

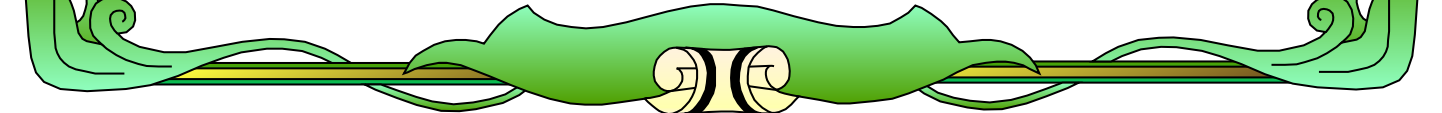


SLBC

**New Guidelines**  
**for**  
**Extension Campuses**  
**of**  
**Salt Lake**  
**Baptist College**

Effective Sept. 1, 2008

prepared by  
*Dr. J.E. VanBuskirk*



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# Introduction

Because of the increasing scope of Salt Lake Baptist College, which has now become a world-wide ministry, certain changes need to be made. Some of these include, updating of methods of record-keeping, upgrading the scholastic requirements for students and Extension Campuses, and a need to formalize procedures and terminology.

The following guidelines and requirements were adopted on January 1, 2008 and will take effect starting with the 2008/2009 schoolyear which starts Sept. 1, 2008.

This list of guidelines supercedes all previous ones and is to be adhered to by all Extension Campuses. Any exceptions will be handled on a case-by-case basis and all such exceptions shall be solely at the discretion of the senior policy staff at Salt Lake Baptist College.

To continue our upwards climb as a world-wide ministry, we have concluded that these new guidelines are necessary and prudent at this time. We have come to this conclusion because of obvious trends in the secular world of distrust of Christian ministries in general and distrust, fostered by secular academic society, of Christian educational content, principles, and methods.

We seek to please God and not men, but we are also commanded to maintain a good report without. And since our area of concern as Christian educational institutions is, obviously, education, then we must maintain a good report in this area also. The world will never agree with our message but we must not give them any cause to question the quality of education that we offer to our students in the area of Bible knowledge. In order to facilitate the status of being known as quality educators in our chosen field, we must have a voluntary cooperation and consistency in methods, content, record-keeping, and as a whole we must progressively strive toward more effective presentation of the education and values we choose to instill in our students. This is our goal.

To attain that goal, the following guidelines have been formulated and are presented as necessary requirements to our Extension Campuses for their facilitation, strictly on a willing and voluntary basis, beginning with their certification for the 2008/2009 schoolyear.

***Dr. J.E. VanBuskirk***

March 30, 2008



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4/16/08

## New Guidelines for Extension Campuses of Salt Lake Baptist College.

New requirements and guidelines were instituted on January of 2008 which are to take effect at the beginning of the 2008/2009 school year which commences on September 1, 2008.

In this document, SLBC refers to Salt Lake Baptist College.

### I. Courses.

- A. An updated list of courses taught at SLBC is included in this packet. All Extension Campuses need to label classes on student's transcripts according to this list.
- B. Credits for courses are also listed on the enclosed list. The general formula used is **1 credit** for **7-8** hours of instruction, which is the equivalent of **1 quarter** of 7-8 weeks with, generally, one class hour of instruction in that course per week. A class hour of instruction is defined as 45-50 minutes of instruction time.
- C. If you teach **2 hours/week** of the same course for **7-8 weeks**, then that would be the equivalent of **2 quarters** or **1 semester**, and that is worth 2 credits.
- D. Any equivalent courses taught by an Extension Campus listed on the transcript submitted to SLBC need to be listed according to the SLBC course list and should indicate credits for the student based upon the formula mentioned above.

