



We are thrilled you are seeking to start an affiliate campus! VCBCS is here to serve the local church and we are looking forward to you joining us in equipping and preparing believers to do the work of the Lord. To support you, we are providing this **Affiliate Campus Start-Up Manual**, designed to help you start and administrate an affiliate campus. This manual provides all the forms that you are required to use in administrating your campus to ensure the accuracy of transcription and all financial matters.

Our Administration Office will serve as your point of contact and will be available to support you as you start your campus. Please contact them with any questions.

Kim Keyes ,VCBCS Admin

admin@vcbs.org

844-863-7847

As an affiliate campus, you will be able to offer a two-year associate and a four-year bachelor program qualifying students for a degree in Biblical Studies or Theology.

Before you can commence your initial semester, we must first receive a signed **Campus Agreement** and **start-up fee**. Please see the next page for a full checklist to help you get started with your affiliate campus.

Should you have any questions or concerns, please contact our Administrative Office.

Vision Christian Bible College & Seminary

Administrative Office

P.O. Box 622

Hudson, New York 12534

Phone: (844)-863-7847

Email: admin@vcbs.org

www.vcbs.org

Affiliate Campus Checklist

- Complete the Affiliate Campus Agreement Form and submit the start-up cost of **\$300.00** to the VCBCS Admin office.
- Our administrative staff will be in contact with you to schedule a start-up meeting which will provide an overview for beginning your first semester.
- Under the guidance of our administration, plan Your Academic Year: *Prepare your course schedule, times and dates, as well as instructors.*
- Hold Student Registration at least 14 days before the semester begins.
- Send new student applications, student disclosures and a registration report, along with the appropriate fees to the VCBCS Admin office.
- Hold faculty and student orientation at least one week before classes begin.
- Grade Reports are due within 14 days following the end of each course. (*Please send grade reports and tuition payments to the VCBCS Admin office*).
- Six weeks prior to graduation, send a final graduation report and appropriate fees to the VCBCS Admin office.
- The annual Affiliate Campus Renewal Fee (**\$150**) is due by July 1st and is to be sent to the VCBCS Admin office.

Important Fees:

- **Application Fee: \$50.00**
 - *This is a one-time, non-refundable fee, submitted with a student's application.*
- **Registration Fee: \$50.00**
 - *This fee is due at the beginning of each semester, along with a registration form or whenever a student enrolls throughout the course of a semester.*
- **Tuition: \$30/credit hour per student**
- **Graduation Fee: \$150.00**
 - *This fee is due prior to graduation.*

Affiliate Campus Agreement

This agreement is entered into by and between Vision Christian Bible College, herein referred to as VCBCS, and: _____
(Church Name)

It is the mutual desire of the parties to establish an Affiliate Campus at:

_____. The name of the Affiliate Campus shall be:
(Address)

_____ and hereinafter referred to as the
Affiliate Campus.

It shall be subject to the following terms:

1. With the receipt of the start-up cost of **\$300.00** and approved application, VCBCS grants to the Affiliate Campus the right to conduct classes and operate same as stated above to secure from VCBCS faculty and students material upon receipt of payment of the same.
2. Upon compliance with VCBCS schedule of required courses and additional elective courses, the Affiliate Campus may offer VCBCS diplomas to each student who satisfactorily completes the required credits and whose grades are forwarded to the VCBCS Administration Office.
3. VCBCS requires all financial matters to be kept current. Delinquency will result in probation and/or termination of this agreement.
4. VCBCS agrees to furnish a certificate that declares an authorized Affiliate Campus. This is an annual contract which is renewed each year at a fee of \$150.

The Affiliate Campus:

1. Will conduct weekly or monthly Affiliate Campus classes for enrolled students; typical semester spans approximately twenty (20) weeks per semester.
2. Will use VCBCS approved courses. Local faculty is under the jurisdiction of the church pastor/leadership team.
3. Will forward to VCBCS a completed application form for each student and all required information and transcripts from high school vocational, trade and/or college (though the latter can be processed at a later date than the submission of the application).

4. Will complete the VCBCS student registration forms for each enrolled student and will forward them to VCBCS Administration Office for each semester.
5. Will assign student grades according to VCBCS grading standards as stated in the VCBCS College Catalog.
6. Will forward grades to Administration Office within fourteen (14) days after the completion of each course.
7. Will conform to the VCBCS chart of credits to be given for each student.
8. May not displace or substitute any VCBCS required course without approval by VCBCS President.
9. Agrees not to duplicate VCBCS media and/or any other printed materials without written permission.
10. Agrees to conduct one (1) major seminar every three (3) years using an **approved VCBCS Faculty member**. The faculty member will evaluate the overall performance of the campus at this time. Additionally, the faculty member will spend time with the church staff and/or senior pastor for the purpose of strengthening the rapport between VCBCS and the affiliate campus. It is important to establish a relationship between VCBCS and the local campus.
11. Will request from the Administration Office any needed information or additional forms.

