Legacy School of Equipping

Bible College



Student Handbook & Academic Catalog

Developing Leaders and Innovative Creative Master Minds

2026-2027

LEGACY SCHOOL OF EQUIPPING
BIBLE COLLEGE

Student Handbook & Academic Catalog
January 2026 – December 2026

Notice of Non-discriminatory Policy as to Students

Legacy School of Equipping Bible College admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Legacy School of Equipping does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of any of its policies or programs.

Terms of Catalog Use

This catalog is effective for the 2026-2027 academic years. The information in this catalog accurately represents Legacy School of Equipping Bible College at the time of publication. However, Legacy School of Equipping reserves the right to make changes in policies, procedures, faculty, curriculum, and costs.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Copyright © 2026 by Legacy School of Equipping Bible College

Introduction to the Catalog & Student Handbook

The Legacy School of Equipping Bible College (LSE) Catalog & Student Handbook is published to provide important information for students about the opportunities and services offered by LSE as well as the procedures and regulations to be followed.

The Catalog & Student Handbook provides details about services and procedures, advisement. It also contains student rights and responsibilities, grievance procedures, and regulations. The Catalog & Student Handbook describes academic programs, procedures, and degree requirements; continuing education programs; and special programs. Course descriptions and information on college admissions procedures, costs, financial aid programs, student services and activities.

Because students are responsible for the information in the Catalog & Student Handbook, they should familiarize themselves with the publication. Students are responsible for the proper completion of their academic program, familiarity with all requirements, maintaining the grade point average required, knowing their academic standing, and meeting all other requirements. Advisors and counselors are available to all students, but final responsibility remains with the student.

All information contained in this Catalog & Student Handbook is subject to change at any time without notice.

TABLE OF CONTENTS

INSTITUTIONAL INFORMATION	
Message from the President	6
Foundational Philosophy	7
Brief History of Legacy School of Equipping	8
We Are Legacy, We Are Unique (competitive Advantage)	9
School Colors	10
VISION & MISSION	12
Core Values	13
Philosophy of Education	15
Doctrinal Statement	18
Core Student Learning Outcome	20
Code of Conduct	21
ATTENDANCE POLICY OF STUDENT	22
Class Attendance	22
Seminar Attendance	23
Special Absence	23
Illegal Excuse	23
Excused Absence	24
Early Excuse	24
Appeals Process	24
Assignments	25
No Physical Class to Attend	25
Drop Out	25
Termination	25
Leave of Absence	26
Withdrawing from School	26
POLICIES OF STUDENT CONDUCT	27
Life Style Expectations	28
Drug Free Work/Learning Place Policy	28
Policy for Protection of Privacy, Transparency, and No-Harassment	29
Equal Opportunity: Non-Discrimination Policy	29
Sexual Harassment Policy	29
Reporting Procedures	30
Racial Harassment	32
Academic Freedom	34
Ethics of Student	36

LEGACY AND STUDENT RIGHTS	38
Legacy Rights and Responsibilities	40
Student Rights and Responsibilities	40
Grievance of Students	42
Rights and Violation Procedures	45
Student Right to Know Act	46
STUDENT COMPLAINTS STATEMENT	49
Exemption Statement	49
Student Complaints	49
UNC Board of Governors Policy	50
ADMISSIONS POLICY	54
Benefits of Legacy's Programs	54
Graduation Requirements	56
SCHOLARSHIP-TUITION	57
ACADEMIC POLICIES	60
Academic Dishonesty	60
Academic Evaluation	62
Academic Standing	63
Academic Transactions	66
ACADEMIC PROGRAMS AND REQUIREMENTS	73
Certifications/Graduate/Post Graduate Degrees Offered	73
Curriculum Mapping Sample (full-time student)	88
Additional Fees	90
Tuition Payment Plan Options	90
Graduation	92
ACCREDITATION OVERVIEW	93
COURSE DESCRIPTIONS	96

MESSAGE FROM THE PRESIDENT

Welcome to our family, Legacy School of Equipping Bible College and congratulations, you have made the first step to a future of endless possibilities.

Our goal at Legacy School of Equipping Bible College is to serve you to maximize the alignment of education and equipping to meet the immediate needs of ministry.

Legacy School of Equipping Bible College philosophy is to provide you with training which has been designed:

To impart the Revelation Knowledge of the Word of God, in a simple and a practical way, in order to enlighten and enrich the students spiritually; to impart the Anointing of the Holy Spirit, which is so vital and essential to fulfill the task of reaching the whole world with the Gospel; and to minister to the needs of the people with the power of the Holy Spirit.

The Theoretical Contents of the Degree Courses offered by Legacy School of Equipping Bible College adequately cover all the essential Biblical Doctrines and Principles, which would challenge and motivate you to maintain the highest spiritual standards, both in your personal lives and in your ministry, without violating the Word of God.

The Highlights and the Unique Features of the curriculum of Legacy School of Equipping Bible College is that the Courses are written in a very simple and a practical way.

Whether you are looking to enter college for transfer opportunity, complete coursework specific training, Legacy School of Equipping Bible College stands ready to assist you with the education and training you will need to be successful in ministry.

Regardless of your educational/ministry goals, Legacy School of Equipping Bible College is prepared to assist you. By opening doors to opportunities, we can continue to build a brighter future for the region.

Sincerely,
Dr. Brian L. Carroll President

FOUNDATIONAL PHILOSOPHY

Legacy School of Equipping Bible College is an independent, or non-denominational, institution of higher learning, organized as non-profit educational institution under the Corporation Laws of the State of North Carolina.

The founding philosophy of Legacy School of Equipping Bible College (LSE) was founded with a vision and is built upon the conviction that true transformation comes through the holistic equipping of individuals in spirit, soul, and body. We believe that biblical truth is the foundation for all learning and that education should not only impart knowledge but also cultivate character, spiritual maturity, and a deep relationship with God. Our philosophy is rooted in the authority of Scripture and the belief that every believer has a divine purpose that must be nurtured through intentional discipleship and training.

Our mission extends beyond academics—we are committed to raising up leaders who walk in integrity, wisdom, and the power of the Holy Spirit. We emphasize a Kingdom mindset, where students learn to apply biblical principles in every area of life, impacting their communities, churches, and the world. The Holy Spirit is central to our learning approach, guiding students into truth and empowering them to operate in their spiritual gifts. We also value the practical application of education, ensuring that students are not just hearers of the Word but doers, engaging in real-world ministry and leadership.

At Legacy School of Equipping Bible College, we uphold excellence in both education and character development. Leadership, servanthood, and integrity are core values that shape our institution, fostering a culture of humility and dedication to the advancement of God's Kingdom. As a school, we are committed to leaving a legacy—raising up disciples who will carry the fire of revival, uphold biblical truth, and train future generations in righteousness.

BRIEF HISTORY OF LEGACY SCHOOL OF EQUIPPING

On July 20, 2021, Legacy School of Equipping Bible College was founded by Dr. Brian L. Carroll and Dr. Penny M. Carroll, to equip, teach and train and to contribute to the development of Believers in the areas of character, academic skills, subject mastery, biblical understanding and practical wisdom.

Since 2021, Legacy School of Equipping Bible College has not only partnered with Authority of the Believers Ministries-under the leadership of Apostles Robert and Dixie Summers- Legacy has also been granted and awarded exemption status by the State of North Carolina through the University of North Carolina System.

Pursuant to N.C. Gen. Stat § 116-15(d), The University of North Carolina Board of Governors (BoG) is empowered to exempt programs of study from normal state authorization requirements because of the religious nature of those programs program (the Religious Exemption). Staff for the BoG, acting under delegated authority, have awarded the Religious Exemption to Legacy School of Equipping Bible College Inc

WE ARE LEGACY – WE ARE UNIQUE

What makes Legacy School of Equipping Bible College unique is its holistic, Spirit-led approach to theological education and ministry training. Unlike traditional Bible colleges that focus primarily on academic instruction, Legacy integrates biblical scholarship with experiential learning, discipleship, and supernatural equipping. Students are not only taught theology and doctrine but are also trained to walk in spiritual authority, prophetic insight, and Kingdom leadership.

Another distinctive aspect of LSE is its emphasis on spirit, soul, and body development. The school believes that true transformation happens when individuals are equipped not just intellectually, but also spiritually and emotionally. This is achieved through a curriculum that combines deep biblical studies, character formation, leadership training, and hands-on ministry experience.

Furthermore, LSE fosters a strong discipleship-based learning environment. Students are mentored by seasoned ministers, trained in real-world ministry settings, and encouraged to develop their own spiritual gifts. Rather than simply producing graduates, the school is committed to raising up Kingdom-minded leaders who will disciple nations, influence culture, and leave a lasting impact.

Additionally, Legacy School of Equipping Bible College is built on the principle of generational impact. It is not just about equipping students for personal success but about creating a legacy of biblical truth and revival fire that will be passed down to future generations. With a foundation in sound doctrine, Spirit-led revelation, and practical application, Legacy equips believers to walk in their divine calling and advance God's Kingdom in every sphere of life.

Competitive Advantage

Legacy School of Equipping competitive advantage includes the following:

⇒ Cultivates confident leaders who are fiscally and socially responsible and civically engaged.
⇒ Offers unique culture where faculty, staff, and alumnae build rapport with our students and participate in their development.
⇒ Meets our students where they are academically and offers comprehensive support.
⇒ Emphasizes the leadership development of women.

FACULTY AND STAFF

Administrators:
Dr. Brian L. Carroll- President/Director

Admissions and Placement Officer
919-373-5631

Student Advisement
919-373-5631

School Secretaries and Attendance Staff
Administrative staff are available Monday through Friday
from 7:30am - 9pm

School Calendar
The following holidays will be observed by the school and classes will not be held:

New Year's Day
Martin Luther King Day
Independence Day
Memorial Day
Labor Day
Thanksgiving
Christmas

School Colors: Blue and Silver

Comments from the Executive Board
Welcome to Legacy School of Equipping Bible College, a member of Authority of The Believers Ministries.

We are very pleased that you have expressed an interest in learning more about our equipping bible college. As you look through these pages, we hope that it is apparent that we are serious about our goal to equip student in sound biblical doctrine.

Our passion for excellence stems from our deep commitment to *Equipping people*. All of our courses are taught from a biblical doctrine view and support our mission to develop disciples with Kingdom values, knowledge, and skills essential for impacting their lives and the world. The same standard for excellence that we invest in our programs, is also invested in our method of teaching.

I invite you to explore our courses and learn more about how our School of Equipping can help you prepare for doing the work of the ministry.

VISION & MISSION

VISION
To be a premier institution of biblical training, recognized for excellence in theological education and leadership development.