### II. Semester Transcripts and Grades.

- A. Transcripts need to be sent to SLBC for each student at the end of each semester.  
See "**D**" below for instructions on how to submit the forms online.
- B. A records fee of **\$25/semester** is required for each student.
- C. Records fees need to be sent at the end of the semester.
- D. Online Grade submission- much preferred.
  - 1. It will help streamline submission and processing of your student transcripts if you will file them online.
  - 2. Go to <http://saltlakebiblecollege.org/forms2.html> for a link to the form used to enter student's grades.
    - a. This internet address is the only way you can enter the page to submit grades. There are no links from any websites to this page.
    - b. All courses are to be listed according to the SLBC listing system.  
A copy of the SLBC courses is included in this packet.
    - c. All grades are to be listed according to the SLBC grading system.  
An explanation of the SLBC grading system is included in this packet.

### III. Registration of Extension Campuses.

It has become necessary to streamline our process of keeping track of those Colleges and Institutes that wish to be certified as Extension Campuses of SLBC. Therefore we have had to institute the following procedures to maximize our efforts and stewardship of the time and resources over which God has made us responsible.

- A. Registration of Extension Campuses is required each year during or before the first week of August for certification for the new school year which begins each September 1<sup>st</sup>.  
Deadline for late registration is Aug. 15<sup>th</sup>.
- B. We do not accept graduates from unregistered campuses.
- C. Registration forms for your Extension Campus can be found online at <http://saltlakebiblecollege.org/forms2.html> which can be printed out for your use. Online registration is available at that site which you are to fill out but it must also be followed up with a hard copy to be placed in your file here at SLBC.
- D. You will receive a Certificate certifying you as an Extension Campus of SLBC each year upon our receipt of the hard copy of your registration form.

### IV. Student Applications.

- A. Student applications for the first quarter are due before the beginning of the new school year, Sept. 1st, and will not be accepted after Sept. 15th for the first quarter.
- B. For each subsequent quarter, student applications will not be accepted after the end of the first week of that quarter because of attendance requirements.

### V. Degree requirements.

We and our students deal with the public on all levels. Therefore, because of our need to be credible as educational institutions in our specialized field, certain minimum requirements need to be met.

- A. Thorough, effective, and verifiable education in our specialized field is a must.
  - 1. Therefore, a permanent record must be kept on each student of their educational achievements.
  - 2. A copy of this record needs to be kept at SLBC as the educational institution issuing the degrees, along with an application form giving the student's personal information.  
Go to <http://saltlakebiblecollege.org/forms2.html> for access to the online forms.
  - 3. This will enable SLBC to issue a transcript for the student upon their request.
- B. Theses.

A thesis must be presented to SLBC for each student receiving a degree at the following levels.

- 1. Bachelor degree.
- 2. Master degree.
- 3. Doctor degree.

Size and formatting requirements for each level can be found online at the website:

\_\_\_\_ The link can be found at: <http://saltlakebiblecollege.org/forms2.html>

- a. Go to the website page.
- b. On that page you will find “**THESIS, Information/Requirements.**” Click on that link and you will go to the information page giving thesis size and formatting requirements.

- c. As an Extension Campus, you decide between you and the student what is an acceptable subject for their thesis; however, the student will need to submit the “**Thesis Approval Form**”, which is found at the bottom of the Thesis Information and Requirements page, to SLBC so we have a record of the selection to place in their file.
- d. All size and formatting requirements need to be met in order for the thesis to be accepted by SLBC.

## **VI. Life Experience and Application Forms.**

Please have the student submit these forms online.

