.
- **Objectives:**
 - Demonstrate the ability to conduct research and apply theoretical knowledge to practical ministry challenges.
 - Integrate prior learning with new insights gained through academic study.
 - Present findings and recommendations in a scholarly manner.

Assessment Methods:

- **Portfolio Review:** Comprehensive review of the portfolio by a panel of faculty members to assess the depth and breadth of prior learning.
- **Written Exams and Essays:** Assessments in theology and biblical studies to evaluate theoretical knowledge and interpretive skills.
- **Practical Evaluations:** Observations and evaluations of practical ministry skills in real-world settings.
- **Internship Project Presentation:** Oral and written presentation of the internship project to demonstrate integration of prior learning with academic research.

Additional Requirements:

- **Letters of Recommendation:** Letters from church leaders, colleagues, or community members attesting to the minister's experience and competencies.
- **Interview with Faculty:** An interview to discuss the portfolio, prior learning experiences, and goals for the CPL program.

Total Credits: 36

Program Outcomes:

- Validate and recognize the extensive experience and skills of ministers.

- Provide an accelerated pathway to academic credentials.
- Enhance the minister's knowledge, skills, and effectiveness in ministry through formal education.
- Encourage lifelong learning and professional development.

Conclusion: The CPL program for ministers is a comprehensive and flexible pathway that honors their prior learning and experience while providing them with the opportunity to gain academic credit and further their education. By recognizing their past achievements and equipping them with additional knowledge and skills, this program aims to enhance their ministry and impact on their communities.

Example for Portfolio Development (3 credits)

Course Description: Ministers will compile a comprehensive portfolio documenting their ministry experience, including sermons, teaching materials, community service projects, leadership roles, and other relevant activities.

Objectives:

- Demonstrate a detailed record of ministerial work.
- Reflect on personal growth and development in ministry.
- Provide evidence of competencies and skills acquired.

A. Portfolio Components:

1. Introduction and Personal Statement

- **Content:** A personal statement that outlines the minister's calling, journey in ministry, and key milestones in their career. This section should include an overview of the minister's philosophy of ministry and their vision for future service.
- **Example:** "My journey in ministry began over a decade ago when I felt a profound calling to serve the community through pastoral care and teaching. Over the years, I have had the privilege of leading numerous initiatives that have touched lives and fostered spiritual growth. My philosophy of ministry centers on compassion, service, and the transformative power of the Gospel."

2. Documentation of Sermons and Teaching

- **Content:** A collection of sermon transcripts, audio or video recordings, and teaching materials from Bible studies or classes. Each entry should include the date, venue, and context of the sermon or lesson.
- **Example:**
 - **Sermon Title:** "The Power of Forgiveness"

- **Date:** March 15, 2022
- **Venue:** First Community Church
- **Summary:** This sermon focused on the biblical principles of forgiveness, drawing from Matthew 18:21-35. It was delivered during a Sunday service and aimed at encouraging the congregation to embrace forgiveness as a key aspect of their faith.

3. **Community Service and Outreach Projects**

- **Content:** Descriptions of community service projects and outreach initiatives led or participated in by the minister. Include project goals, activities, outcomes, and the minister's specific role.
- **Example:**
 - Project Name: "Feeding the Homeless"
 - Duration: January 2021 - December 2021
 - Role: Project Coordinator
 - Description: Coordinated a weekly outreach program to provide meals and support services to the homeless population in our city. The project involved organizing volunteers, securing donations, and collaborating with local shelters. Over the course of the year, we served over 5,000 meals and connected numerous individuals with essential services.

4. **Leadership and Administrative Experience**

- **Content:** Examples of leadership roles within the church or ministry, including details of administrative duties, team management, and organizational development.
- **Example:**
 - Position: Youth Ministry Director
 - Duration: June 2015 - Present
 - Responsibilities: Oversaw the development and implementation of youth programs, mentored young leaders, organized retreats and camps, and managed the ministry budget. Under my leadership, the youth ministry grew from 20 to over 100 active participants.

