



# Academic Catalogue 2021 – 2022

[www.kingdomcbi.org](http://www.kingdomcbi.org)

*"Go, ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen." (Matthew 28:19-20)*

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## INTRODUCTION

The purpose of this catalog is to provide information for the prospective and/or current student regarding the academic programs and policies of Kingdom Covenant Bible Institute (KCBI). Students having questions or concerns that are not answered in this publication are invited to reach out to our administrative offices at [kingdomcbi@yahoo.com](mailto:kingdomcbi@yahoo.com).

## STATEMENT OF NON-DISCRIMINATION

Kingdom Covenant Bible Institute does not discriminate in admission to its educational programs on the basis of race, sex, color, national or ethnic origin, age, or physical disability.

## STATEMENT OF GOVERNANCE

Kingdom Covenant Bible Institute operates under the governance of a Board of Directors as outlined on page 6 of this document (i.e., Board Officers, Board Members).

## STATEMENT OF PURPOSE

The purpose of Kingdom Covenant Bible Institute is to teach the principles of God's Word to men and women, thereby providing instruction on how to systematically read, study, and apply the Word of God. KCBI has been established as a foundational basis for those who are earnest about the call of God and who desire to be better equipped for the work of the ministry which may be in the local church, or local or global communities. Kingdom Covenant Bible Institute prepares persons to effectively function in the various offices within the Body of Christ as stated in Ephesians 4:11-12.

## THE INSTITUTE'S MISSION

Rooted in the founder's vision to ensure that the Body of Christ is equipped and ready to fulfill the Great Commission, Kingdom Covenant Bible Institute (KCBI) was birthed with the expressed purpose to Train and Teach Disciples through a variety of Biblically-centered learning opportunities. Standing on the command found in II Timothy 2:15 "*Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth*" (KJV), KCBI seeks to provide individuals with the spiritual tools to become sound in the Word of God, that is to be applied to their daily lives and shared as 'the Good News' to a world that is in desperate need of Jesus Christ. KCBI seeks to provide excellent higher education from both biblical and global contexts, to equip people of diverse backgrounds for practical life application, leadership, and service.

### **The Institute's endeavor is authenticated by its offering of the following programs:**

Certificate of Counseling	12 Hours of Coursework Required
Diploma of Biblical Studies	45 Hours of Coursework Required
Diploma of Ministry	48 Hours of Coursework Required

Kingdom Covenant Bible Institute distributes course evaluations to the students at the end of each semester as a means of evaluating the program's success in light of being consistent with the Mission.

## **STATEMENT OF FAITH**

### **About God**

We believe in one God who exists in three persons: Father, Son, and Holy Spirit. God is infinite, which does not always make sense to our finite understanding. He is not limited by time or space. He is creator, eternal, all-knowing, ever-present, and all-powerful. His character is multi-dimensional but no facet of His character diminishes another. In other words, His grace and wrath, mercy and justice, love and jealousy all work together for good.

### **About Jesus**

Jesus is the eternal Son of God. He was born of a virgin, lived a sinless life, worked miracles and gave us an example to follow. Fully God and fully man, He died on a cross to pay the penalty for sin that separated us from God and rose from the dead to reconcile us to our Creator and to free us to have a new life in Him. Now, He sits at the right hand of the Father to intercede for us.

### **About the Holy Spirit**

The Holy Spirit is given to every follower of Christ to guide, comfort, convict, and adopt us into the family of God. He helps us grow into Christ-likeness by producing the fruit of the Spirit in our lives, and He gives us spiritual gifts to empower us to meet the needs of God's people and a hurting world.

### **About the Bible**

Comprised of 66 books authored over thousands of years by dozens of authors, the Bible tells one seamless story: a passionate God on a relentless pursuit to redeem His creation. The Bible is the authoritative and inspired Word of God and is trustworthy and reliable for telling us what to believe and how to live.

### **About Salvation**

We were created in the image of God to have community with Him and represent Him on earth. However, through a willful act of disobedience, we were separated from Him. The Father sent Jesus to redeem us through an act of atonement which culminated with Jesus' death on the cross and resurrection from the dead. This gave us the opportunity to trade our sin for His righteousness through faith. Jesus' sacrifice is the only means for our salvation and reconciliation with the Father.

### **About the Church**

The Church is the Body of Christ and Jesus is the head of the Body. The Church is not a building or an event but the community of individuals who have put their trust in Jesus Christ. The purpose of the Church is to glorify God, make disciples, make Jesus known to a lost world, and meet the needs of those in our communities and around the world. We celebrate baptism as a first step of obedience for new followers of Christ, in which they identify with Christ's death and resurrection and make a public declaration of their faith. We also celebrate communion as an ongoing remembrance of the sacrifice Jesus made for us on the cross.