- A. A copy of the new Application Form is included in this packet for emergency use.
- B. A copy of the new Life Experience Form is included in this packet for emergency use.
- C. Online submission of Application and Life Experience forms is much preferred.
  - Go to <http://saltlakebaptistcollege.org> and click on the “Student Application” link.
  - After you fill that out, then return to the main page and click “Student History.”
  - From there you will see the link to the “Skills Questionnaire” page.
  - Access to the forms can also be found at <http://saltlakebiblecollege.org/forms2.html>

### **The advantage of filling out the forms online:**

- 1. Once an Application and/or Life Experience form is sent to us in the regular mail for processing and filing, the semester records fee is owed for that student for that semester.
- 2. If, however, the forms are submitted online, they are only electronically filed until such time that we receive the hard copy by regular mail for permanent filing.
  - a. Only at that time is a permanent file opened for the student. Therefore, there is no semester records fee required for that student until we receive the hard copies and actual permanent filing takes place.
  - b. This is of benefit to the Extension Campus because a certain percentage of Applicants never follow through and actually begin classes. Filing online prevents having to pay a records fee for those students who may not start classes at all or who may only attend 1 or 2 classes. The hard forms are usually not sent from the Extension to SLBC until the student actually begins classes; thus, fees only become due at that time.
  - c. When they file online they are eligible to begin classes; however, if they do not follow through and actually begin classes, then a records fee for that student never becomes due.
- D. The new Life Experience forms have some major changes.
  - 1. Award 1 credit per category.
  - 2. Maximum of 32 credits for Life Experience.
  - 3. Award 1 credit for each year of Ministry.

Christian ministry is defined as starting when the student first became actively involved in any Church ministry. Included are such ministries as: Sunday School teacher, visitation, nursing home, rescue mission, music, and any other Church ministry approved by the pastor.

- 4. Life Experience and Years in the Ministry credits are figured separately even though some of the categories on the LE form are ministry related.
  - a. Life Experience credits are a measure of general knowledge and ability gained through experience versus formal education.

- b. Years in the Ministry credits are a measure of faithful and effective service to the Lord in a local Church ministry and the specialized knowledge and abilities that can only be gained in that manner.
- c. Therefore, each of those two areas are deserving of credit based on their own merit and educational value rather than an aggregate number of credits drawn from a combining of the two.

## VII. Online Video Classes.

**A.** Online live and delayed classes will be available on the Internet the beginning of the next school year, which starts in September of 2008.

**B.** These will be live, interactive broadcasts of our regular on-campus classes.

1. The live classes will be webcast from 6:30-9:30 MT on Monday and Tuesday nights.

Some day classes may also be provided depending on the needs of the Extension Campuses.

They will be webcast on “Paltalk” on the web and will be completely interactive; i.e., the students will not only be able to see the teacher on their monitor, but they will also be able to communicate verbally with the teacher during the class.

If you are interested in these live classes, please contact Doc Van.

2. The delayed classes will be broadcast at times to be announced later.

I will get with any interested Extension Campuses and set up a schedule to meet their needs. Delayed classes, of course, cannot be interactive.

3. Two options for use of the video classes.

Some pastors may not have the time nor the teachers to provide regular on-campus classes for their students/members. At their option they can utilize the online video classes in either of the following ways.

**a. Option one:** The online video classes can be utilized by the Extension Campus by assigning them to their students to take at home online. The Extension Campus maintains oversight of the students progress by having the students file reports of their progress to the person assigned as overseer for the students. Regular transcripts are filed by the Extension with SLBC and the semester records fee will apply to each student.

**b. Option two:** The online video classes can be utilized by the Extension Campus by having a room set up at the church with a video monitor and high-speed internet access. The students can then come to the church, or other assigned place, and take their classes as a group. A person would be assigned as a class monitor for the group and would be responsible to monitor the class, take attendance, file progress reports, etc. Transcripts are sent to SLBC and the semester records fee will apply to each student.

If this option is utilized, then only one high-speed internet connection is necessary for the whole class to participate. And if it is during the live webcast of SLBC classes, then the whole group will be able to interact with the teacher online.

4. **Cost:** The only cost would be to register on Paltalk to take part in the classes. And that cost will range from **\$0.00 to \$10.00/mo.**

**C.** Instructions on how to access the video classes will be online shortly.

You can access the instructions at: <http://saltlakebiblecollege.org/forms2.html> .