STATEMENT
To be a beacon of high-quality higher education, empowering individuals to create meaningful legacies through values-driven learning, cultural enrichment, and the pursuit of excellence with enthusiasm and dedication.

MISSION
To disciple, educate, and equip individuals with sound biblical teaching, empowering them to impact their communities and fulfill their divine calling that builds lasting legacies.

STATEMENT
We are dedicated to fostering education, inspiring lifelong learning, and equipping students with the skills and values needed to build a legacy of excellence and cultural heritage for future generations. Through high-quality training and unwavering commitment, we aim to nurture fine craftsmanship and personal development.

CORE VALUES

At Legacy School of Equipping Bible College, our core values shape everything we do. Rooted in biblical truth and a passion for spiritual growth, these values guide our commitment to excellence in education, ministry training, and discipleship.

We strive to empower believers, instill integrity, and cultivate a lasting legacy of faith. Through a strong foundation in scripture, a dedication to equipping leaders, and a focus on community, we prepare students to fulfill their divine calling with purpose and confidence.
Legacy School of Equipping Bible College is dedicated to the following distinctive principles:

1. Biblical Foundation – Committed to teaching and upholding biblical truth as the cornerstone of education and spiritual growth.

2. Spiritual Development – Encouraging a deeper relationship with God through trust, living faith, discipleship, worship, and prophetic training.

3. Excellence in Education – Providing high-quality, faith-based instruction that equips students for ministry and leadership.

4. Empowerment & Equipping – Preparing believers with the knowledge, skills, and confidence to fulfill their divine calling.

5. Legacy & Discipleship – Instilling values that create a lasting spiritual and educational impact for future generations.

6. Integrity & Stewardship – Upholding ethical principles and responsible leadership in both ministry and personal life.

7. Community & Fellowship – Creating a supportive and faith-filled environment for learning, growth, and collaboration.

8. Deliverance & Freedom – Teaching and ministering the power of deliverance, helping believers walk in spiritual freedom.

9. Honoring God – Committing every aspect of education and ministry to glorifying God with reverence and devotion.

10. Led by the Holy Spirit – Yielding to the guidance and power of the Holy Spirit in teaching, decision-making, and ministry.

PHILOSOPHY OF EDUCATION

The educational philosophy of Legacy School of Equipping Bible College is centered on the belief that education is a tool for spiritual growth, Kingdom advancement, and personal transformation. We see learning as a dynamic, Spirit-led process that combines academic excellence with practical application, ensuring that students are fully equipped for their calling.

At the heart of our philosophy is Christ-centered education, where Jesus is the foundation of all wisdom, knowledge, and purpose. Every course, discussion, and learning experience is designed to cultivate an intimate relationship with God, deepen biblical understanding, and develop a strong spiritual foundation.

We believe that character and practical wisdom are best achieved through a cooperative effort with the local church. Academic skills and subject mastery are accomplished through clear explanation and responsive repetition. There is no beneficial understanding apart from a Biblical understanding (Ephesians. 4:17-24). Our entire curriculum is written from a Biblical viewpoint.

We recognize the Holy Spirit as the ultimate teacher, guiding students into divine revelation and empowering them to operate in their gifts. Our curriculum integrates theological depth with real-world application, providing students with hands-on ministry experience, leadership training, and opportunities to engage in discipleship. Education at Legacy School of Equipping Bible College is not just about acquiring information but about transformation—students are encouraged to live out what they learn, applying biblical principles to their personal lives, ministries, and communities.

We firmly believe that conclusions about life and reality must be based on the Word of God above all other experience and research.
We believe study methods should be individualized (You study to show thyself approved...), and if at all possible, directed by apostles, prophets, teacher, pastors, evangelists and other leaders (Ephesians 4: 11-13 and 2Timothy 2:15).

A key component of our educational model is discipleship-based learning, where accountability, and spiritual formation are essential.
We believe that true leadership is rooted in servanthood, character, and integrity, and we strive to instill these values in every student. Additionally, we are committed to academic excellence, fostering critical thinking, sound biblical interpretation, and a love for lifelong learning.

Our goal is to raise up well-equipped, Spirit-filled leaders who will disciple nations, influence culture, and establish God's Kingdom in every sphere of society. Through a balance of rigorous theological training, hands-on experience, and Spirit-led revelation, Legacy School of Equipping Bible College prepares students not just for ministry but for a lifetime of impactful service in the Kingdom of God.

The resolution of Legacy School of Equipping Bible College is:

1. Christ-Centered Education

We affirm that Jesus Christ is the foundation of all wisdom and knowledge (Colossians 2:3). Our curriculum, teaching methods, and student engagement are all designed to cultivate a deep relationship with God, ensuring that learning is not just intellectual but also spiritual and relational.

2. Spirit-Led Instruction

We recognize the Holy Spirit as the ultimate teacher (John 14:26).
Our approach to education is not solely academic but also revelatory, encouraging students to engage with divine wisdom, prophetic insight, and supernatural understanding.

3. Biblical Integration in All Learning

Every course, discussion, and learning experience is grounded in biblical truth. We emphasize the application of Scripture in theology, ministry, leadership, and life, ensuring that students develop a biblical view in every aspect of their calling.

4. Experiential & Practical Training

We believe that learning must be lived out. Our educational model integrates:

⇒ Hands-on ministry experience (preaching, teaching, outreach, prophetic training).
⇒ Leadership development (discipleship, servant leadership, real-world applications).

⇒ Community engagement (applying biblical principles to everyday life and culture).

5. Discipleship-Based Learning
True education involves spiritual formation and impartation. Our learning environment is structured around accountability and discipleship, where students grow not just in knowledge but in character, faith, and leadership.

6. Academic Excellence & Lifelong Learning
While we emphasize spiritual growth, we also pursue academic excellence by providing:
⇒ Rigorous theological studies rooted in sound doctrine.
⇒ Critical thinking and biblical exegesis skills to equip students to defend their faith.
⇒ Ongoing personal and professional development, fostering a love for lifelong learning.

7. Kingdom Advancement & Generational Impact
Education is a tool for advancing the Kingdom of God. Our goal is to raise up leaders who will disciple nations, establish biblical truth in culture, and train future generations to walk in the fullness of their divine calling.

DOCTRINAL STATEMENT

The doctrinal foundation of Legacy School of Equipping Bible College is deeply rooted in its teaching, mission, and ministry, with a commitment to biblical truth, spiritual growth, and the equipping of believers for effective ministry.

Legacy School of Equipping Bible College stands firmly on the authority, integrity, and inerrancy of the Holy Scriptures and wholeheartedly upholds the essential doctrines of biblical faith.

To ensure the preservation of its theological stance, every member of the Board of Directors, Faculty, and Staff is required to affirm and adhere annually to the following Statement of Faith. The Board, Administration, Faculty, and Students of Legacy School of Equipping Bible College believe:

1. The Bible
We believe that the Bible, consisting of the Old and New Testaments, is the inspired, infallible, and authoritative Word of God (2Timothy 3:16-17; 2Peter 1:20-21). It is the final authority and sufficient rule in matters of faith, doctrine, and living.

2. God
We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit (Deuteronomy 6:4; Matthew 28:19; 2Corinthians 13:14). These three are co-eternal and co-equal from all eternity, each with distinct personalities but of one essence. God is sovereign, unchangeable and perfect in all His attributes. He is worthy of honor, adoration, and obedience. He is the Creator, Sustainer, and Sovereign Ruler over all things.

3. Jesus Christ
We believe Jesus Christ is the Son of God, born miraculously of a virgin, sinless in His humanity, and complete in His deity as the second person in the Trinity. His suffering and literal death was a substitutionary sacrifice for the sin of the world. He was buried and rose again bodily and ascended into heaven. (John 1:1-14; Luke 1:26-35; Romans 5:8-10; Acts 1:9-11).

4. The Holy Spirit
We believe in the present and personal work of the Holy Spirit, who leads all who believe to the truth, conviction of sin, regeneration of sinners, and indwelling believers. (John 14:16-17, 26; Acts 1:8; Romans 8:9-14).
The Holy Spirit distributes spiritual gifts for the edification of the Church and the fulfillment of God's purposes (1Corinthians 12:4-11).

5. Salvation
We believe that salvation is by grace alone, through faith alone, in Christ alone (Ephesians 2:8-9; Romans 10:9-10). It is received by repentance and faith in the finished work of Jesus Christ, resulting in spiritual rebirth and eternal life (John 3:3-7; Titus 3:5).

6. The Church
We believe that the Church is the Body of Christ, consisting of all believers who are called to worship, fellowship, disciple, and evangelize (Ephesians 4:11-16; Matthew 28:19-20). The Holy Spirit empower the Church to manifest the kingdom of God on earth.

7. The Ascension Gifts
We believe in the operation of the ascension ministry gifts—apostles, prophets, evangelists, pastors, and teachers—for the equipping of the saints and the building up of the Body of Christ (Ephesians 4:11-13).

8. The Supernatural Work of God
We believe in the continuation of the gifts of the Holy Spirit, including prophecy, healing, deliverance, and miracles, as signs of the manifestation of God's kingdom (1Corinthians 12:4-11; Mark 16:17-18). We are committed to training and equipping believers to walk in the fullness of their calling.

9. The Great Commission
We believe in the responsibility of every believer to fulfill the Great Commission, preaching the Gospel to all nations and making disciples (Matthew 28:18-20; Acts 1:8). Our mission is to train, equip, and send out leaders for the advancement of God's kingdom.

10. Our Spiritual Enemy
We believe that Satan is a fallen angel, the enemy of God and man, the unholy god of this world, for whom the place of eternal punishment was prepared. (Job 2:1-7; Zechariah 3:1-2; Matthew 13:3-19; 1Timothy 5:14–15; 1John 3:8)

CORE STUDENT LEARNING OUTCOME

Each graduate of Legacy School of Equipping will be able to:
1. Demonstrate a sound knowledge of the Scriptures, as evidenced by successful completion of the coursework within the program and improved scores on a standardized Bible test.

2. Define and systematically summarize one's theological understanding as evidenced by a comprehensive, personal statement of faith.

3. Present a reasoned defense of one's beliefs that is intellectually and rationally sound.

4. Apply biblical principles in his lifestyle and ministry internship so that he might exhibit godly character, as assessed by the college faculty.

5. Analyze and identify effective methods of discovering biblical truth from the Scriptures in order to produce a disciplined system of lifelong learning skills.

6. Communicate effectively the Gospel through sermons, Bible studies, and/or witnessing, in the context of his gifts and calling whether at home or on the mission field. The code of conduct states the kind of lifestyle expected of trustees, administrators, faculty, and students.