**About Following Christ**

When we put our faith in Jesus Christ, it ignites a spiritual chain reaction and produces evidence of our salvation. We are forgiven of sin, declared right before God, and given eternal life with Him. The Holy Spirit is given to assure us of our salvation, adopt us into God's family, and to live in us and empower us for a life of following Jesus. This results in the fruits of the Spirit -- love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

**About Marriage**

We believe that God wonderfully and immutably creates each person as male or female and that those two distinct, complementary genders together reflect the image and nature of God. We believe that God created marriage to be exclusively the union of one man and one woman and that intimate sexual activity is to occur exclusively within that union.

**About the Millennial Kingdom**

In the end of all things, Jesus will reign eternally. He will judge His creation according to the character that has been revealed to us through His word with justice and mercy. Those who have found salvation through Jesus Christ will enjoy His presence forever; those who have not will be separated from God for eternity. We believe in the literal second coming of our Lord, the literal rule of Christ upon the earth, the resurrection of the regenerate to eternal life and the unregenerate to eternal damnation, and the ultimate victory of the eternal Kingdom of God.

## GREETINGS from the President...



Praise the Lord and welcome to Kingdom Covenant Bible Institute!

You have made an amazing decision to strengthen your spiritual walk through sound doctrine and structured Biblical study and to be trained to fortify others in their walk, their faith and their servant-leadership. It is my distinct pleasure to provide an avenue for you to become well equipped disciples who are passionate about operating fully under the principle found in II Timothy 2:15 which states, *“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth”* as well as embracing the command of Matthew 28:19-20, which states, *“Go, ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen.”*

At Kingdom Covenant Bible Institute, we are committed to ensuring that our students have the greatest learning experience by providing the critical tools that aid in the growth and application of the Sacred Scriptures in their personal lives, in their ministries, in their communities, and in the world at large as you earnestly strive to be authentic, integral ministers of the Gospel, living *“epistles...know and read of men.”*

Thank you, again, for choosing Kingdom Covenant Bible Institute as your spiritual training ground. Grow and go forth in all that God has planned and purposed for your life!

In His eternal service,  
Pastor Michele Irby Johnson

## THE PRESIDENT

The President of the Board of Directors serves as the Principal Executive Officer of the Corporation and shall serve as the President of the Board of Directors. The President and/or Chief Executive Officer supervises and directs all day-to-day operations of the Institute (i.e., business, financial, and legal affairs). The President is also responsible for seeing that the policies of the Corporation (i.e., and Institute) as established by the Board of Directors are carried out.

## DIRECTORS

The Board of Directors provides proper financial oversight to ensure adequate resources. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The Board is responsible for ensuring legal and ethical integrity, as well as maintaining accountability. The Board also ensures effective organizational planning, actively participating in an overall planning process. The Board is responsible for enhancing the organization's public standing.

### Board of Directors

#### ***Pastor Michele Irby Johnson, Founder/President***

Kingdom Covenant Bible Institute  
Bowie State University Adjunct Professor  
Living By Grace Ministries  
Apostolic Grace Evangelistic Fellowship (AGEF)  
MIJ, LLC

#### ***Apostle Shaun P. Johnson, Sr., Director/Vice President***

Kingdom Bible Institute  
Shaun Johnson Ministries  
Apostolic Grace Evangelistic Fellowship (AGEF)  
SPJ Graphic Designs

## HISTORY OF THE INSTITUTE

Kingdom Covenant Bible Institute was birthed out of the founders desire to train the Body of Christ in the Word of the Lord to be able to live it out loud before a dying world. What started out as an independent Bible study in 2019 was transformed into a platform of continuous study where students were requesting training in numerous areas for their personal spiritual growth. As a result, KCBI became a living organism as an answer to the need and the call to teach and train disciples.

November 2020 – Officially became an Incorporated entity.