## **VIII. Accreditation.**

**A.** SLBC is in the process of formalizing accreditation requirements which will allow all of our Extension Campuses to offer accredited degrees under the umbrella of SLBC.

**B.** A separate organization is being set up as an accrediting agency.

1. This agency will be registered with the federal register for accrediting agencies.
2. The accreditation offered by this agency will not be federal accreditation; therefore, the accredited colleges will not have to be under the control of nor will they have to teach classes approved by the government.
3. This accrediting agency will be for Baptist Colleges and will fall in the same category as accrediting agencies for trade schools, specialized private colleges and institutes, and other schools that are ineligible for government accreditation.

Government accreditation is exclusively for public schools and is based upon whether or not those schools meet government standards and teach government approved, humanistic centered, education courses. This type of accreditation is unacceptable for Colleges that want to teach bible principles for bible-believing Christians. The very essence of a true Christian College teaching bibliocentric courses makes it intrinsically ineligible for government oversight and accreditation. Both biblically and constitutionally such a college cannot be involved in the (humanistic) educational methods and content demanded of a public school. Therefore, it should not, and is not, within the scope of government recognition and control. For these reasons, we need an agency that represents the peer group of Independent Baptist churches and their Bible-centered Christian Colleges. And we need one that will not compromise its biblical beliefs as every “Christian School” accrediting agency in existence has done and continues to do in ever-increasing ways.

4. When this truly “Christian College” accrediting agency obtains a place in the federal registry:
  - a. That position will make the colleges accredited by the agency eligible for Veteran’s Administration programs, PELL grants, and various other student and educational financing programs offered by the federal government with no governmental control over content. This is true of all colleges teaching specialized education courses.
  - b. In addition, employers and other colleges access the federal registry to help make their decisions on whether a particular prospective employee or student has a degree from a recognized educational institution or whether their degree is from a “diploma mill.” A listing in the federal register gives great weight toward the credibility of the prospective employee’s or transferring student’s degree earned in our colleges. Finally, a place in the federal registry fosters a tendency for employers and other educational institutions to look more favorably on the quality of the education obtained by our graduates while they were attending our schools.



If you have any questions about these requirements or if I can be of further assistance to you in any way, please call me at 801-964-0763 or email me at [docvbk@saltlakebaptistcollege.org](mailto:docvbk@saltlakebaptistcollege.org).

Christ's Servant in Salt Lake City

*Dr. T. E. VanBuskirk*

Dr. T. E. VanBuskirk  
Administrative Vice President  
Salt Lake Baptist College

II Tim 2:15 "Study to shew thyself approved unto God ..."

# ADDENDA

# FAQ sheet #1

**Question:** “How do I get to the forms page online?”

**Answer:** “Open your Internet browser and input the following URL (address) and then hit the enter key. This will take you to the forms page.”

The page will look similar to the one in the picture below. Some of the bars along the top of the window will look somewhat different but the page itself will look like this one.

**<http://saltlakebiblecollege.org/forms2.html>**



The next page will show you how to get to the page from Yahoo Search.