7. Stimulate a spirit of inquiry, investigation and critical thinking so that they can able to defend their faith and biblical truth for the expansion of the Kingdom of God.

CODE OF CONDUCT

Traditionally, a code of conduct is a list of rules with consequences. The Board has stated the code of conduct of LSE in a way that reflects the grace of God. It is included in official publications. Trustees, administrators, faculty, staff, and students must agree to abide by the code and so state in writing. Legacy School of Equipping affirms that:

1) Each Staff/Student is to be Christ like in attitude and action. This is neither automatic nor instantaneous, but a growth process. This Christlikeness does not come by observing certain outward expectations but comes from within as the indwelling Spirit of God energizes the believer submitted to God (Romans 12:12; Philippians 2:1213). As believers walk in fellowship with the Lord, being controlled and enabled by the Holy Spirit, they are changed to be more and more like Him (2Corinthians 3:18; Philippians 2:1213, 1John 1:47).

2) Believers are to glorify God in their bodies and are to live holy lives (1Corinthians 6:1920; 1Peter 1:1316). Love toward God is evidenced by love for those without Christ (note Paul's example in 2Corinthians 5:14 and Acts 18:5) and by love for fellow believers (1John 3:16; 4:78).

3) Living by God's grace. Believers are called to freedom, but this is not to be an opportunity for the works of the flesh (Galatians 5:13).

4) Individuals who, after spiritual instruction (Galatians 6:1), continue to dishonor the Lord by persisting in un-Christ like behavior or unruly conduct may, after due process, be dismissed from LSE (1Thessalonians 5:14).

ATTENDANCE POLICY OF STUDENT

It is the privilege of Legacy School of Equipping Bible College to provide quality instruction in an environment where learning can flourish. In order to receive maximum benefit from the instructional program, students are expected to attend school regularly and be punctual each day and each class time of lecture for best learning. It is understood that good attendance positively impacts the learning process.

Class Attendance
Regular and punctual attendance in classes is expected of all students at LSE. Each faculty member is to state in writing to all students in a class the attendance policy for that class. The faculty member is the judge of whether the student has met the stated attendance requirements of the course.

Class attendance is considered essential to the educational process. LSE subscribes to the philosophy that academic success is directly proportional to class attendance. It is important that students regularly and punctually attend all class sessions. Attendance will be recorded from the first day the class meets through the final exam. **(**1**)** The professor must receive the names of students from the office of LSE. **(**2**)** The professor must call attendance from those who have registered for every class. **(**3**)** The professor must verify the student through their ID and attendance record the first day. **(**4**)** The professor must announce the class policy to their students for the attendance of class. **(**5**)** The professor will report to the school office on those students who have missed two or more classes.

Recognizing that situations may arise to prevent a student from attending a class, LSE will accommodate occasional absences but recommends that students who attend less than 80% of the scheduled class meetings submit a withdrawal request to LSE Office according to the Withdrawal Procedures described in LSE Catalog and Hand book. Regular attendance and participation in schooling is an important factor in educational and life success. Students who are regular non-attenders are at risk of alienation from education that can lead to decreased options for future pathways.

Seminar Attendance
The success of a seminar depends upon the regular attendance and participation of each member. For this reason, an unusual number of absences from the regular meetings of a seminar will result in a grade of F for the course, despite completion of other requirements.

Special Absence
All absences are unexcused except those caused by illness of the student, quarantine, death in the immediate family, recovery from an accident, required court attendance, educational tours and trips, and certain holidays.

If a student is absent from school, they should contact the School office and report the absence. It does not alleviate their responsibility to provide a written excuse, as directed in this policy. A student shall not be absent from school or from any other required school hours except for illness or other providential cause, unless with written permission of the teacher, or other duly authorized school official.

Illegal Excuse
A student, who is absent from school without legal excuse, will be marked as being unexcused for the period of each absence. Students will be notified of their responsibility for their unexcused absences by the proper school authority; (1) The office of LSE will also send a notice by e-mail to the students who have accumulated three absences from the class of school, informing them of the attendance policy and inviting them to contact LSE Office to discuss the matter.

(2) An unexcused absence occurs when the student does not provide, within two (2) days after an absence, an explanatory note signed by the student or visitation by a physician, which satisfies the criteria for excused absence.

After three (3) days unexcused absences from school or the class, an official notice of unexcused absence will be sent to the student. The notice will list the dates of unexcused absences and notify students that any further illegal absence constitutes a summary offense under the School Code.

Excused Absence
Excused absences may be granted for: illness, quarantine, death in the immediate family, impassable roads, school-sanctioned educational trips, family trips, holidays, and exceptionally urgent reasons which affect the student. Absences for other reasons will be considered unexcused. For an absence to be excused, the student must send a note to the office of LSE within two (2) days after each absence or the day of absence.

Instructor (Professor)s may advise any student with excessive absences to withdraw from the course involved to protect the academic standing of the student. It is the students' responsibility to monitor absences and to comply with the instructors' syllabus concerning make up work.

Failure to complete make up assignments or to withdraw when it is clear that the student cannot achieve an acceptable grade in the class may result in a low grade, including possibly an F-based on grade performance in the course. Grades will not be raised or lowered based directly on attendance.

Early Excuse
Students are not permitted to leave the class at any time during the teaching sessions without permission from the Instructor or Academic Dean.
If student wish to be excused early during the teaching session, student must present a note to the Academic Dean of LSE.

The note should indicate (1) the date and time of dismissal; (2) appropriate reason of absence; (3) signature of the student. The secretary of LSE will issue an "early dismissal" slip to the student, which student must present to the teacher (for his/her signature) at the time of departure of the student.

Appeals Process
If a student disagrees with the assignment of an unexcused absence, a tardy or denial of permission to make up missed work, an appeal may be made to the appropriate chief instructional officer or his designee. The appeal must be submitted in writing within one week of the incident.

Assignments
Students are expected to spend two-three hours outside of class reading and/or studying the material or working problems for every hour spent in class. Students are required to read the chapters listed on the Assignment Outline.

Lectures and class discussion will follow and supplement the text. Students should read the assignments before class, take notes during class, and follow up by reviewing and/or working related problems immediately after class.

Many classes meet every other day and some students make the mistake of thinking that they should study for that class every other day. Best results are realized when students study each class every day. The student alone assumes responsibility for all absences. A student who presents the instructor with an adequate and documented reason for an absence normally will be given an opportunity to make up the work missed. The responsibility for initiating the request to make up class work missed is vested in the student.

No Physical Classes to Attend
All studies are conducted online, therefore there are no physical classes to attend.

Drop Out
Students who do not intend to complete their degree program are required to complete a withdrawal form and submit it to the Academic Dean.

Termination
Legacy School of Equipping has the right to terminate a student's enrollment on the following grounds:

1. Failing grades in more than 25% of assignments.
2. Financial delinquency.
3. Conduct that is inconsistent with the philosophy and goals of LSE. Every effort will be made to resolve the problem before termination of a student's enrollment takes effect.

Leave of Absence

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. The request for a leave of absence must be submitted to their Instructor in writing.

2. The request must have the date that the student will begin the leave and the expected date of return to classes.

3. Leaves of absence will be honored based on each individual situation and review from the President, Director and Instructors.

   Note: Each individual situation will be handled privately. Legacy School of Equipping will make every effort to help students meet their educational goals. It will be necessary to meet with their Instructor before returning to class.

   Leave of absences that extend beyond the original end date may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

Withdrawing from School

Students must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student ID number, and date of withdrawal.

All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

POLICIES OF STUDENT CONDUCT

All degree candidates of Legacy School of Equipping Bible College are expected to conduct themselves always as mature Christians.
LSE stands committed to the position sound exposition of the biblical principles of conduct as well as of faith and doctrine.

LSE reserves the right to dismiss students or refuse to admit applicants whose conduct fails to meet the ethical principles set forth in the Bible. The procedures for dealing with infractions of the standards of conduct are explained in the Student Handbook, which is distributed to all students.

I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation wherewith ye are called, with all lowliness and meekness, with longsuffering, forbearing one another in love; Endeavouring to keep the unity of the Spirit in the bond of peace. There is one body, and one Spirit, even as ye are called in one hope of your calling; One Lord, one faith, one baptism, One God and Father of all, who is above all, and through all, and in you all. (Ephesians.4:1-6)

In keeping with the goal of a drug-free virtual campus, possession or consumption of alcohol anywhere on LSE virtual campus, including classroom, is not permitted. LSE prohibits the possession or use of alcoholic beverages at functions elsewhere held by LSE or its organization. Pubic display, drunkenness, and misconduct are violations of LSE conduct rules and those violating these rules will be disciplined in accordance with the seriousness of the violation.

LSE prohibits the possession, use or distribution of illegal drugs. Anyone apprehended using or selling on campus will be subject to immediate dismissal.

LSE also must reserve the right to request at any time the withdrawal of a student who cannot make the required progress toward graduation or whose conduct is detrimental to his or her health or whose conduct is not satisfactory to its officials. A student may ask to withdraw of unsatisfactory conduct in the absence of any specific charge.

Life Style Expectations
Members of Legacy School of Equipping are expected to demonstrate a positive and growing commitment to Jesus Christ as Lord by continued study and obedience to the Scripture in all areas of life.

A regular experience of deliverance, forgiveness and renewal of the mind, surrender to God the Holy Spirit, demonstration of love and service to others, concern for the Kingdom missions, honesty, personal integrity, recognition of the rights of others, defense and advocacy of justice, response to the needs of the poor and oppressed, and emphasis upon glorifying God, in all thought and action, are examples of behaviors which are endorsed and encouraged.

Certain practices are forbidden in Scripture and are not condoned in the lives of members of LSE community. Sexual relationship outside of marriage, homosexuality, drunkenness, theft, dishonesty, and disobedience to the state are example of practices which are unacceptable.

Other aspects of community life include a commitment to the pursuit of excellence, forbearance for one another, recognition of a day of worship and rest, a growing awareness and reflection of Christ in daily life, and a dedication to the concerns that motivated His life on earth.

We believe that a decision to become a part of Legacy School of Equipping implies a willing commitment to live in accordance with the teaching of the Bible, as well as a willing acceptance of the responsibilities and conditions of membership. It is our hope that those led by the Lords to become a part of the distinctive LSE community and have already adopted a Christ-lifestyle.

Drug Free Work/Learning Place Policy
Legacy School of Equipping has a policy of maintaining a Drug-free Workplace. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institution's workplace.

The workplace is defined as any classrooms, or any location outside of the main campus where Legacy School of Equipping programs or courses are discussed or promoted.