5. **Personal Reflections and Growth**

- **Content:** Reflective essays or journal entries that provide insights into personal spiritual growth, challenges faced in ministry, and lessons learned.

- **Example:** "Reflecting on my first year as a senior pastor, I faced numerous challenges in balancing administrative responsibilities with pastoral care. Through prayer and mentorship, I learned the importance of delegation and the power of a supportive church community. These experiences have deepened my faith and strengthened my commitment to serve."

6. Supporting Documents

- **Content:** Letters of recommendation, certificates of completion for relevant courses or training, and any awards or recognitions received.
- **Example:** A letter of recommendation from the head pastor attesting to the minister's dedication, impact, and leadership abilities within the church community.
- **Evaluation Criteria:**
 - **Comprehensiveness:** The portfolio should provide a thorough and detailed account of the minister's experiences and accomplishments.
 - **Reflection:** Demonstrated ability to reflect on personal and professional growth and articulate lessons learned.
 - **Evidence:** Clear and compelling evidence of skills, competencies, and impact in ministry.
 - **Organization:** Well-organized and presented in a coherent, professional manner.

Conclusion

The portfolio development component allows ministers to systematically document and reflect on their extensive experience in ministry. This process not only validates their prior learning but also helps them recognize and articulate the skills and knowledge they have gained, providing a solid foundation for further academic and professional development.

Example for Credit for Prior Learning (CPL) Curriculum for Ministers

B. Practicums (6 credits) – PTM 101, 102, 103, 201, 202, 203

- **Course Description:** Evaluation of prior ministry practicums that involve hands-on experience in a church or ministry setting.
- **Assessment:**
 - **Portfolio Component:** Include a total of 6 detailed ministry activities and descriptions of leadership roles.
 - **Example**
 - Project Name: "Feeding the Homeless"

- Duration: January 2021 - December 2021
- Role: Project Coordinator
- Description: Coordinated a weekly outreach program to provide meals and support services to the homeless population in our city. The project involved organizing volunteers, securing donations, and collaborating with local shelters. Over the course of the year, we served over 5,000 meals and connected numerous individuals with essential services.

C. Theology and Biblical Studies (6 credits)

1. GLC 210 Global Cultures (3 credits)

- **Course Description:** Evaluation of prior learning in the history, culture, and theology of Christianity.
- **Assessment:**
 - **Portfolio Component:** Include essays, teaching notes, and sermon series on key theological themes such as Trinity, salvation, and eschatology.
 - **Example:**
 - Essay: "Culture and Ecclesiology"
 - Details: A detailed theological essay discussing the biblical basis, historical development, and relevance of culture in the church.

2. BIB 101 Interpreting and Understanding the Bible (3 credits)

- **Course Description:** Evaluation of prior learning in biblical exegesis, interpretation, and the survey of the Old and New Testament.
- **Assessment:**
 - **Portfolio Component:** Include detailed lesson plans, sermons, or Bible study guides on various biblical books.
 - **Example:**
 - Sermon Series: "Lessons from the Patriarchs"
 - Details: A six-part sermon series on the lives of Abraham, Isaac, and Jacob, focusing on their faith journeys and covenant relationships with God.

C. Pastoral Ministry and Leadership (9 credits)

1. ATH 350 Pastoral Counseling (3 credits)

- **Course Description:** Evaluation of experience in providing pastoral care, counseling, and support.
- **Assessment:**
 - **Portfolio Component:** Include case studies, counseling session summaries, and training certifications.
 - **Example:**
 - Case Study: "Grief Counseling in the Church"
 - Details: A detailed case study of providing grief counseling to a family in the congregation, including approaches, challenges, and outcomes.

2. ATH 201 Pentecostal Ministry in the Local Church (3 credits)

- **Course Description:** Assessment of skills in church management, leadership, and organizational development.
- **Assessment:**
 - **Portfolio Component:** Submit leadership development plans, administrative policies, and examples of church growth initiatives.
 - **Example:**
 - Leadership Development Plan: "Empowering Lay Leaders"
 - Details: A comprehensive plan for training and empowering lay leaders in the church, including curriculum, mentoring strategies, and evaluation metrics.