**KCBI ACADEMIC CALENDAR (2021 – 2022)**

<b>January 4</b>	Spring Semester – First Day of Classes
<b>January 8</b>	Last Day to ADD/DROP a Spring Semester Class
<b>January 18</b>	Martin Luther King, Jr. Day – No Classes
<b>February 15</b>	President’s Day – No Classes
<b>February 27</b>	Last Day of 1 <sup>st</sup> Eight Week Classes
<b>March 1</b>	Deadline to Apply for Summer Admission
<b>March 8</b>	First Day of 2 <sup>nd</sup> Eight Week Classes
<b>March 12</b>	Final Grades Due for 1 <sup>st</sup> Eight Week Classes
<b>March 15</b>	Deadline to Apply for Spring Graduation
<b>April 26</b>	Last Day of 2 <sup>nd</sup> Eight Week Classes
<b>May 1</b>	Last Day to ADD/DROP a Summer Semester Class
<b>May 7</b>	Final Grades Due for 2 <sup>nd</sup> Eight Week Classes
<b>May 15</b>	Last Day of Spring Classes
<b>May 21</b>	Final Grades Due for ALL Spring Classes
<b>May 24</b>	First Day of Summer Classes
<b>May 31</b>	Memorial Day – No Classes
<b>July 1</b>	Deadline to Apply for Fall Admission
<b>August 14</b>	Last Day of Summer Classes
<b>August 20</b>	Final Grades Due for Summer Classes
<b>August 23</b>	First Day of Fall Classes
<b>September 1</b>	Last Day to ADD/DROP a Fall Semester Class
<b>September 6</b>	Labor Day – No Classes
<b>October 15</b>	Deadline to Apply for Fall Graduation
<b>November 1</b>	Deadline to Apply for Spring Admission
<b>November 15</b>	Registration Open for Spring 2022 Classes
<b>November 25</b>	Thanksgiving – No Classes
<b>December 18</b>	Last Day of Fall Classes
<b>December 22</b>	Final Grades Due for Fall Semester Classes

## TEXTBOOKS

During all school sessions and upon registration, students may purchase textbooks from area bookstores convenient for them. Students are encouraged to purchase textbooks for courses in which they have enrolled. Students also have the choice of purchasing their books from any online resource.

## THE ADMISSIONS PROCESS

Kingdom Covenant Bible Institute is an equal opportunity Christian education institution that admits applicants without regard to gender, ethnic group, handicap status, veteran status, or denominational affiliation.

**The criteria for admission are as follows:**

1. To be considered for admission, applicants must submit an Application for Admission online at [www.kingdomcbi.org/application](http://www.kingdomcbi.org/application).
2. Applicants must be at least 18 years of age and possess high-school equivalency. Prospective students are encouraged to apply for admission as early as possible. All applications should be received for admission based on the following **Admissions Schedule**:
  - a. **July 1** for Fall admission,
  - b. **October 15** for Spring admission, and
  - c. **March 1** for Summer admission

**\*\*Students will be allowed to register for classes upon acceptance into the Institute.**

Students may be admitted provisionally when both a completed application and personal essay have been submitted to the KCBI Office via email at [kingdomcbi@yahoo.com](mailto:kingdomcbi@yahoo.com). The student has 30 days to submit a copy of their high school diploma / equivalency, or official college transcripts of higher education experience, if applicable.

## OFFER OF ADMISSION

Applicants admitted to the Institute will receive a written offer of admission via email. The offer of admission requires a response. If the applicant wishes to accept, decline, or change the effective date of the initial enrollment, the Institute requires notification in writing or the offer of admission becomes void. If the offer is voided, the applicant must submit another application in order to be considered for admission in a subsequent semester.

## TRANSFER CREDIT

Kingdom Covenant Bible Institute may consider transfer credits depending if a course is comparable to our course offerings. Students desiring to transfer KCBI credits to another institution (i.e., post-secondary institution) must adhere to the guidelines of the pursuing

institution, meaning the acceptance of credits earned at KCBI is solely at the discretion of the accepting institution.

## METHOD OF PAYMENT

Kingdom Covenant Bible Institute accepts credit cards, debit cards with the VISA/Master Card logo via our PayPal link located on the website at <https://www.kingdomcbi.org/tuition-fees>.

## SCHEDULE OF FEES

<b>Application Fee</b> <i>(One time non-refundable/non-transferrable fee to new applications)</i>	<b>\$25.00</b>
<b>Tuition</b> <i>(i.e., \$75.00 for a 3-credit course)</i>	<b>\$25.00 per credit</b>
<b>Tuition to Audit a Course</b> <i>(i.e., \$30 to audit a 3-credit course)</i> <i>*Audited courses do not count for a grade towards a diploma or certificate</i>	<b>\$10.00 per credit</b>
<b>Transcription Fee</b>	<b>\$5.00 per copy</b>
<b>Graduation Fee</b>	<b>\$40.00</b>

**\*\*Kingdom Covenant Bible Institute does not participate in Federal Student Aid (FSA) programs.\*\***

## REFUND POLICY

Students may receive a refund through the KCBI administrative office under the following circumstances:

1. Each student may receive a **full refund of tuition** if the course is DROPPED by the scheduled date.
2. **80%** of the course fee is refunded if a withdrawal occurs during the second week of the semester.
3. **60%** of the course fee is refunded if a withdrawal occurs during the third week of the semester.
4. **40%** of the course fee is refunded if a withdrawal occurs during the fourth week of the semester.
5. There is **no refund** if a withdrawal occurs after the 5th week of the semester.