Policy for Protection of Privacy, Transparency, and No-Harassment
LSE has been doing every effort to keep relevant policies up to date for promoting of protection of student privacy, transparency in safety and provision for redress of harassment (including sexual harassment) that might be experienced by students, staff, faculty, administration, and board.

It is encouraged to further refer to the relevant sections of this student catalog/handbook, such as "equal opportunity: Non-Discrimination Policy", "Sexual Harassment Policy", and "Racial Harassment Policy".

Equal Opportunity: Non-Discrimination Policy
All aspects of Legacy School of Equipping's programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972.

No individual will be excluded from participation in, denial benefits of, subjected to discrimination under or denied employment in the administration of or in connection with Legacy School of Equipping programs because of race, color, age, disability, citizenship, handicap or political affiliation.

Legacy School of Equipping's commitment is that participation in any program shall be open to citizens and national if the United States, lawfully admitted refugees and parolees and other individuals authorized by the Attorney General to work in the United States.

Legacy School of Equipping's commitment is that no individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information or assisting or participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of Legacy School of Equipping's programs.

Sexual Harassment Policy
Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. It is Legacy School of Equipping's policy that all its employees have a right to work in an environment free from sexual harassment in any form. Such conduct (sexual harassment) may result in disciplinary action up to and including termination.

No manager or supervisor (instructor) shall threaten or insinuate, either explicitly or otherwise to an employee that refusal to submit to sexual advances will adversely affect employee's employment, assignment, promotion, transfer, evaluation, wages, or any other term or condition of employment/enrollment.

Note: While Section 703 of Title VII generally outlines unlawful employment practices, sexual harassment is specifically defined as a form of prohibited sex discrimination under this statute.

Sexual Harassment is defined as: (1) Unwelcome physical or verbal contact; (2) Sexually explicit language or gestures; (3) Uninvited or unwanted sexual advances; (4) An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories or jokes. No employee shall threaten or insinuate, either explicitly or otherwise that refusal to submit to sexual advances will adversely affect the entrance or participation in a program.

Note: It is recognized as a form of sex discrimination, commonly addressed under 29 CFR § 1604.11 (Guidelines on Sexual Harassment) as a violation of Title VII.

Reporting Procedures

If any person believes that he or she has been a victim of a sexual offense, such person should report the alleged sexual offense immediately to the Student Dean of LSE or the Vice President, a faculty member, administrator, or campus public safety. If an employee other than Student Dean of LSE receives a report of a sexual offense, the employee shall report the alleged sexual offense to the President.

A person who believes he or she is a victim of sexual offense has the option of also notifying any other law enforcement authorities, including local police. The Student Advisor shall offer to assist such person in notifying law enforcement authorities, and will assist such person if he or she so requests. There are no express time limits for initiating reports under this Policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Notification to Victims of Sexual Offense
Upon receipt of a report of an alleged sexual offense, the President, or Student Dean shall notify the victim of his or her right:
1. To report the sexual offense to other law enforcement authorities including on-campus public safety and local police.
2. To be assisted in reporting the sexual offense to such law enforcement authorities.
3. To seek the services of existing counseling, mental health, medical or student services for victims of sexual offense, both on-campus and in the community.
4. To receive assistance in changing academic situations if the victim is a student, and if such changes are reasonably available.

Investigation
Student Dean shall undertake an investigation of all reports of sexual offense or appoint a qualified person to conduct the investigation.
The accused shall be notified in a timely manner that an investigation is being conducted.

The investigator shall file a written report of his/her findings with the Dean of Student and the President within twenty-eight (28) days after the report of a sexual offense has been made. In the event the investigative report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay. Both the accuser and accused shall be notified of the finding of the investigation.

Disciplinary Procedures
The person accused and found guilty of a sexual offense through the LSE investigation shall be subject to disciplinary action in accordance with established procedures, which procedures shall provide at a minimum that:

1. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

2. Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding brought to alleging a sexual offense.

Sanctions
An employee found to have committed a sexual offense against another individual will be subject to discipline, up to and including termination. A student found to have committed a sexual offense against another individual will be subject to discipline, up to and including expulsion and/or barring the student for re-enrollment in LSE. Any other person found to have committed a sexual offense against another individual may be barred from LSE.

Racial Harassment
Legacy School of Equipping is committed to principles that enable educational and professional enhancement of all ethnic and racial groups. LSE seeks to emphasize the importance of community awareness and appreciation of diverse cultures within the United States of America and the world.

The present and future course of the Legacy School of Equipping are designed to eliminate all policies and practices that work to the disadvantage of individuals on the basis of race, and to work diligently to eliminate all forms of discrimination including institutional and personal patterns that directly and in-directly feed the destructive forces of racism.

Legacy School of Equipping is therefore committed to consistent efforts toward maintaining a Christ centered community free of all forms of racial harassment and has adopted a racial harassment policy as a basis for community guidance, education, and complaint resolution.

Racist and discriminatory conduct means verbal or physical behavior that explicitly demeans the race, color, ethnic ancestry, or national origin of an individual or individuals, and: 1) has the purpose or effect of interfering with the education, LSE related work, or other institutionally authorized activity of a student, employee, official, or guest; or 2) creates an intimidating, hostile, or demeaning environment for learning, working, or other activity authorized by LSE.

Some cases of racist and discriminatory behaviors by a student, employee, official, or guest include:

⇒ Physical contact or attacks for racist and discriminatory reasons.

⇒ Intimidation through the threat of force or violence.

⇒ Verbal assaults based on ethnicity that demean the color, culture or history of any person and perpetuate stereotypical beliefs about and attitudes toward minority groups. Such behaviors may include name calling, racial slurs, slang references, and jokes.

⇒ Non-verbal behavior that demeans the color, culture, or history of any person, and perpetuates stereotypical beliefs about and attitudes toward minority groups. Such behavior may include name gestures, portrayals, graffiti, or acts of exclusion. In any case of racist behavior, the offended person must report the incident immediately to the President or the Dean.

Harassment Guidelines

Questions, assistance or violations related to this policy should be directed to Office of LSE at legacyschoolofequipping@gmail.com

1. If you believe that you have been harassed by a staff member or faculty member, you take one or more of the following actions:

⇒ Discuss the matter with the faculty or staff member involved, explaining why a particular comment or action was offensive.

⇒ Discuss the matter with the immediate supervisor of the faculty or staff member, giving an account of the comment or action in question.

2. If you believe that you have been harassed by a student, you take one or more of the following actions:

⇒ Discuss the matter with the accused, explaining why a particular comment or action was offensive.

⇒ Bring a charge of harassment to the Office of LSE.

3. If a student employee believes that he or she has been a victim of harassment, he or she should take one or more of the following actions:

⇒ Discuss the matter with the accused, explaining why a particular comment or action was offensive.

⇒ Discuss the matter with the immediate supervisor of the accused, giving an account of the comment or action in question.

⇒ Contact the office of LSE for students.

⇒ Regardless of who the alleged harasser is, you may discuss the matter with the Dean of Students. You will be advised of proper university procedures that can be pursued.

4. All complaints will be held in strict confidence and counseling will be provided if requested. However, although you may wish not to be identified, LSE has an obligation to intervene in the matter if sexual harassment has occurred. Remember, you may not be the only victim.

5. A student also has the option of filing a formal charge of harassment with the U.S. Department of Education. Its address and telephone number are available from the Office of LSE.

Academic Freedom
In institution of higher education, like Legacy School of Equipping Bible College, the principle of Academic Freedom is essential (distinctive) to the search for truth and its exposition.

Freedom in research is fundamental to the advancement of knowledge and the right to Academic Freedom in its teaching aspect is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at Legacy School of Equipping Bible College and they are elaborated as follows:

The faculty, staff, and the students of LSE are entitled to full freedom in research and in publication of the results, subject to the adequate performance of Faculty's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of LSE's officer or President of LSE, provided it does not interfere with his/her duties at LSE.

The faculty and students of LSE are entitled to freedom in the classroom to discuss their subject, but should exercise this freedom in a responsible manner.

The faculty, staff, and the students of LSE may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty members special

position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances.

Hence, the faculty member, staff, and students should at all times:
⇒ Be accurate
⇒ Should exercise appropriate restraint
⇒ Should show respect for the opinion of others
⇒ Should make every effort to indicate that he/she is not speaking for LSE

Any faculty member and students who believes that his/her rights have been abridged or ignored by an administrative officer or employees of LSE and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the President of LSE.

Nondiscrimination on the Basis of Disability
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination based on a disability and provide for equal access to employment opportunities, admissions, educational programs and all other University sponsored programs and services.

Legacy is committed to achieving equal educational and employment opportunity and full participation for persons with disabilities. It is LSE's policy that no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits, or be subjected to discrimination with regard to the programs, activities, or services provided by LSE.

Student requests for accommodations are handled by LSE Administrative. A student is responsible for informing the Dean of Students of the need for accommodation. The student is also responsible for documenting the disability and for cooperating with LSE in attempting to identify effective and reasonable accommodations.

Ethics of Student
Upon enrollment to Legacy School of Equipping Bible College, each student shall have the responsibility and obligation to exhibit honesty and integrity at all times in the pursuit of a professional education while holding respect for the ethical standards of LSE. A student in violation of any of the following shall be subject to redress.

1. Presentation of the ideas, representations, or words of others as one's own.

2. Permitting another to present one's work without the customary and proper acknowledgement of the sources.

3. Referral to or use, during an academic session, unauthorized materials, sources, or devices. Examples include, but are not limited to**: a)** Books, manuals, written materials, Internet materials, etc**. b)** Falsification of academic and clinical records, educational degrees, titles, job positions, etc. **c)** Inappropriate comments to faculty, staff, other students, etc.

4. Providing or accepting unauthorized assistance during an examination. Examples include but are not limited to**: a)** Looking or viewing at other student's exam answers. **b)** Talking to another student or assisting another student with exam answers**.**

5. Possession, purchase, sale or use of a copy of any materials intended as an instrument of evaluation (test or exam), in advance of its administration by the faculty.

6. Practice of any form of deceit on any academic exam setting which includes acting as, or enlisting, a substitute.

7. Dependence on the aid of others, or providing such aid in a manner prohibited by the faculty, in the research, preparation, creation, written performance, and/or publication of work submitted for academic credit/evaluation.

8. Disruptive activities which infringe upon the rights of other individuals, or the rights of the faculty member, during classes, clinic periods or examinations.

9. Making verbal or written threats, or any act of physical abuse towards students, faculty, or staff of LSE. A violation of this requirement will result in immediate suspension while review of the incident is in progress.

10. Willful violation or abuse of the cannons of ethics for LSE or the Profession.

LEGACY AND STUDENT RIGHTS

Issues of freedom, choice, rights, and responsibilities are paramount and because of this and many current national events, increasing attention has been devoted to clarifying the role and duties/rights of an institution of higher education regarding its students.