FAILURE TO COMPLY WITH THE TERMS OF THIS AGREEMENT WILL RESULT IN
TERMINATION OF THIS AGREEMENT.

Name of Affiliate Campus

Affiliate Director

VCBCS Administrator

President of VCBCS, Dr. Chris Romano

HISTORY

Vision Christian Bible College and Seminary was established in 1992 by the late Dr. Jan Garber and has operated successfully in equipping men and women for the work of the ministry. The graduates of VCBCS can be found serving God in the local church, in the marketplace, and in the mission field all around the world according to their specific gifts and callings.

VISION

Our “**vision**” is a simple one. We have been commissioned to prepare **REAL** people for **REAL** purpose! Whether someone is called to a pulpit or a profession, a congregation or a career, VCBCS exists to equip everyone to make a difference!

GOAL

Our primary goal is to awaken the realization in the heart of every student that as a believer, they are a minister of the Gospel of Jesus Christ. Regardless of vocational status, every believer is called to full-time ministry and service to the Kingdom of God. Toward this end, we purpose to disciple faithful men and women, according to the spirit of **2 Timothy 2:2**. It is our desire to inspire every student to achieve excellence in the Lord.

In line with these goals, VCBCS seeks to offer a rare educational and spiritual learning environment that alleviates the burden of those who have desired to seek biblical instruction and training but have been frustrated either by distance, cost, substance, or content offered in most Biblical/Theological Institutions. Our courses are rich in spiritual content, biblical study and ministry training. To summarize, we are developing shepherds, warriors, workers, pioneers and teachers for the work unto which they have been called.

MODEL for MINISTRY- *The Church at Antioch*

In the Old Testament, the training for ministry was Spirit-led and birthed in the school of the prophets. In the New Testament, our best model for ministry training is seen in the church at Antioch, especially in Acts (11:19-26, 13:1-4, 14:26-28 and 15:30-35). Here we see a church alive with Paul and Barnabas and other prophets and teachers, raising up men and women for fruitful ministry. They did so under the authority of the elders who were accountable to those who sent them out. This remains our model for education. VCBCS is more than an academic institution; it is a training center for spirit and power in the Kingdom of God. Our focus is in the restoration and transformation of lives, cities, and nations by the power of God.

EDUCATIONAL PHILOSOPHY

Benjamin Franklin once declared, “*Tell me and I forget. Teach me and I remember. Involve me and I will learn.*” Accordingly, education **MUST** be more than an academic exercise. While instruction is provided at VCBCS through the means of sound and gifted biblical teachers, lectures are always provided with the intention of leading to experience. Personal integration is a key emphasis of all of the courses that are taught at VCBCS.

A Word Concerning Accreditation

We believe that the federal government or any secular institutions are not qualified to dictate the qualifications for instructors or the programs for a spirit-filled ministerial degree. As a Christian University, Vision Christian Bible College & Seminary offers academic programs that are specifically designed to equip students who feel the call of God on their lives and wish to build a ministerial career or to further their Christian education.

Accreditation in the U.S. is a voluntary, non-governmental process that is undertaken by private agencies. Some, but not all, of those agencies have applied for and received approval from the U.S. Department of Education or the Council on Higher Education Accreditation (CHEA), which maintains criteria for such approval. Those agencies that are so approved enable their members to qualify for several billion dollars annually of federal student funds. This creates a "gatekeeper" role for such agencies and a direct relationship between them and federal government. The main reason why many institutions in the U.S. seek accreditation is in order to gain access to federal student funds, which are not available to schools that do not hold accreditation.

"It should be noted that some institutions have chosen not to participate in the federal student aid program and therefore do not have to be approved by an accrediting agency recognized by the Department. While these institutions do not appear on the Department's list, they may be legitimate schools." - **United State Department of Education**

The vast majority of Bible Colleges and Seminaries choose not to be governed by the USDE and do not seek regional accreditation.

Once the decision is made to become accredited through a Department of Education recognized agency, reversing that choice is not a simple process. The decision to reject government sanctioned accreditation would have an immediate and profound effect on all alumni holding degrees. For the accredited college, the approval of an accrediting agency becomes its 'life's blood.' The college is left to choose between compromising core biblical beliefs to conform to the requirements of the government or face the possibly substantial loss of funds and angry alumni.