**\*\*Note: The official termination date of enrollment, when applicable, shall be the student's last day in class.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no Institute rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the Institute, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and Institute authorities alike.
4. Each student subject to disciplinary action arising from violations of the Institute's Student Rules shall be assured a fundamentally fair process.

## **STUDENT RESPONSIBILITIES**

1. Student has the responsibility to respect the rights and property of others, including other students, the faculty and Institute officials.
2. Student has the responsibility to be fully acquainted with the published Institute's Student Rules and to comply with them, as well as federal, state, and local laws.
3. Student has the responsibility to recognize that their actions reflect upon the individuals involved and upon the entire Institute community.
4. Student has the responsibility to maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the Institute's obligation to provide an environment for learning.
5. Student has the right to inspect and review their educational record maintained by the school.
6. Student has the right to request that the school correct records which they believe to be inaccurate or misleading; otherwise the student may request a hearing by appropriate personnel of the institution for resolution.

**\*The institution must have written permission from the student to release their educational record.**

## GRADING SYSTEM

KCBI uses the following grading system

Letter Grade	Description	Percentage	Grade Point	Quality Points
A	Excellent	90 - 100	4.0	4.0
B	Good	80 - 89	3.0	3.0
C	Average	70 - 79	2.0	2.0
D	Below Average	60 - 69	1.0	1.0
F	Failure	50 - 59	0.0	0.0
I	Incomplete	N/A	N/A	N/A
P	Pass	N/A	N/A	N/A
W	Withdrawal	N/A	N/A	N/A
WD	Withdrawal Disciplinary	N/A	N/A	N/A

### Calculation of Grade Point Average

All grades are to be converted to a four-point grading system. Pass/Fail and Audit course grades are not used in the calculation of the Grade Point Average (GPA).

#### (1) GPA

- a. Multiply the number of semester credit hours for a course by the number of corresponding quality points earned for the course: do this for each course.
- b. Divide the total number of quality points earned for the semester by the total number of semester credits earned. The quotient will be the grade point average.

(2) Cumulative Grade Point Average (GPA) Calculation – Divide the total quality points earned for all semesters by the total credits earned for all semesters. The quotient will be the cumulative GPA.

**\*\* Students' final grades are posted in the student profile at the end of each semester.**

## TRANSCRIPTS

Official transcripts illustrating students' academic records are issued by the Registrar and may be released to a third part only upon receipt of written authorization from the student. Transcripts list the students name, address, list of courses taken and grade for each course, and the cumulative GPA.

## ACADEMIC REQUIREMENTS

Students are required to maintain a minimum GPA (grade point average) of 2.75 throughout their academic enrollment. All core curriculum courses must be completed with a grade of B (3.00) or better. Students are required to retake those core courses for which a grade below a C (2.00) is received, as a grade of B (3.00) or better is considered successful completion of a course. Students who receive a failing grade in any course must retake that course in order to receive a passing grade.

Students who do not maintain the required GPA of 2.75 for a given semester will be subject to one of the following corrective measures: academic warning, academic probation, or academic suspension (see section entitled, STUDENT DISCIPLINARY ACTION PROCEDURES).

## ACADEMIC ADVISEMENT

Academic Advisors are provided to assist students in planning their academic programs. Academic Advisors are not authorized to change established policy for the Institute. Students should contact the KCBI administrative office to arrange appointments, as advisement is available for all programs outside of a course's regularly scheduled hours.

## ATTENDANCE

Students are expected to attend all courses for which they've registered. Students are expected to be punctual and fully participate in the learning process, as attendance is important to achieve success in a course. Students are allowed no more than three (3) unexcused absences per semester.

Excessive absenteeism and/or tardiness may result in a student receiving a failing grade for the course, suspension or dismissal (i.e., See Student Disciplinary Action Procedures, Grievance Policy/Procedure, and Re-Admission Following Suspension/Dismissal.) Fifteen minute arrival after the class start time is considered late or tardy arrival which is to be discussed with the instructor to confirm whether the tardiness is excused or unexcused.

An extenuating circumstance constitutes an excused absence yet accountability to the instructor within 24 hours of the class is required for all absences. The contrary is considered an unexcused absence. Make up work is required resulting from all absences, where applicable and feasible for the instructor, as "oral presentations" are not feasible to be made up.

Early dismissal does occur during inclement weather that may disrupt internet service (i.e., thunderstorm/lightning storms that cause power outages). Attendance is tracked by each individual instructor. Limitations on the time or number of leaves of absences will be on a case by case basis, as well as actions taken should the student not resume attendance on the return (e.g., actions that are congruent with the Student Disciplinary Action Procedures, and Re-Admission Following Suspension/Dismissal.)