While LSE strives to offer an excellent educational experience to our students, everyone needs to be very aware of the limitations the law and reality impose on the manner in which we operate as an institution of higher education.

We have become even more mindful of the need to clearly define our obligations regarding the scope of care we are able to deliver within this environment while respecting and protecting your rights and responsibilities to manage your own affairs.

Because Legacy School of Equipping Bible College is an institution of higher education, you should know that it is not subject to all of the laws and regulations that apply to students in elementary, middle and high schools. For example, those schools are generally responsible for the welfare of the students entrusted to their care, and are typically obligated to provide services and plans that address their students' medical needs.

That matrix of rights and responsibilities does not exist in an institution or university of higher education, where the students are considered adults with their own rights of privacy and autonomy, are legally responsible for their own actions, and where individuality and differences are respected and encouraged. Legacy does not assume parental responsibilities, rights or control over its students. Instead, the obligations of LSE honors are those that apply to adults in general and those that are otherwise required by law.

This difference between high school and college is easy to see in many respects. Universities are not generally obligated to provide medical care or medical assistance to students with specific medical conditions, although such services may be offered.

Universities are not obligated to create an Individual Education Plan for students with learning disabilities, and there are no statutorily created appellate rights by which to challenge whether an education is 'appropriate.' Parents no longer have the same right to access the educational or medical records of their children.

Students have academic advisors, each degree program has its own requirements, and reasonable accommodations are made as required by law, but it is each student's individual responsibility to exercise his or her own initiative to meet with the advisor, choose the courses, request accommodations, seek needed academic services and satisfy the degree requirements.

The medical information the student shares from his or her health care provider is confidential and protected by federal and state privacy laws. With limited exceptions, such information is not generally known to LSE. Other federal privacy laws, such as the Family Education Rights and Privacy Act, may also restrict LSE from sharing information about a student with parents, spouses or significant others. Students can grant others access to that information by signing the appropriate form.

In higher education, students are treated as adults. At Legacy School of Equipping Bible College, immeasurable opportunities and great challenges await our students.

The life of our students takes place in a fast-paced and rigorous academic environment, and students are expected to balance the many academic, employment, cultural and social opportunities available to them to get the most out of their college experience.

We are delighted that you are interested in coming to Legacy School of Equipping Bible College and want you to succeed in accomplishing your goals as a Legacy School of Equipping Bible College student. Your success will depend upon how well you assume your responsibility to get the most out of your higher education experience.

Legacy Rights and Responsibilities

1. Legacy has the right and an obligation to provide an open forum to present and debate public issues.

2. Legacy has the right to prohibit individuals and groups who are not members of LSE community from using its name, finances for political activities.

3. Legacy has the right to prohibit students from using its name, finances, and for any commercial activities.

4. Legacy has neither the right nor the obligation to take a position in party politics and public issues, except on those issues which directly affect its autonomy, academic functions, financial support and the freedom of its members.

5. Legacy has the right and obligation to protect students and their visitors from threats of harm or abuse and unauthorized interruption of academic and administrative processes.

6. Legacy has the right to require students to identify themselves by name and address.

7. Legacy has the right to set reasonable standards of conduct in order to safeguard the educational process and provide for the safety of students and protection of LSE property.

Student Rights and Responsibilities

The following statements of rights and responsibilities are not viewed as a final accomplishment of a completed institution, but rather as themes of a direction for a growing and changing educational environment.

1. The students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens.
LSE considers individuals as students upon receipt of a deposit for admission.

2. The student as a citizen has the rights of freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs and freedom from personal force and violence, threats of violence and personal abuse.

3. All students of LSE have other responsibilities and rights based on the nature of the educational process and requirements of the search for truth and its free presentation. These rights and responsibilities include the following:

⇒ Each student has the freedom, dependent on level of competence to teach, learn and conduct research and publish findings in the spirit of free inquiry.

⇒ Each student of LSE has the right to pursue normal curricular and co-curricular activities, including freedom of movement.

4. Students of LSE have the right to expect that records maintained on them contain only information which is reasonably related to the educational purposes or to the health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in university records.

5. Students of LSE have the right to reasonable and impartially applied rules, designed to reflect the educational purposes of LSE and to protect the safety of LSE.

6. Students of LSE have the right to recourse if another member of LSE is negligent or irresponsible in the performance of his/her responsibilities, or if another member of LSE represents the work of others as his/her own.

7. Students of LSE who hold opinions about basic policy matters of direct concern to them have the right to have them heard and considered at appropriate levels of the decision-making process.

Other Student Responsibilities

⇒ Ensure that you are officially enrolled in the course.

⇒ Have access to a working computer with Internet and an established e-mail account.

⇒ Be mindful that server errors are errors this course cannot forgive.

⇒ Be aware that computer difficulties are not excuses for not logging into the course or fulfilling course requirements.

⇒ Be responsible for personal learning.

⇒ Be responsible for class content, on-line assignments, announcements, and supplemental material and resources.

⇒ Check your email weekly to avoid missing time-sensitive communications.
⇒ Be familiar with and adhere to all assignment and examination due dates.
⇒ Complete all course modules and assignments in accordance with the instructions provided.
⇒ Avoid moving too far ahead or falling too far behind the course schedule.
⇒ Contribute to all class discussions and complete all assignments in an intelligent and informed manner (be sure to incorporate newly acquired concepts you learn along the way).
⇒ Contact your instructor with any questions or concerns you are unable to address on your own. If communicating by email, be sure to correspond through legacyschoolofequipping@gmail.com only.

It should be noted that students who have a continuing association with LSE and who have substantial influence have an especially strong obligation to maintain an environment supportive of the rights of others.

Students of LSE have the responsibility to act in a manner that is conducive to learning by the student and by other students by: being prepared, prompt, attentive and courteous in all academic settings and complying with requests made by a faculty or staff member in an academic setting.

Grievance of Students
Legacy School of Equipping Bible College is committed to providing an environment in which its faculty, staff, students, administrators, and other constituents are treated fairly with courtesy, respect, and dignity.
Legacy is a faith-based community in which there is respect for individuals and groups.

It is the aim of LSE to resolve all complaints, including but not limited to, grade disputes, alleged sexual harassment or any other form of complaints in a manner that is fair and just to all persons involved. For this end, it has been established the Grievance Committee, composed of representatives from faculty, administration and student association. The Student Dean of LSE serves as the chair of Grievance Committee.

Grievance Defined: A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a student, faculty member, administrator, or staff personnel, which may adversely affect the status, rights or privileges of a member of the student body.

All complaints against a faculty member or staff of LSE, grade disputes, or disciplinary action taken against the student must be in writing.
When preparing a formal appeal to the Grievance Committee, following information should be documented and submitted to the chair of the committee.

⇒ Nature of the Complaint or dispute
⇒ Date the alleged dispute or problem occurred
⇒ Names of the individuals involved
⇒ Copies of all relevant documents

Grievance procedure is made up of several stages. At all stages of the process, the complainant and/or respondent have the right to be represented by the third person (such as family member, friend, counselor or other professional support person) if they so desire.

At all stages of the process, reasons and a full explanation in writing for decisions and actions taken as part of the procedures must be given if so requested by the complainant and/or respondent.

In accordance with Matthew 18:15, it is the Believer's responsibility in areas of personal grievances, as distinguished from policy or principle, to first discuss his or her grievances with the other party in the dispute in private.

Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglects to hear the church, let him be unto thee as an heathen man and a publican. Matthew 18:15-17

LSE will adhere to this responsibility in resolving grievances, except where the grievance involves allegations of wrongful actions that are sensitive in nature (such as allegations of sexual harassment, sexual discrimination, or

physical or emotional abuse) where the student would feel threatened to discussing his or her grievance with the other party in the dispute in private.

In such instances, the process should be initiated by the student by taking the grievance to the immediate supervisor of the other party in the dispute, in accordance with the processes catalogued below.

The following procedures specify LSE's means of resolving a student's justifiable cause for grievance. Justifiable cause for grievance shall be defined as any act that, in the opinion of the student, adversely affects the student, causing an uncomfortable situation or complaint and calls for action, and is perceived as capricious, prejudicial, or arbitrary action on the part of any LSE's faculty, staff member, administrator or student; or any arbitrary or unfair imposition of sanction or policy that undermines and detracts from the student's educational experience, effectively denying the student equal and fair access to the institution's resources and opportunities.

It should be noted that LSE requires the grievance process to proceed through the appropriate chain-of-command. In this regard, if a grievance originates at a higher level (i.e., with a chair or other administrator) and the private Matthew 18:15 one-on-one process has not resulted in a satisfactory

resolution, the grievance process shall continue at the supervisory level just above the party involved in the grievance, in accordance with the identified processes below.

Stage 1. The student with the complaint shall discuss the problem with the faculty member, staff person, administrator, or student who is directly involved. Together, they shall try to solve the problem through prayer, discussion, and negotiation in accordance with Biblical principles and LSE's rules, policies, and procedures. All efforts should be made to resolve the problem at this level.

Stage 2. If further resolution is deemed necessary, the student shall state the problem in writing and submit it to the Dean of Students. The chair has 14 days to respond to the student request for resolution.

However, if in the opinion of any party involved a satisfactory resolution does not result, such parties in the dispute may request (within 7 days of the Dean of students' response) a meeting with the Dean of students; and, the

Dean of students, working with all of the parties involved, shall (within 14 days from the date of request for a meeting) try to solve the problem through prayer, discussion, and negotiation in accordance with Biblical principles and LSE's rules, policies, and procedures.

Stage 3. If further resolution is deemed necessary by any party involved, such party in the dispute may (within 7 days of the Dean of the students' determination) request the matter be referred to the Grievance Committee. Within 21 days of this request, LSE's Grievance Committee, shall **(a)** afford the parties a hearing, **(b)** submit a report of its investigation/ recommendations to the Student Dean who shall work with the committee to issue a final Grievance Committee determination, and **(c)** furnish a copy of the final determination to all of the parties involved.

Stage 4. The final determination of the Grievance Committee shall become full force and effect unless a party appeals the decision to the academic dean. This appeal must be filed in writing with the President within fourteen (14) days of the submission of the Grievance Committee's final determination.

If, after following LSE's grievance policy, the student finds that the problem has not been resolved, the student may file a complaint through the State Authorization Unit of the University of North Carolina System Office- see student complaints statement section for more details.

Rights and Violation Procedures

1. All students have the right to fair and equitable procedures which shall determine the validity of charges that they have violated LSE's regulations.