Although religious schools may opt to seek accreditation, many regard the separation of church and state as a reason either to remain unaccredited or to seek accreditation from a specifically religious agency with no ties to government.

We believe training men and women for ministry is best done under the authority of a local church and independent of the constraints of a liberal arts program. Another concern we have held regarding accreditation relates to government intervention. To accept Title IV or other government funding could obligate us to government oversight

and vetting of our curriculum, staffing, and even beliefs. We recognize that we live in a pluralistic society and with a government which is increasingly antagonistic toward Christian beliefs. There is no doubt in our minds that, were the government given oversight of our operations, their secularly humanistic paradigm would see our curriculum as unsatisfactory to the pluralistic philosophies of today.

In addition, there is the concern that accreditation could put the college in a position where a faculty degree would usurp a ministry-focused hiring process of evaluating a candidate's personal ministry and ability to transfer truth as a facilitator of 2 Timothy 2:2. We have seen where accreditation has pressured institutions to hire a required number of professors with particular degrees, rather than hiring them based on a philosophy of local church ministry with a commitment to doctrine and soul winning.

The legal right to grant degrees is independent from the issue of accreditation.

Vision Christian Bible College & Seminary was authorized to operate and to grant degrees by the Florida State Board of Independent Colleges and Universities under section 246.084(1), State of Florida Statutes.

In 1999, VCBC&S became a member of the American Federation of College and Seminaries (AmFed) that was approved by the Florida State Board of Independent Colleges and Universities (SBICU) to grant degrees. The Federation established a quality educational standard in post-secondary education for evangelical colleges and seminaries that do not seek secular accreditation.

In addition, VCBC&S is a member in good standing of the International Association of Bible Colleges and Seminaries (registered as Southern Accrediting Association of Bible Colleges). IABCS purpose is to furnish, recognize and verify certain standardized requirements in various fields in which the representative institutions operate in keeping with, and acceptable to, other accredited institutions of higher education.

We are committed to education that is legitimately postsecondary and academically rigorous, challenging students to develop critical thinking skills and leading them in the formation of biblically grounded Christian worldview.

Vision Christian Bible College & Seminary is an institution of higher education in which the Bible is central and the development of Christian life and ministry is essential. We engage the student intentionally in...

1. **Biblical higher education** – education that involves extensive and serious study of the text of God's eternal Word, not in a posture of detachment and skepticism, but in a posture of discipleship and submission, seeking to understand the will of God so that

we may conform to it, and the plan of God so that we may join Him in bringing about its fulfillment. This engagement with Scripture ensures that the formation of a Christian worldview issues not only from sincere devotion to Christ, but also from a comprehensive grasp of biblical teaching and a well-honed and growing ability to bring sound theological thinking to bear upon their engagement with a broad spectrum of humanities/fine arts, social/behavioral science and natural/information science disciplines.

2. **Transformational higher education** - education that calls us to explore the moral and ethical implications of what we are studying. In so doing we: apply what we are learning from God's Word; appropriate and collaborate with the work of God's Holy Spirit in the process of developing personal values and virtues worthy of His adopted children; and are formed through deep engagement with a community of fellow Christ-followers. Such transformational higher education is validated not by a life orientation toward self-actualization or self-fulfillment, but rather by a posture of submission and self-denial, living out Kingdom values and Gospel priorities before a watching world.

3. **Experiential higher education** - facilitating hands-on ministry, service-learning and intercultural study opportunities. Such experiences help us to discover and develop our own distinctive God-given gifts, passions and sense of calling as well as to exercise and grow the life, ministry and leadership skills required for passionate and proficient service.

4. **Missional higher education**- We maintain that an authentically biblical worldview compels all believers - regardless of present or future occupation - to understand their personal vocation within the context of history's destiny: the day when the kingdoms of this world have become the Kingdom of our God and of His Christ. Recognizing that in the 21st century Christianity may not enjoy cultural hegemony neither in North America nor abroad, does our education involve acquiring and exercising tools for cultural exegesis and engagement in addition to the tools of biblical exegesis. We seek to encourage and equip graduates to take part according to their unique gifts, passions and callings in the global cause of proclaiming through word and deed the Gospel of salvation through Jesus Christ alone.