## **WITHDRAWAL PROCEDURES**

To initiate the withdrawal process, the Change in Registration Request form should be submitted to the KCBI office via the online link <https://www.kingdomcbi.org/change-in-registration>. The withdrawal will be reflected by a course grade of (W) on the student's academic report accordingly. The withdrawal has no grade value.

## **VOLUNTARY WITHDRAWALS**

Voluntary withdrawals from a course prior to the end of the fourth week of the semester (the second week for eight week courses), the week of midterm, will result in a Withdrawal (W) on the student's academic report and transcript. Voluntary withdrawals from a course after the eighth week of the semester of enrollment, in which case the student was passing or failing at the time of the withdrawal, will result in a (W) on the student's academic report and transcript. Grades are not received for withdrawals. Therefore, the (W) is not calculated in the grade point average or cumulative GPA. The student must successfully complete the course in order to receive an official grade.

## **INVOLUNTARY WITHDRAWALS**

Students who must withdraw from a course for disciplinary reasons will receive a Withdrawal Disciplinary (WD) on their academic report and transcript. The student will receive a zero (0) for the course(s) in which he/she was enrolled at the time of the withdrawal. As a result, the course must be retaken and successfully completed upon re-admission. Students may be subject to disciplinary withdrawal for reasons such as: (1) Violation of the Code of Honor (2) Failure to adhere to any Institute standard, policy, or procedure including attendance.

## **INCOMPLETE**

An Incomplete (I) is received when a student has completed the majority of the course work in a class, but due to extenuating circumstances, is unable to complete the course. An Incomplete is not a final grade, however, it provides the student an opportunity to delay the grading process until all coursework is completed for a final grade. The student must complete all required course work in no more than one semester, the standard length of time determined by the Institute. Upon successful completion of the required course work, the Incomplete (I) will be removed and replaced with a final grade. However, if the required coursework is not satisfied within the allotted time frame, the Incomplete will be changed to an F and calculated in the student's GPA.

## **COURSE LOAD REQUIREMENTS**

Students are required to take at least one 3-credit course per semester to maintain active enrollment. All courses are three semester credit hours unless noted otherwise.

## **AUDIT POLICY**

Students may enroll in courses on an audit basis within the first two weeks of the semester. However, grades are not received for the course itself. Thus, audited courses are not included in the calculation of grade point average. Class attendance and full participation, however, are required. Students may request the option to receive a grade, meaning their course status will change to “For Credit,” by submitting the Change of Registration form online at <https://www.kingdomcbi.org/change-in-registration>.

## **COURSE CANCELLATION POLICY**

The administration may cancel a course at the close of any registration period due to unforeseen circumstances. Courses may also be cancelled if the enrollment falls below the Institute’s minimum enrollment requirement. Students will be notified upon official cancellation of a course and given one week from the date of notification to register for a different course, at no additional charge. Otherwise, the student may request a refund and in accordance with the refund policy.

## **CODE OF HONOR**

At all times, students are to conduct themselves in a manner that reflects good Christian character. Students are required to read, sign and date the school’s Code of Honor in the Honor Code & Certification section of the student enrollment application i.e., Application for Admission. Signing the Program of Study form or processing the application for admission online is a student’s confirmation of agreeing to adhere to the Code of Honor. Upon reading the Code of Honor online, students are required to type their name as a confirmation of this agreement. This signed certification serves as a written agreement between the student and the administration. Violation of the Code of Honor and other violations, such as possession and/or use of alcoholic beverages, illicit drugs, profanity, and sexual impropriety, are grounds for suspension or dismissal from the Institute. Cheating is grounds for automatic suspension.

## **DRESS CODE**

Students are expected to dress appropriately at all times. As representatives of Christ, they are to present their bodies a living sacrifice, holy and acceptable to God (Romans 12:1).

## **STUDENT DISCIPLINARY ACTION PROCEDURES**

### **Academic Warning**

Students will receive a written warning when they fail to maintain the required cumulative GPA of 2.75 for one semester.



### **Academic Probation**

The student's status is reviewed the semester following the academic warning. Students are placed on academic probation for one semester when their performance falls below the minimum 2.75 cumulative GPA.

### **Academic Suspension**

When a student's academic performance falls below the minimum cumulative 2.75 GPA while on academic probation, they will be placed on academic suspension, but may be reinstated if their cumulative GPA is 2.75 or above at the end of the semester of probation. Repeated violations for conduct (Code of Honor), or academic performance warrant indefinite suspension. Students found in violation of these regulations are subject to the appropriate corrective and disciplinary measures set forth by the administration. Students will receive fair warning before action is taken.

