



# Salt Lake Baptist College

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Taylorsville, UT 84118

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Dr. T.E. VanBuskirk - Administrative Vice President

801-964-0763

1/2/08

To: The Chancellor

Re: Requirements for certification as an extension of SLBC

Greetings in the name of our Lord and Saviour Jesus Christ.

In the following list, “**SLBC**” is used to designate Salt Lake Baptist College. The term “**school**” will designate the extension school and “**parent Church**” will designate the Church under which the extension school is directly operated as a ministry.

**1. The only Bible allowed will be the KJV for English schools or an equivalent in the language used in the school.**

**All foreign language Bibles must be translated from the Received Text.**

**2. All extension schools must be a direct ministry of an Independent Baptist Church.**

**3. The Church under which the school operates must be an Independent Baptist Church holding to the historical distinctives of Independent Baptist Churches.**

**There can be no involvement by the church or the school in any unscriptural practices concerning church establishment, polity, ordinances, spiritual gifts, and separation.**

**4. The school and/or the parent church will meet all financial obligations to SLBC.**

**5. The school will send reports as required by SLBC.**

**Whenever possible, a representative of SLBC will visit the school once a year to present the certification for the following year. This will be done sometime between May and August. At the option of SLBC the personal visit may be waived and the certification for the new year will be sent by mail.**

**6. After the initial certification, ongoing yearly certification will be for one (1) year and will be dated from September 1<sup>st</sup> of one year to August 31<sup>st</sup> of the following year.**

**7. Classes taught at the school will be equivalent to those taught at SLBC.**

**Workbooks and textbooks are available directly from SLBC if the school wishes to use them in their classes.**

**8. Students of the school will be allowed, and whenever possible encouraged, to attend the graduation exercises at SLBC in April to receive their diplomas.**

**If it is not possible to attend, then the school is encouraged to have their own graduation exercises and pass out the diplomas supplied by SLBC. If SLBC is notified of your graduation date ahead of time, our representative will schedule his yearly visit to be involved in your ceremonies if you so request.**

9. In the event of an infraction, the board of SLBC will send written notice to the school with an invitation for their representative to come to SLBC and explain and/or send a written explanation for review by the board of SLBC.
10. If, upon review by the board of SLBC, it is decided that any of these requirements are not being met, SLBC will request that the school return its certification. Upon such a request, the school agrees to return the Extension Certificate to SLBC immediately.
11. The school agrees to these current requirements and any future requirements that SLBC may deem necessary from time to time and signifies its agreement with the signature of the school's Chancellor or other representative authorized by the parent Church and its Pastor.

**OPERATING PROCEDURES FOR EXTENSIONS  
OF SALT LAKE BAPTIST COLLEGE**

1. All students' permanent records are to be stored in a fire proof safe or filing cabinet.  
**NOTE:** There cannot be any permanent record filed or stored exclusively in or on computers because of possible loss through computer failure. Paper copies must also be kept.
2. Copies of applications & grades for all students must be sent to SLBC.  
Grades must be sent each semester for each student along with a list of classes taken and credits earned.
3. The main textbook is the Bible and the Authorized King James Version is the only Bible to be used in all classes at all times. In the case of schools in which the main language is not English, then a foreign translation made from and true to the Received Text is to be used.
4. All extensions of SLBC must work to have and maintain a library with a minimum of 1,000 books, pamphlets, or articles. Books on computer disks are acceptable.
5. The grading system of SLBC is to be adhered to as much as possible.
6. Salt Lake Baptist College requires all professors to be a pastor or former pastor, missionary or evangelist, with a degree. If the professor cannot meet these requirements, then the professor must work with an overseer who has a degree who will act as his/her supervisor.

Signature of Chancellor or other authorized representative signifies agreement to the terms of these requirements as binding for initial certification and continued certification of the school by SLBC:

**Signature:** \_\_\_\_\_ **Position/title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\* This copy is to be retained by the school \*\*\*\***  
**\*\*\*\* Sign and return the next page (p. 3) to Salt Lake Baptist College \*\*\*\***

**NOTE: RETURN ONLY THIS PAGE TO SLBC.**

**As an extension campus of Salt Lake Baptist College we hereby agree to abide by all requirements and operating procedures as listed in pgs. 1-2 of the standard Extension Campus agreement and to meet all financial obligations to SLBC.**

Signature of Chancellor or other authorized representative of the school signifies agreement to the terms of these requirements as binding for initial certification and for continued certification of the school as an extension campus of Salt Lake Baptist College.

**Official name of extension campus:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Position/title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**e-mail address** \_\_\_\_\_

**\*\*\*\* This page is to be filled out and returned to SLBC \*\*\*\***

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Do not write below this line- for SLBC office use only.

**Received and recorded by:**

*Received by:* \_\_\_\_\_ **Date:** \_\_\_\_\_

*Recorded by:* \_\_\_\_\_ **Date:** \_\_\_\_\_

*Certification sent by:* \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost:** The extension school agrees to support Salt Lake Baptist College at **\$25.00/mo.**

**NOTE:** This fee may be waived at the discretion of SLBC if it creates a hardship on the extension school and/or the sponsoring church under whose ministry it operates.

We require a **\$25** records fee per semester per student which is to be sent along with the grades for each student at the end of each semester. (**\$50.00** per year/student for a 2 semester year or **\$75.00** per year if you run a summer semester for a total of 3 semesters per year.)

**NOTE:** The records fee can be waived at the discretion of SLBC if it creates a hardship on the extension school and/or the sponsoring church under whose ministry it operates.

If I can be of further assistance to you in any way, please write me at the address above or call me at 801-964-0763 or e-mail me at [docvbk@saltlakebaptistcollege.org](mailto:docvbk@saltlakebaptistcollege.org)

Thank you for your interest in SLBC and may the Lord bless you in your ministry.

Christ's Servant in Salt Lake City

*Dr. T E VanBuskirk*

Dr. T. E. VanBuskirk

Administrative Vice President

Salt Lake Baptist College

**801-964-0763**