2. Students have a right to expect that the procedures shall be structured to facilitate a reliable determination of the truth or falseness of the charges, provide a fundamental fairness to the parties and be effective as an instrument for the maintenance of order.

3. Students have the right to know in advance the range of sanctions for violations of LSE's policies. The definition of adequate cause for separation from LSE should be clearly formulated and made public.

4. Students charged or convicted of violations of a general law may be subject to LSE's sanctions for the same conduct, in accordance with LSE policies and procedures, when the conduct is in violation of an LSE rule.

5. LSE does not represent accusing faculty or staff members or students, but provides a process for fact finding and fair decision making.

6. Disciplinary action will result if a student's behavior compromises the educational environment, mission or vision of LSE. Examples of such behaviors may include, but not be limited to, crimes of violence, sexual assault and/or alcohol or drug violations, as determined by the Office of Student Affairs.

Student Right to Know Act

1. The law provides students with the right to inspect and review information contained in their education record; to a response to reasonable requests for explanations and interpretations of the record; to challenge the contents of their education record; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing officer is unacceptable.

2. Academic Dean has been assigned by LSE to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic cooperative education, disclosure and placement records. Students wishing to review their education records must make written request to the official responsible for the records listing the item or items of interest.

3. Records covered by the Act will be made available within forty-five (45) days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial hold, exists, or a transcript of an original or source document which exists elsewhere). Education records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

4. Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; educational

records containing information about more than one student, in which case the institution will permit access ONLY to that part of the record which pertains to the inquiring student; and confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

5. Procedures to Amend Records and Request Hearings...Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally at a meeting with the author of the record and the Academic Dean.

If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Academic Dean of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Academic Dean who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearing.

Students may present evidence relevant to the issues raised and may be assisted or presented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing officers who will adjudicate such challenges will be designated by the President of LSE.

Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

The education records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the students.

If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decisions of the hearing officer.

The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that their rights have been abridged may file complaints with the State Authorization Unit of the University of North Carolina System Office- see student complaints statement section for more details.

STUDENT COMPLAINTS STATEMENT

1. Exemption Statement: The Policies of the Board of Governors requires all institutions conferred exemption with respect to religious education to prominently display the exemption statement in all relevant institutional publications. The statement should read:

Degree programs of study offered by Legacy School of Equipping Bible College have been declared exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

2. Student Complaints: The State Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the Student Complaint Policy (PDF) and submit their complaint using the online complaint form at https://studentcomplaints.northcarolina.edu/form.

Legacy School of Equipping Bible College is required to provide information to students concerning the following student complaint process for the state of North Carolina:

For more information contact:
North Carolina Post-Secondary Education Complaints
223 S. West Street, Suite 1800
Raleigh, NC 27603
(919) 962-4550

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit The State Attorney General's web page at: http://www.ncdoj.gov/complaint.

North Carolina residents may call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Espanol (919) 716-0058. If you choose to mail a complaint, please use the following address:

Consumer Protection Division
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001

The UNC Policy Manual
400.4.2
Adopted 08/11/95
Amended 09/12/97
Amended 03/23/18

Policy of the Board of Governors of the University of North Carolina with Respect to Exemption from Licensure under N.C. Gen. Stat. § 116-15 of Religious Education

I. Purpose. The purpose of this policy is to implement N.C. Gen. Stat. § 116-15(d) (hereinafter G.S.).

II. Delegation. It shall be the responsibility of the president to apply the provisions of G.S. 116-15 and relevant policies and procedures of the Board of Governors, including these policies, to any application for exemption pursuant to G.S. 116-15(d) from licensure to undertake postsecondary degree activity with reference to religious education and in each case to determine the propriety of such exemption, and to assess reasonable fees for evaluating initial applications and conducting subsequent reviews regarding such exemption.

III. Definitions

A. The definitions set forth in G.S. 116-15(a2) are hereby incorporated by reference into these policies.

B. "Program of study" means each academic program offered by an institution and includes without limitation all majors, minors, concentrations, and degrees.

IV. Standards for Exemption. Exemption from licensure with respect to religious education under G.S. 116-15(d) shall rest upon one of the following:

A. That the subject education constitutes postsecondary degree activity based upon a program of study, equivalent experience, or achievement testing the institutionally planned objective of which is the attainment of a degree in theology, divinity, or religious education; or

B. That the subject education constitutes a program of study, equivalent experience, or achievement testing, other than that identified in paragraph A., above, that is designed by the offering institution primarily for career preparation in a religious vocation.

V. Extent of exemption. An institution shall be conferred exemption from licensure only with respect to each program of study, equivalent experience, or achievement test that the institution demonstrates to the satisfaction of the president comes within one of the standards for exemption set forth in section IV., above.

VI. Determination of Eligibility for Exemption. The president shall determine whether to confer exemption with respect to religious education as provided in G.S. 116-15 only upon the president's receipt from staff of a recommendation concerning exemption based upon the following:

A. Staff summary of a site visit to the petitioning institution (if appropriate).

B. Documents and information relevant to the qualifying nature of the petitioning institution and the subject curriculum, which shall include:

> **1.** If the institution is a business entity, the articles of incorporation or articles of organization of the institution, including all current amendments thereto.
>
> **2.** The title of each degree program for which exemption is sought.
>
> **3.** The educational credential proposed to be given by the institution upon satisfactory completion of each program of study, equivalent experience, or achievement test for which exemption is sought.

4. The catalog statement and any other institutional statement (such as curriculum outline) for each program of study, equivalent experience, or achievement test for which exemption is sought.

5. Those other documents that the president may determine are necessary to establish that the institution conforms to the standards for exemption set out in section IV., above.

C. Assurances from the petitioning institution that it has conformed, or will conform, institutional literature and educational credentials to the conditions of licensure exemption pursuant to these policies, which shall include:

1. Designating any degree program of study or academic credential for which exemption from licensure is to pertain by a title that clearly indicates its religious nature so that the institutional objective of the program for its use in attainment of a degree in theology, divinity, or religious education, or its institutional design primarily for career preparation in a religious vocation is apparent.

2. Prominently displaying in relevant institutional publications a statement that the relevant degree program of study has been declared by the appropriate state authority exempt from the requirements for licensure, under provisions of G.S. 116-15(d), for exemption from licensure with respect to religious education.

3. Prominently displaying in relevant institutional publications a statement that Exemption from licensure is not based upon assessment of program quality under established licensing standards.

VII. Duration of Exemption. At least annually, staff shall make inquiry of institutions conferred exemption with respect to religious education to ascertain the continuation of those bases upon which there was conferred exemption from licensure. An exemption shall continue unless suspended or revoked by the president following the president's consideration of a corresponding recommendation from staff.
An exemption shall also end when the institution ceases to have students enrolled in the exempt program, except that in such case staff may continue the exemption for a reasonable period for good cause shown.

VIII. Pursuit of Licensure. An institution shall seek licensure to conduct postsecondary activity with respect to any program of study, equivalent experience, or achievement test for which exemption from licensure has been denied for failure of the institution to satisfy these policies but which postsecondary the institution intends to offer.

IX. Violation of Conditions. If the president determines that an institution (1) has failed to seek and obtain licensure or exemption from licensure, as required by these policies; or (2) has failed to fulfill any obligation attendant to exemption from licensure under these policies, the president may suspend or revoke the exemption and shall request that the Attorney General of North Carolina take appropriate action against the offending institution.

X. Other Matters

A. Effective Date. The requirements of this policy shall be effective on the date of adoption of this policy by the Board of Governors.

B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.

C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

ADMISSIONS POLICY

Legacy School of Equipping Bible College admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The College does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of any of its policies or programs.

Benefits of Legacy School of Equipping Bible College Programs

⇒ Students are given step-by-step, achievable objectives that leads towards a well-rounded and relevant study of Biblical Truths.

⇒ Flexibility with your schedule, allowing students to continue their education without interrupting their present responsibilities.

⇒ Students become more effective by being equipped with biblical knowledge and understanding their godly purpose.

⇒ Affordable, no student loans or grants are required to complete your degree program.

⇒ Each Legacy School of Equipping Bible College course is taught by Holy Spirit lead Instructors who promotes aptitude, strength, spiritual growth, builds character and offers preparation for Life and Ministry.

Admission Requirements

Students must possess the following educational background:

Associate Program Students must:

1. Possess a high school or equivalent diploma.
2. Provide transcripts of all high school and/or undergraduate work.
3. Apply for Admission.

Bachelor Program Students must:

1. Possess a high school or equivalent diploma.
2. Provide transcripts of all high school and/or undergraduate work with a grade point average of at least 2.5 (on a 4.0 scale) or equivalent from an accredited college or university.
3. Apply for Admission

Master's Program Students must:
Possess a bachelor's degree from an accredited college or university.

1. Provide transcripts of all high school and/or undergraduate work with a grade point average of at least 2.5 (on a 4.0 scale) or equivalent from an accredited college or university.
2. Provide transcripts of any graduate courses, showing a grade of B or higher (3.0 on a 4.0 scale) or its equivalent from an accredited institution. (See "Transfer of Credits.")
3. Apply for Admission.
4. Provide a professional resume.

Doctoral Program Students must:

1. Possess a master's degree from an accredited college or university.
2. Provide transcripts of all high school, undergraduate and graduate work with a grade point average of at least 3.0 (on a 4.0 scale) or equivalent from an accredited college or university.
3. Apply for Admission.
4. Provide a professional resume.

Doctorate Degree:
Associate Instructors may qualify for a discount towards a Doctoral Degree based on years of ministry, training and other qualifiers- Master's Degree, Aptitude Test, Personal and Professional Recommendations, Pre-Approved Classes and Doctorate Dissertation.

Undergraduate candidates must have a high school diploma or GED. Applicants in the Master's program are required to have a four-year Bachelor degree or equivalent with a GPA of 2.5 or better. Doctoral candidates must have a M. A. or equivalent with a GPA of 3.0 or better.

Bible Knowledge Equivalency Exam
All new students desiring to receive Life Experience credit must complete and submit the 100 question Bible Knowledge Exam. The cost for the exam is $100.00 and the Life Experience Portfolio Assessment fee is $300.00.

Academic Requirements

Every degree and every certificate offered by LSE must be earned. We do not sell or give away our degrees and certificates. The credit hours required to earn our certificates and degrees may be earned through a combination of studies offered through Legacy School of Equipping and the credit we allow for your Life Experience.

Graduation Requirements

To qualify for graduation with an Associates' Degree or a Bachelor's Degree, the student must successfully fulfill all of the following requirements:

1. Complete each under graduate course requirement.
2. Maintain an overall GPA of "C" (2.0) or better.
3. Pay all University accounts in full.
4. Complete all Student Ministry Practicum (Community Service) obligations.
5. Apply for graduation in the Registrar's Office at least 90 days prior to the date desired to graduate.
6. Receive approval from the faculty and administration.