If a student does not adhere to the Institute's guidelines after their first warning, the student may be placed on suspension and/or dismissal from the Institute. Students desiring to appeal a disciplinary action must notify the President in writing within ten (10) calendar days of the date of their suspension letter. The appeal will then be forwarded to a faculty committee for a final decision. The student will receive written notification of the final decision in a timely manner.

## **GRIEVANCE POLICY / PROCEDURES**

A student or person who desires to file a complaint against Kingdom Covenant Bible Institute should:

- a) Submit the complaint in writing to the President via email to [kingdomcbi@yahoo.com](mailto:kingdomcbi@yahoo.com), which will be reviewed by a faculty committee; a response for a resolution will be provided within 30 days of the complaint submitted; otherwise
- b) Complete the online Student Feedback Form <https://www.kingdomcbi.org/student-feedback-format>, and also
- c) Students will not be subject to unfair action and or treatment by any KCBI official as a result of the initiation of a complaint.

## **RE-ADMISSION FOLLOWING SUSPENSION/ DISMISSAL**

Students suspended for any period of time may re-apply upon release of the suspension. The student must meet with the President who will determine if the student is willing and able to adhere to the Institute's policies.

## **STUDENT RECORDS**

Student records are maintained in the KCBI administrative office for a minimum of ten years, which includes information such as: name of student, student address, title of program(s) in which

enrolled, total number of hours of instruction received, dates of enrollment, grade record for each course and cumulative GPA, certificate or other credential awarded (when applicable), records related to financial payments and refunds, basis for admission, record for any grievance and subsequent resolution, and all correspondence related to recruitment, enrollment and placement of the student.

All information is confidential and protected in a secure location onsite at Kingdom Covenant Bible Institute, while KCBI also adheres to the Privacy Act. Students are allowed to view their academic records in the presence of a designated KCBI staff, if not the President. Students may not view the records of another student.

### CERTIFICATE PROGRAM

Course Number	Course Name	Credits
CO100	Intro. to Pastoral Counseling	3
CO200	Counseling Women	3
CO201	Domestic Violence Crisis Counseling	3
CO300	Pastoral Leadership & Care	3
<b>Total Credits</b>		<b>12</b>

To earn the Certificate of Counseling, you must complete ALL courses on this Program of Study.

**Please note** that this program is not a “certification,” but a body of knowledge to help to build a foundation in counseling that may strengthen further study.

### DIPLOMA OF BIBLICAL STUDIES

Course Number	Course Name	Credits
BS101	Old Testament Survey	5
BS102	New Testament Survey	5
BS201	Bible Characters I	5
BS202	Bible Characters II	5
BS301	Bible Doctrine I	5
BS302	Bible Doctrine II	5
TH200	Pneumatology (Holy Spirit)	3
TH201	Witnessing 101	3
TH202	Eschatology	3
TH203	Demonology (includes Spiritual Warfare)	3
TH205	Discipleship 101	3
<b>Total Credits</b>		<b>45</b>

To earn the Diploma of Biblical Studies, you must complete ALL courses on this Program of Study.

## DIPLOMA OF MINISTRY

Course Number	Course Name	Credits
BS101	Old Testament Survey	5
BS102	New Testament Survey	5
BS201	Bible Characters I	5
BS202	Bible Characters II	5
BS301	Bible Doctrine I	5
BS302	Bible Doctrine II	5
CO300	Pastoral Leadership & Care	3
MN101	5-Fold Ministry	3
PR200	Homiletics I	3
PR201	Homiletics II	3
PR202	Hermeneutics	3
TH204	Apologetics	3
<b>Total Credits</b>		<b>48</b>

To earn the Diploma of Ministry, you must complete ALL courses on this Program of Study.

## GRADUATION REQUIREMENTS

Eligibility requirements for graduation are as follows:

1. Completion of all program required courses with a grade of C or better.
2. Completion of at least 45 credit hours for the Diploma of Biblical Studies, or 48 credit hours for the Diploma of Ministry Program with a cumulative grade point average of 2.75 or better.
3. Students must submit an application for graduation along with the appropriate fee to the KCBI Administration Office by the application deadline at <https://www.kingdomcbi.org/graduation-application>.
4. All financial obligations must be satisfied prior to the date of graduation.

## COURSE/SUBJECT IDENTIFICATION

All courses have been assigned a name and course number. The alphanumeric course number sequences are determined by utilizing two letters of the alphabet and three numbers. Each group of letters represents a specific division of the program. The number is used to differentiate between the courses in a particular division.