3. ATH 203 Homiletics (3 credits)

- **Course Description:** Evaluation of experience and proficiency in sermon preparation and delivery.
- **Assessment:**
 - **Portfolio Component:** Provide video recordings of sermons, sermon outlines, and feedback from congregants.
 - **Example:**
 - Sermon Recording: "The Beatitudes"

- Details: A recorded sermon on the Beatitudes, including the manuscript and feedback received from the congregation.

D. Practical Ministry Experience (9 credits)

1. ATH 103 Community Engagement and Outreach (3 credits)

- **Course Description:** Assessment of involvement in community service, outreach programs, and social justice initiatives.
- **Assessment:**
 - **Portfolio Component:** Include project reports, photos, and testimonies from community members.
 - **Example:**
 - Project Report: "Homeless Outreach Program"
 - Details: A report on the planning, execution, and impact of a homeless outreach program, including metrics of success and personal stories from participants.

2. ATH 351 Theology of Worship (3 credits)

- **Course Description:** Evaluation of skills in planning and leading worship services.
- **Assessment:**
 - **Portfolio Component:** Submit worship service plans, set lists, and video recordings of worship services.
 - **Example:**
 - Worship Service Plan: "Easter Sunday Service"
 - Details: A detailed plan for an Easter Sunday service, including song selection, order of service, and special elements like dramatic readings or multimedia presentations.

3. ATH 105 Theology and Practice of Spiritual Formation (3 credits)

- **Course Description:** Assessment of experience in discipleship, mentoring, and spiritual formation activities.
- **Assessment**
 - **Portfolio Component:** Provide discipleship curriculum, mentoring plans, and testimonies from

mentees.

○ **Example:**

- Discipleship Curriculum: "Growing in Christ"
- Details: A 12-week discipleship curriculum designed to help new believers grow in their faith, including lesson plans, discussion questions, and spiritual exercises.

E. Internship Project (3 credits)

Course Description: Ministers will demonstrate a ministry project that integrates their prior learning with academic research and practical application. Such project will address a significant issue or challenge in ministry and propose innovative solutions or strategies.

Objectives:

- Demonstrate the ability to conduct research and apply theoretical knowledge to practical ministry challenges.
- Integrate prior learning with new insights gained through academic study.
- Present findings and recommendations in a scholarly manner.

Project Components:

- **Proposal:** Submit a detailed proposal outlining the issue or challenge to be addressed, the methodology, and the expected outcomes.
- **Research Paper:** Write a comprehensive research paper that includes a literature review, analysis, and proposed solutions or strategies.
- **Implementation Plan:** Develop a practical plan for implementing the proposed solutions in a ministry context.
- **Presentation:** Present the project findings and recommendations to a panel of faculty members and peers.

Example:

- **Project Title:** "Developing a Community-Based Outreach Program for At-Risk Youth"
- **Details:**
 - **Proposal:** Outline the need for a community-based outreach program targeting at-risk youth, including an overview of the current challenges and gaps in services.

- **Research Paper:** Conduct a literature review on best practices for youth outreach, analyze the current situation in the community, and propose a comprehensive outreach strategy.
- **Implementation Plan:** Develop a step-by-step plan for launching the outreach program, including budget, staffing, partnerships, and evaluation metrics.
- **Presentation:** Present the project to a panel, highlighting the research findings, proposed strategies, and potential impact on the community.

Conclusion: This structured curriculum for the CPL program allows ministers to receive academic credit for their extensive prior learning and experience in ministry. By documenting and reflecting on their achievements, ministers can validate their knowledge and skills while advancing their formal education. The combination of portfolio development, theological studies, practical ministry experience, and a capstone project ensures a comprehensive assessment and recognition of their contributions to ministry.

Students who seek credit for their prior learning should submit all CPL documents before admission into the college