**Yahoo:** Go to <http://Yahoo.com> and type <http://saltlakebiblecollege.org/forms2.html> on the line indicated.

Input

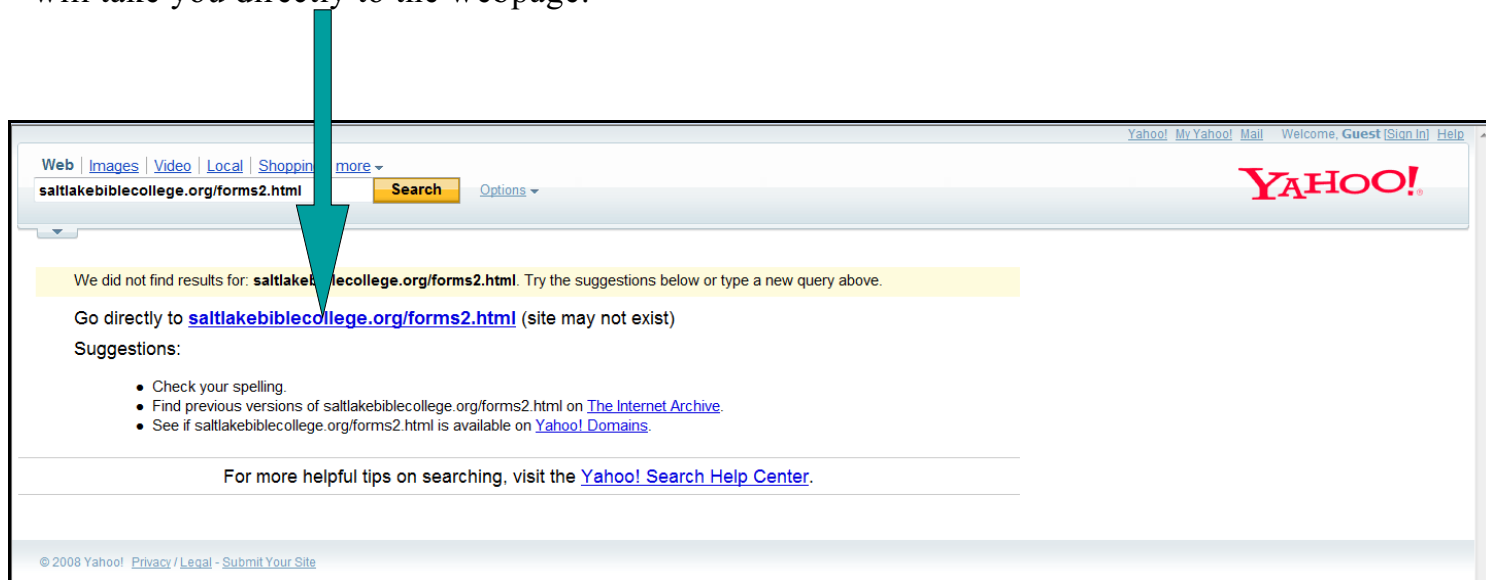
<http://saltlakebiblecollege.org/forms2.html>

Then click “Web Search.”



One of two possibilities will happen. Either it will take you to our website or, if not, then the next page will look like the picture below.

If you wind up on the page below, then click on the page address on the indicated line and it will take you directly to the webpage.



## FAQ sheet #2

**Question:** “Where do I find the various forms, as well as the Calendar of Filings and Fees, etc.?”

**Answer:** Links to all of them can be found at <http://saltlakebiblecollege.org/forms2.html> .

### INSTRUCTIONS

#### I. Online Forms and Transcript/Grading sheets.

**A. Forms:** <http://saltlakebiblecollege.org/forms2.html> .

You will find the following forms on the Forms page:


1. Extension Campus Forms for yearly registration of your extension school.
2. Thesis Approval Form.

The Ext. Campus approves the subject for the student’s thesis; but, this form needs to be submitted to SLBC so that we have a record for the student’s file.


**NOTE:** There is also a link to this form at the bottom of the  
“**THESIS, Information/Requirements**” page.

3. Transcript sheets for grading.
  - a. On the forms page you will find the link “**Semester Grade Reports**” which will take you to a page showing the names of the Extension Campuses. Click on your name and that will take you to your personalized form for you to use to enter student’s grades.
  - b. Validation code: On your individualized form you will see a box entitled “Validation code.” This code lets me know the form really is from you and not someone else. Contact me and I will assign your school a code to input into that box.
  - c. When you go to this form you can check your information to see if it is correct. If any part of your info is incorrect, you can enter corrections in this box. If everything is correct, then leave this box alone.