**Definitions of the letters used in the course numbers are outlined accordingly:**

BS	Biblical Studies
CO	Counseling
MN	Ministry
PR	Preaching
TH	Theology
EL	Elective
WK	Workshop
CH	Contact Hours

## COURSE DESCRIPTIONS

<b>BS101</b>	<b>Old Testament Survey</b> Briefly examine all 39 books of the Old Testament, reviewing the major themes and controlling thoughts of scripture.	<b>3 Credit Hours</b>
<b>BS102</b>	<b>New Testament Survey</b> Briefly examine the 27 books of the New Testament, capturing the major themes and controlling thoughts of scripture.	<b>3 Credit Hours</b>
<b>BS201</b>	<b>Bible Characters I</b> Students will study some of God's greatest Biblical characters, examining the strengths, weaknesses, victories and defeats of each. They will discover proof of God's use of ordinary people to accomplish extraordinary things.	<b>3 Credit Hours</b>
<b>BS202</b>	<b>Bible Characters II</b> Students will continue the study of some of God's greatest Biblical characters, examining the strengths, weaknesses, victories and defeats of each. They will further discover proof of God's use of ordinary people to accomplish extraordinary things. <b>Prerequisites:</b> BS101, BS102, BS201	<b>3 Credit Hours</b>
<b>BS301</b>	<b>Bible Doctrines I</b> Students will explore some of the great truths and doctrines of the Scriptures. <b>Prerequisites:</b> BS101, BS102, BS201, BS202.	<b>3 Credit Hours</b>
<b>BS302</b>	<b>Bible Doctrines II</b> Students will further examine some of the great truths and doctrines of the Scriptures, and a proven prescription for Church growth.	<b>3 Credit Hours</b>

**Prerequisites:** BS101, BS102, BS201, BS202, and BS301.

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|--------------|---|-----------------------|
| <b>CO100</b> | <p><b>Intro. to Pastoral Counseling</b></p> <p>Students will engage in laying the foundation for utilizing the pastoral counseling relationship to bring about positive change as it explores topics such as observation, listening, communication, handling transference, and termination of the counseling relationship.</p>  | <b>3 Credit Hours</b> |
| <b>CO200</b> | <p><b>Counseling Women</b></p> <p>This course will focus on issues that are particular to women, with an emphasis on psychological, cultural, developmental, sexuality, career, and mental health aspects including developmental and situational crises and those implications or techniques used to help them. Such a course would assist the counselor to develop a rationale and course of action that will guide him/her as he/she works with women and their specific issues in counseling. Students will be able to identify various women's issues and use a variety of techniques and approaches to counsel women through life's issues.</p> | <b>3 Credit Hours</b> |
| <b>CO201</b> | <p><b>Domestic Violence Crisis Counseling</b></p> <p>This course will focus on basic crisis concepts, assessment, strategies for prevention, intervention, and possible links for persons at risk for or currently affected by intimate partner violence or abuse. The course will view the intersection of abuse, victimization, self-destructive behaviors from a cross-section, cross-cultural perspective giving students a greater understanding of the intimate violence experience.</p>  | <b>3 Credit Hours</b> |
| <b>CO300</b> | <p><b>Pastoral Leadership &amp; Care</b></p> <p>This course will study, train, and practice listening skills, visitations, developmental and situational awareness, marriage, funerals, baby dedications, baptisms and knowledge of the leader's role in the vision, mission, and spirituality of the Christian community.</p>  | <b>3 Credit Hours</b> |
| <b>MN101</b> | <p><b>5-Fold Ministry</b></p> <p>This course of study focuses on the roles of the Apostle, Prophet, Evangelist, Pastor and Teacher as found in the book of Ephesians, which is the biblical blueprint given to educate and equip believers to grow in the Kingdom of God.</p>   | <b>3 Credit Hours</b> |
| <b>PR200</b> | <p><b>Homiletics I</b></p> <p>This course of study is foundational for beginning preachers and public speakers, learning the basic practices and principles on how to develop and deliver sermons and study the lives of great preachers past and present.</p>  | <b>3 Credit Hours</b> |
| <b>PR201</b> | <p><b>Homiletics II</b></p> <p>This course of study focuses on the technical areas of sermon development with expository training complimented by practical exercises to assist the student to be advanced and effective preachers and speakers. <b>Prerequisite:</b> Homiletics I</p>  | <b>3 Credit Hours</b> |