In the United State of America, most of our nation's first colleges and universities, such as: Harvard and Princeton, Columbia, Dartmouth, Rutgers, Vassar, Wellesley, Mt. Holyoke etc. began as Christian colleges and universities offering Christian education. Harvard began in 1636 and was founded for training in the Gospel ministry. Harvard's charter stated that the university was established for the purposes of educating the English and Indian youth in knowledge and Godliness. Harvard's motto was "*Christo et Ecclesiae*" (**For Christ and Church**).

ADMINISTRATION

The leadership of your local campus is in the hands of the leadership of your church. The local leader decides the following:

1. **Who instructs the classes:** This is done with the assistance and approval of the VCBCS Administrative Office. It is encouraged that your teaching staff primarily come from those who are in leadership and/or those who possess at least a Master's Degree. We also strongly encourage you to seek out mature, gifted, skilled instructors who share your vision.
2. **What is taught:** Within the curriculum, there are courses that are available that are within the vision that the Lord has given you. At VCBCS, we are here to give you guidance to ensure a well-balanced program of studies.
3. **When the classes meet:** Classes can be held during the day, evening, weekends or on a monthly basis as best suited to the needs of your local assembly. Again, we will assist you and your local leader in planning your academic calendar.

ACADEMIC YEAR

Two semesters of twenty weeks, for a total of forty weeks per year. Each semester will consist of five terms, four weeks per term. One course per term will equal three credits.

Students must attend class a minimum of three hours each week for each term. While the hours will vary, on average a student will spend 3-5 hours in assignments outside of class per week. A full-time student will receive fifteen credits for each semester and thirty credits for each academic year.

It is advised that one of the terms for each semester be a seminar. A typical seminar breakdown is as follows:

Friday Night: 6:00-9:00pm

Saturday Morning: 9:00-12:00pm

Saturday Afternoon: 1:00-4:00pm

Staying with this academic calendar will enable your campus to have Christmas and Spring breaks.

If the campus wishes, it may hold one or two summer terms of four weeks each. This enables students to gain extra credits or make-up credits.

DEGREES

The following degrees may be obtained through an Affiliate Campus Program:

Associate in Biblical Studies / (60 Credit hrs) Two-Year Program

Students receiving this degree are prepared for further study at the bachelor's level. An associate degree is granted upon successful completion of 60 semester hours of course work.

Bachelor's degree / (120 Credit hrs) Four-Year Program

At an Affiliate Campus, students may earn a Bachelor's in biblical studies or a Bachelor's in Theology degree. A bachelor's degree is granted upon successful completion of 120 semester hours of course work.

LIFE EXPERIENCE CREDIT

The Executive Board of VCBCS grants this credit. A student is eligible for consideration of advanced standing based on life experience if the student meets the following criteria:

1. The student applicant is at least 28 years of age.
2. The applicant has at least eight years of leadership experience in the Christian ministry.
3. The applicant has provided a life experience portfolio including a curriculum vitae and letters of recommendation.
4. The applicant has never received equivalent credit for life experience in any other degree program.

Summary: Experience is a prerequisite for consideration for Life Experience Credit, but years of experience are not adequate in and of themselves to guarantee credit. Life Experience Credit depends on the ability to analyze one's experiences and to identify learning derived from them. Experience does not warrant credit. Credit is granted for the learning derived from the experience. Moreover, an experience, which was judged, and actually was a failure, may be a more helpful learning experience. This illustrates the fact that Life Experience Credit is more closely related to learning from the experience than it is to the experience itself.

GRADING SYSTEM

Grade	Percentage	Grade Point	Interpretation
A	95 to 100	4.00	*Excellent, Superior
A-	90 to 94	3.67	*Superior Achievement
B+	87 to 89	3.33	Exceeding All Requirements
B	84 to 86	3.00	Very Good
B-	80 to 83	2.67	Good
C+	77 to 79	2.33	Meeting All Requirements
C	74 to 76	2.00	Satisfactory
C-	70 to 73	1.67	Passing
F	69 and below	0.00	Failure
I		0.00	Incomplete - Conditional
WP		0.00	Withdrawal – Passing
WF		0.00	Withdrawal - Failing
TC		0.00	Transfer Credits
LC		0.00	Life Experience Credits

***Students who receive 90+ grades are considered Honor Students.**

NOTE: VCBCS does not except grades below C- as passing

Students are expected to complete assignments by the set due date. If for genuine reasons circumstances prevent a student from handing in an assignment on time, an alternative arrangement can be made in consultation with the faculty of that course.

Late assignments will be subject to penalty. Students having not completed all their course work by the end of a term will receive an incomplete for that course. If work is not completed by the end of the next term, a grade of F will be received for that course.