<b>Extension campus:</b>	<b>Calvary Baptist Institute</b>
<b>Address:</b>	<b>Mail: Box 310</b>
<b>City/State/Zip/Country:</b>	<b>Armada, MI 48005</b>
<b>Information correct?</b>	<b>Yes</b> <input type="radio"/> <b>No</b> <input type="radio"/>
<b>Corrections:</b>	<input type="text" value="None"/>



<b>Your Name:</b>	<input type="text"/>
<b>Position/title:</b>	<input type="text"/>
<b>email address:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/> mm/dd/yy
<b>Validation code:</b>	<input type="text"/>



- d. Your validation code goes in this box.

Should your validation code ever become compromised, contact me and we will issue another code number.

## **B. Thesis Requirements and Formatting.**

Goto <http://saltlakebiblecollege.org/forms2.html> and click on the link entitled, “**THESIS, Information/Requirements.**”

All requirements concerning size and formatting can be found on that page. There are guidelines as well as sample pages to help walk the student through the requirements.

All of these requirements must be followed in order for SLBC to accept the thesis.

## **II. Calendar Of Required Filings and Fees.**

You will find a link to the calendar at: <http://saltlakebiblecollege.org/forms2.html> .

Screenshots of the Calendar are on the next 2 pages of this information packet.

## Screenshots of online Calendar

This screenshot is of the online calendar for August. A link to this calendar can be found at: <http://saltlakebiblecollege.org/forms2.html>.

<b>EXTENSION CAMPUS REGISTRATIONS</b>	<b>AUGUST</b> <b>Registration of Extension Campuses</b> is required each year during or before the first week of August for certification for the new school year which begins September 1st. <b>Deadline for late registration</b> is August 15th. Registrations will not be accepted after this date. <b>Students from non-registered Campuses</b> will not be eligible for graduation from SLBC during that school year.
<b>STUDENT APPLICATIONS</b>	<b>Student applications</b> for those beginning classes the <b>first quarter</b> are due <b>before</b> the beginning of the new school year, Sept. 1st, and will not be accepted after Sept. 15th for the first quarter. <b>For each subsequent quarter</b> , student applications will not be accepted after the end of the second week of that quarter because of attendance requirements.

Please pay close attention to the “EXTENSION CAMPUS REGISTRATIONS” and the “STUDENT APPLICATIONS” sections. These requirements are new this year. They were adopted January 1, 2008 and will go into effect for the 2008/2009 schoolyear which begins September 1<sup>st</sup>.

The rest of the Calendar is on the next page.

## First Semester

### September

Start of year and  
First Quarter

Beginning of  
First Semester

First quarter applications are due for each student before the first day of Sept. and will not be accepted after Sept. 15th.

### October

End of  
First Quarter.

### November

Beginning of  
Second Quarter

Applications are due for each new student during the first week of this quarter and will not be accepted after the end of the second week.

### December

First Semester transcripts and Student Records Fees are due- \$25/student!

End of Second Quarter and end of First Semester

## Second Semester

### January

Beginning of  
Third Quarter

Beginning of  
Second Semester

Applications are due for each new student during the first week of this quarter and will not be accepted after the end of the second week.

### February

End of Third Quarter

### March

Beginning of  
Fourth Quarter

Applications are due for each new student during the first week of this quarter and will not be accepted after the end of the second week.

April  
Second Semester transcripts and Student Records Fees are due- \$25/student!

List of graduates is due the first week of April and will not be accepted after the end of that week.

End of Fourth Quarter and end of Second Semester

## Third Semester

### May

Beginning of  
Fifth Quarter

Beginning of  
Third Semester

Applications are due for each new student during the first week of this quarter and will not be accepted after the end of the second week.

If you do not have classes during this semester, then Student Records Fees are not applicable to your school for this semester.

### June

End of  
Fifth Quarter

### July

Beginning of  
Sixth Quarter

Applications are due for each new student during the first week of this quarter and will not be accepted after the end of the second week.

### August

Third Semester transcripts and Student Records Fees are due- \$25/student!

Register Campus for next year?

End of Sixth Quarter and Third Semester and School Year