<b>PR202</b>	<b>Introduction to Hermeneutics</b> Examine the basic methods and tools needed to interpret Scripture. Learn various literary styles that assist with reading the Bible in its historical context. Understand the true meaning of scripture. <b>Prerequisite:</b> BS101, BS102, BS301, BS302	<b>3 Credit Hours</b>
<b>TH200</b>	<b>Pneumatology: Holy Spirit I</b> Examines the purpose, personage, and manifestation of the Holy Spirit. Gain an understanding of the Fruit of the Spirit, the Gifts of the Spirit, and their operation in the Church.	<b>3 Credit Hours</b>
<b>TH201</b>	<b>Witnessing 101</b> This course will focus on basic concepts of witnessing to others through various forms of outreach and evangelism. The course will view biblical foundations of winning souls to Christ that are directly connected to the Great Commission found in Matthew 28:19-20. Student will learn skills and techniques for witnessing in any forum that would provide opportunities for others to hear the Good News and ultimately accept Jesus Christ as their personal Lord and Savior.	<b>3 Credit Hours</b>
<b>TH202</b>	<b>Eschatology</b> This course of study focuses on key events related to end time prophecy, heaven and hell, Israel, the church, the rapture, the tribulation, the Antichrist, Jesus Christ and His millennium Kingdom, the Book of Revelation, and Dispensationalism.	<b>3 Credit Hours</b>
<b>TH203</b>	<b>Demonology (Includes Spiritual Warfare)</b> This course of study focuses on the doctrine of demons and primary functions of satanic powers and dominion, spiritual beings, spiritual warfare, and how to cast out evil spirits.	<b>3 Credit Hours</b>
<b>TH204</b>	<b>Apologetics</b> Perform detailed study of theology from the perspective of defending the Christian faith based on the authority of the Bible and the historic evidence of the resurrection. Learn the basic beliefs of the Christian Church and the effective articulation of beliefs to Christians and Non-Christians. <b>Prerequisites:</b> BS101, BS102, BS201, BS202, BS301 and BS302.	<b>3 Credit Hours</b>
<b>TH205</b>	<b>Discipleship</b> This course of study focuses on the basic training to learn how to live and serve like Jesus Christ, follow His plan to fellowshiping and witnessing, Kingdom of God, marks and mission of maturity, and the Great Commission.	<b>3 Credit Hours</b>
<b>TH206</b>	<b>Christology</b> This course of study focuses on the Christian theology and doctrine of Jesus Christ reflecting on His life, ministry, death, burial, resurrection and kingdom.	<b>3 Credit Hours</b>

**Electives (Do not count towards a Diploma):**

<b>EL101</b>	<b>Divine Healing</b> This course of study aims at developing an integrated and holistic understanding of healing and wholeness as God's intentional will for humanity, Jesus Christ's model of healing, and the global impact in the life and ministry of the Christian Church.	<b>2 Credit Hours</b>
<b>EL102</b>	<b>Biblical Finances</b> Understanding God's principles concerning money. Study practical money management which includes debt elimination strategies, saving money, developing a financial spending plan, and more.	<b>2 Credit Hours</b>
<b>EL103</b>	<b>Church Administration</b> This course of study focuses on organization and management, administrative principles and practices, leaders and staff roles, budget and finances, public relations and marketing, legal documents and status of the church.	<b>3 Credit Hours</b>
<b>EL104</b>	<b>Public Speaking</b> Students will examine the art of speech writing and effective public speaking; explore sound methods of voice diction, outlining, and delivery of speeches of varied occasions, working with specific themes and diverse situations	<b>2 Credit Hours</b>
<b>EL105</b>	<b>Principles of the Kingdom</b> This course of study focuses on Jesus Christ as King of the Kingdom, defining the Gospel of the Kingdom, principles and keys of the Kingdom, examining the Sermon on the Mount, developing the character as Kingdom citizens, and understanding our role as Kingdom Ambassadors in the world.	<b>3 Credit Hours</b>
<b>WK100</b>	<b>Clergy's Response to Domestic Violence</b> This workshop will help those in the role of clergy or are part of the helping ministries (i.e., women's ministry, marriage ministry, etc.) to better understand how domestic violence affects the family and ultimately the Body of Christ.	<b>Contact Hours</b>
<b>WK102</b>	<b>Estate Planning</b> This workshop helps individuals to be administratively prepared for the inevitable. We walk through the various documents and steps necessary for a sound estate plan ensuring your personal wishes are carried out with love and respect.	<b>Contact Hours</b>



## FACULTY

### **Pastor Michele Irby Johnson**

Masters in Human Services Counseling – Crisis Response & Trauma, Liberty University  
Masters in Human Resource Development, Bowie State University  
Bachelors in Human Resource Management, University of Maryland University College  
Associates in Social Services, Community College of the Air Force  
Associates in Education and Training, Community College of the Air Force

### **Apostle Shaun P. Johnson, Sr.**

Doctorate of Ministry in Pastoral Leadership and Care, Hope Bible Institute & Theological Seminary

### **Apostle J. Ira Thomas**

Logos International Ministries, Inc.