To qualify for graduation with a Master's Degree or for a Doctorate, the student must successfully fulfill all of the following requirements:

1. Complete all graduate course requirements.
2. Maintain an overall GPA of "B" (3.0) or better.
3. Pay all University accounts in full.
4. Apply for graduation in the Registrar's office at least 90 days prior to the date desired to graduate.
5. Receive approval from the faculty and administration.

SCHOLARSHIP-TUITION

Legacy School of Equipping Bible College offers partial tuitional scholarships to students who meet one of the requirements listed below. Students that receive scholarships may still have to pay for some of their materials. Please contact an Academic Advisor or a member of our staff for more information.

Church Matching Scholarship

Students must complete the Church Matching Scholarship Application. Funds from the church must be submitted prior to enrollment. Legacy School of Equipping Bible College will match up to $1000.00.

Full-Time Ministry Worker Scholarship

The student must be a full-time Ministry worker with a minimum of two years in full- time ministry prior to studies at Legacy School of Equipping Bible College, plus have current full-time ministry employment.

The student must complete a Full-Time Christian Ministry Verification Sheet.

The scholarship amount ranges from $500.00–$1000.00.
Scholarships are awarded based upon the availability of funding at the time the student applies and are not awarded for Certification Programs

Spousal Discount Plan

The Spousal Discount Plan is set up for husbands and wives only, who wish to study during the same time frame. Legacy School of Equipping will charge the regular fee to the spouse that is in the higher-level degree program. The spouse in the lower or same level of study may receive a 50% discount on tuition only. It does not apply to fees such as the Application, Graduation, Enrollment, and Portfolio Learning Assessment fees. Nor does this plan apply to Doctoral or Certification Programs.

Restrictions

The spousal discount plan is effective only if the tuition discounted spouse enrolls in the program within 30 days of the enrollment of the paying spouse.

If a paying spouse withdraws from the school, the tuition discounted spouse must also withdraw or convert to a paid program.

Tuition must be paid in full within 24 months even if the student has not completed all coursework required to receive their degree. The cost of tuition that is applicable to the degree program, in which you want to join, should be sent along with your application or at the same time. Your application will be processed, and the Admission Letter will be sent only after the receipt of your Tuition in full or based upon your monthly payment arrangements.

Monthly tuition is due on or before the 5th of each month. However, if the student fails to make his/her required payment on the scheduled date, a late fee of $25.00 will be implemented.
Failure to make monthly payments for two (2) consecutive months will be grounds for expulsion from the Degree Program the student is enrolled in. If the student is expelled for financial reasons, he/she may appeal and seek reinstatement.

However, the student, once expelled for financial reasons, will be required to pay the outstanding balance in full, including late fees and reinstatement fees. Please contact us if you are having financial difficulties.

We accept credit card, checks, cashier's checks and cash as acceptable forms of payment towards tuition. All academic program requirements and financial obligations must be met before any certificate, diploma, or degree will be awarded.

Tuition Payment Plans
Full tuition is payable upon enrollment unless other arrangements are approved by the Business Office in advance. No student will be considered officially enrolled until satisfactory arrangements have been made.

The College recognizes that in some instances a definite need for installment payments of tuition exists and, therefore, allows students to pay the tuition in installments, after making a required down payment. When time payments are desired, students are asked to discuss payment arrangements with the Business Office.

In order to qualify for an installment payment agreement and begin a degree program, the student must make the required minimum down payment and agree to make monthly tuition payments. Tuition payments must be received each calendar month until tuition is paid in full or be subject to a late charge. Neither diploma nor transcript will be issued until the student's obligation has been paid in full. All students must conform to their payment agreements.

Convenient financing of your education is available through Cash App, PayPal by MasterCard®, Visa®. Just complete the financial information form that will accompany your program.

Refund Policy

Because the courses through Legacy School of Equipping Bible College are offered via distance education and online studies, we do not issue refunds for any reason. Should a student wish to cancel their program at any time, we will cancel all further tuition obligations without penalty. However, in some cases refunds may be given if a student can articulate to their instructor why they feel they are entitled to a refund. Money refunded will be refunded at the discretion of the individual instructor or representative agency.

Tuition Agreement

Students are required to sign the LSE Tuition Agreement upon entrance into their first class. The agreement is a contract signed by the student and a school official that gives information on costs, rights to cancel, and the refund policy.

Student Loans

Legacy School of Equipping Bible College does not participate in Federal or State Student Loan Programs or Financial Aid. Students are responsible to repay the full amount of any private loans plus interest.

Course Materials

It is ultimately the Student's responsibility to obtain course materials so that they may complete the work for each enrolled course. Materials needed for each course will be made available on the course syllabus. Once the student has received the syllabus or class is made available to student, they are considered enrolled in the course and have received complete course instruction enabling the student to finish the required work for grading.

Academic Dishonesty

1. Academic Misconduct.

Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an administered or un administered test.

Examples include, but are not limited to:
Stealing, buying, or otherwise obtaining all or part of an administered or administered test. Selling or giving away all or part of an administered or administered test including questions and/or answers.

Bribing any other person to obtain an administered or administered test or any information about the test; changing a grade in a grade book, on a test, or on other work for which a grade is given.

Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University that relate to grades.

Any buying or otherwise acquiring any theme report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work, and handing it in as your own to fulfill academic requirements.

Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements, any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work.

2. Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he/she has not mastered.

Examples include, but are not limited to:
a. Copying from another student's test paper.
b. Allowing another student to copy from a test paper.
c. Unauthorized use of course textbook or other materials, such as a notebook to complete a test or other assignment from the faculty member.
d. Collaborating on a test, quiz, or other project with any other person(s) without authorization.
e. Using or processing specifically prepared materials during a test such as notes, formula lists, notes written on the students clothing, etc. that are not authorized.
f. Taking a test for someone else or permitting someone else to take a test for you.

3. Fabrication
Fabrication is the use of invented information or the falsification of research or other findings.

Examples include, but are not limited to:
a. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
b. Listing sources in a bibliography not used in the academic exercise.
c. Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
d. Submitting as your own written work, sculpture, etc. prepared totally or in part by another.

4. Plagiarism
Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well.
By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources.

Examples of plagiarism include, but are not limited to:
a. Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source.
b. Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words without acknowledgment of the source.
c. Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
d. Copying another student's essay test answers.
e. Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
f. Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.

5. Withdrawal of a Degree
The LSE reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

Academic Evaluation

Students are evaluated at the end of each term, based on the grades received by the deadline. The rules for determining whether a student is in good academic standing are printed in the LSE catalog. Listings of Academic evaluations are generated by the Dean of Student to show which students are to receive warning letters, to be continued on, placed on, or removed from probation according to the rules governing academic evaluation.

Legacy School of Equipping has a committee that reviews these cases, arranges for interviews with students when appropriate, considers petitions for readmission of students who have been dropped, and recommends appropriate action.

Academic Standing

There are three (3) distinct classifications of academic standing reflected on the academic record or transcript. The conditions associated with each of these classifications are described below and are intended be used to guide the student in his/her academic planning. In particular, a student placed on academic probation must meet with his/her academic advisor to develop an academic strategy for success that will also allow him/her to be removed from academic probation.

1. Good Standing.... Good standing status is assigned to the term record of any undergraduate student with a term and cumulative grade point average (GPA) above the standard of 2.00 at the close of the term.

2. Academic Probation.... An undergraduate student will be placed on academic probation when either the term or cumulative GPA falls below 2.00. Students on probation must meet with their academic advisor to develop a written academic plan and establish GPA goals.

While on probation, a student must adhere to the conditions of the program of study in which he/she is enrolled. For example, a student enrolled in a full-time Bachelor of Prophetic Ministry (B.P.M.) program must complete a minimum of twelve (12) credits but not exceed fifteen (15) credits during probationary term(s) of study.

A student in a part-time BPM program can enroll in no more than eleven (11) credits in the probationary term(s). Removal from probationary status requires that the student achieve both a term and cumulative GPA of 2.00 or higher in a subsequent term.

3. Make Up Class
students have to take at least 12 credits for BBS, at least 9 credits for MDiv. If students fail a course or courses, the course(s) is(are) considered as not taking. Students have to make up the class or classes immediately right after the semester which they had received the F grade.

4.Dismissal

A. Grade Point Average...An undergraduate student will be dismissed from LSE when his/her term GPA falls below the 2.00 standard for three (3) consecutive terms. Students who earn a term GPA below 1.00, not including their first term at LSE, may be automatically dismissed from the University.

Namely, they are subject to dismissal without the benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term students that obtain a term GPA below 1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

B. Cumulative Grade Point Average.... An undergraduate student will be dismissed from LSE when his/her cumulative GPA remains below the 2.00 standard for the probationary period of three consecutive terms unless an extended period is approved by the Academic Dean. First term students that obtain a GPA of or below 1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

C. Subject to Dismissal... At the end of the probationary period (three consecutive terms), a student is subject to dismissal. The decision to dismiss a student who is subject to dismissal rests with the Academic Dean and requires a thorough review of the student's academic record, progress and plan. Students whose academic standing is classified as subject to dismissal must meet with their academic advisor to discuss their academic standing, progress and plans.

D. Right to Appeal a Dismissal Decision...A student has the right to appeal a dismissal decision. He/she may do so by submitting a petition to the Office of the Academic Dean. The form must be completed and filed by the student within seven (7) days of having been notified in writing that he or she is being dismissed from LSE and no later than the first day of classes in the term in which the dismissal is to take effect.

Upon submitting the petition to appeal the dismissal decision, the student will be scheduled to meet with the Academic Committee of his/her to discuss his or her academic progress and plan. A final decision regarding the outcome of the student’s appeal will be communicated at the end of the meeting.

If a student seeks to be reinstated for the term into which the dismissal is to take effect, he/she must meet with the Academic Committee before the week of the starting term. After that date, appeals will be considered for the subsequent term.

E. Terms of Reinstatement after Dismissal... Reinstatement to LSE through the Academic Committee is subject to the following conditions:
a) For full-time students.... The student is expected to meet the Academic Standard of LSE by the time he/she is to graduate, that is, a cumulative GPA of 2.00. The student must enroll in and complete no fewer than twelve (12) and no more than fifteen (15) credits unless otherwise approved by the Academic Committee.

During the period of reinstatement, a student cannot change his/her program of study or status. A student must obtain a minimum term GPA of at least a 2.00 during the readmitted term and may not earn grades of F or INC in any given course during this term. If the student does not meet the GPA standard as established under the conditions of reinstatement (nominally 2.00), he/she will be dismissed from LSE.

b) For part-time students.... The student is expected to meet the Academic Standard of LSE by the time he/she is to graduate, that is, a cumulative GPA of 2.00. The student can enroll in and complete no more than eleven (11) credits during the readmitted term.

The student must obtain a minimum term GPA of at least a 2.00 during the readmitted term and may not earn grades of F or INC in any given course during this term. If the student does not meet the 2.00 GPA standard as established under the conditions of reinstatement, he/she will be dismissed from LSE. Failure to meet the above conditions will result in dismissal from LSE. Such dismissal is considered final unless overturned by the Academic Dean or Director of LSE. A final dismissal decision may not be appealed.

Final Dismissal.... Students
a. Who do not appeal the initial dismissal decision,
b. Who receive a negative decision from the Academic Committee, or
c. Who fail to meet the conditions of reinstatement, are disconnected from LSE.

Academic Transactions

1. Adding a class (s).... During the pre-enrollment period through the end of the second week of classes for the term, all students, with the exception of 1st term freshmen, may add courses by the Instructor's approval. Regardless of when a student adds a course, the student is responsible for meeting all course requirements as mandated by the specific course syllabus.

2. Drop a class (s).... Please note that "dropping" a course and "withdrawing" from a course are distinct actions and are governed by different policies. (See "Course Withdrawal Policy" below).
For both graduate and undergraduate students, courses may only be dropped during the "drop period" lasting from the beginning of the enrollment period through the end of the second week of the quarter/semester.

Dropping a course results in the course being removed from the student's academic record without a "W" appearing on the transcript, specifically, neither the course nor the grade of "W" appears on the student's transcript. Freshmen must meet with their academic advisors to drop courses during the first quarter.

For "accelerated courses," which normally last five weeks, the drop period is limited to the first week of the course. Thus, the drop period is week one.

3. Course Withdrawal.... Undergraduate students may withdraw from a course during the "withdrawal period" lasting from the beginning of the third week of the semester. Specifically, the last day to withdraw from a course is the Friday of the third week of the semester.

Graduate students may withdraw from a course during the "withdrawal period" lasting from the beginning of the third week of the semester. For graduates enrolled in accelerated courses (which normally last five weeks), students may withdraw from the second through the third week of the semester.

Withdrawing from a course causes both the name of the course and the grade of "W" to appear on the student's transcript. Before withdrawing from a course, students should consult with the instructor. All students must obtain their advisor's written authorization before withdrawing from courses. Written authorization is obtained once the instructor has signed the "ENROLL/WITHDRAW" form available from LSE Administrators.

In extenuating circumstances, students may petition the Academic Dean to withdraw from classes from the sixth week through the tenth week of the term. If the petition is persuasive, the Academic Dean sends a recommendation to the President, with an explanation of the circumstances.

The President will review the recommendation and make the final decision supporting or not supporting the recommendation. Course withdrawals relating to previous terms require that the same procedure be followed.

Students are strongly encouraged to consult with their academic advisor and financial aid counselor before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records.

4. Withdrawal from Legacy School of Equipping

A student wishing to withdraw temporarily, but who wish to be considered as continuing students, must first obtain an approval from the Academic Dean. The following procedures must be observed by the student.

⇒ Notify the Academic Dean or the Registrar of the intent to withdraw by completing and submitting the Withdrawal Notice Form.

⇒ Clear all outstanding debts with LSE.

⇒ Students who submitted their Withdrawal Notice Form and have a refundable amount of their payment such as paid tuition shall receive their refunds within thirty (30) days according to the refund policy from receipt of the Withdrawal Notice Form.

5. Maximum Course Load

General allowance of course load during a regular semester is 18 credits for students in undergraduate program. If approved by the Academic Dean of LSE, a student may exceed 18 credits. The maximum course load for students in undergraduate program during a regular semester is 21 credits.

The minimum course load for students in undergraduate program during a regular semester to be considered as full-time is 12 credits per semester. For students in master program, general allowance of course load during regular semester is 15 credits and may exceed with an approval of the Academic Dean of LSE. The maximum course load for students in master program is during a regular semester is 18 credits, and the minimum course load is 9 credits to be considered as full-time.

There are billing implications for those students who register for more than 18 credits in semester for undergraduate program and 15 credits in semester for master program.

The *maximum length* of study to complete undergraduate program is six (6) years from the date of enrollment and the *maximum time* to complete master program is five (5) years from the date of admission in LSE.

6. Legacy's Honor System

An honor system must be believed in, supported by and administered by the entire LSE community. Upon enrollment at LSE, each student is automatically subject to the provisions of the Honor System. Each student has a duty to become familiar with the Honor Code and the provisions of the Honor System. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing. The Honor System at LSE does not discriminate based upon race, color, religion, national origin, political affiliation, gender, age or disability.

All academic work such as, but not limited to, examinations, papers and other written or electronically submitted assignments is submitted pursuant to the Honor Code and shall contain the following pledge (or a similar pledge approved by the faculty or staff member) of the student(s) submitting the work:

"On my honor, as a student, I have neither given nor received unauthorized aid on this academic work. The pledge shall be signed by the student(s) unless it is submitted electronically, in which case the faculty or staff member may require a different method of proof of a student's pledge.

Honor Code Defined:
Students shall observe complete honesty in all academic interest. Violations of the Honor Code include, but are not limited to, taking or attempting to take any of the following actions:

1. Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.

2. Giving false or misleading information regarding an academic matter.

3. Copying information from another student during an examination.

4. Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.

5. Obtaining prior knowledge of examination materials (including by using copies of previously given examinations obtained from files maintained by various groups and organizations) in an unauthorized manner.

6. Selling or giving to another student unauthorized copies of any portion of an examination. Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.

7. Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.

8. Falsifying material relating to course registration or grades, either for oneself or for someone else.

9. Falsifying reasons why a student did not attend a required class or take a scheduled examination.

10. Taking an examination in the place of another student.

11. Making unauthorized changes in any reported grade or on an official academic report form.

12. Falsifying scientific or other data submitted for academic credit.

13. Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.

14. Committing the act of plagiarism - the deliberate copying, writing or presenting as one's own the information, ideas or phrasing of another person without proper acknowledgement of the true source.

15. Falsifying evidence, or intimidating or influencing someone in connection with an honor violation investigation, hearing or appeal.

7. Academic Advising Process

The advisor assists students in shaping their educational experience to meet specific intellectual, personal and ministry career goals. Advisors do not decide the student's ministry, goals or program, but help students learn how to develop appropriate goals, make good choices that enhance learning and personal growth, and succeed in and out of the classroom.

During summer orientation, all new students are assigned to a faculty or professional advisor who discusses with them LSE's various programs of study, academic policies and procedures, advanced placement/exemption testing, and registration procedures.

At that time, students plan their course of study and register for fall semester classes. Advisors continue to work with first-year students until midway through the spring semester, at which time first-year students that have declared a major are assigned to advisors in their academic department.

8. Academic Year

The academic year at LSE is based on two semesters, which run approximately as follows:
Fall Semester- Early August (third week) to November (last week)
Winter term early January (second week) to mid-February (first week).
Spring Semester early February (Monday, second week) to end-May (last week).

Summer term (module) runs from July (second week) to mid-August (first week). The regular weekly schedule of classes includes Saturday sessions.

9. Award of Student

AWARDS TO GRADUATING CLASSES

Outstanding graduating seniors can he recognized at commencement exercises through the presentation of appropriately designed wall-plaques awards. The LSE administration has procedures to identify the types of awards given, the criteria to be utilized for selection of award recipients, and the procedure to be followed for such selections.

The following categories of awards arc authorized for presentation at commencement exercises.

⇒ **President's Award:** Selection of one senior by the Executive Council and considered by the President to have made the most significant all-round contribution to the wellbeing of LSE.

⇒ **Vice President's Award:** Selection of two seniors from one of the degree program, through the majority vote of the Academic Council, to be the two most outstanding students in academic achievement and scholarly activity.

⇒ **Academic Excellence Award**: Selection of two seniors from one of the degree program, through the majority vote of the Academic Council, to be the four most outstanding students in academic achievement and scholarly activity.

⇒ **Alumni Association Award:** Selection of two or more seniors from one of the degree program considered by Alumni members to be the most outstanding students within the program who are in service to the profession and carry the ability to represent the profession at various community or social events.

To be considered for any Award noted above, a potential recipient must have a Cumulative Grade Point Average (GPA) of 3.50 or better.

The Registrar shall create an Award Form and shall coordinate the process for identification of potential candidates for the Awards.

Each candidate shall submit, to the Registrar's Office, a copy of his/her professional resume (curriculum vitae) along with a typed letter of self-evaluation to support his/her choice of Award(s) sought.

Criteria for the selection of Award recipients shall be developed and reviewed annually by the individual group responsible for the selection.

⇒ **Associate: 60 credit hours**
⇒ **Baccalaureate: 120 credit hours**
⇒ **Master's: 36–48 credit hours**
⇒ **Doctoral: 60+ credit hours**

Graduate and Post Graduate Degree Programs Offered

CERTIFICATE PROGRAMS
Certificate in Prophetic Ministry
Certificate in Ministerial Creative Arts
Certificate in Ministerial Leadership
Certificate in Worship/Praise Leader Ministry

Associate Degrees:
Associate of Prophetic Ministry (A.P.M)
Associate of Ministerial Creative Arts (A.C.A.)
Associate of Ministerial Administration (A.C.A.)

Baccalaureate Degrees:
Bachelor of Prophetic Ministry (B.P.M.)
Bachelor of Ministerial Creative Arts (B.C.A.)
Bachelor of Biblical Studies (B.B)
Bachelor of Ministerial Administration (B.C.A.)

Master Degrees:
Master of Divinity (M.Div.)
Master of Prophetic Ministry (M.P.M.)
Master of Ministerial Creative Arts (M.C.A.)
Master of Ministerial Administration (M.C.A.)

Doctoral Degrees:
Doctorate of Divinity (DDIV)
Doctorate of Prophetic Ministry (D. PMin)

Undergraduate Certificate

Certificate in Prophetic Ministry- 12 Credit Hours

PRO101 Introduction to the Prophetic I
PRO103 Intercession
PRO201 Dreams and Visions I
MIN401 Authority and Submission

Certificate in Ministerial Creative Arts 12 Credit Hours

PRO101 Introduction to the Prophetic I
MCA101 Creative Writing
MCA102 Introduction to Prophetic Dance
MCA202 Making Props

Certificate in Ministerial Leadership- 12 Credit Hours

MIN102 Ministerial Leadership I
MIN201 Conflict Resolution in Ministry I
MIN403 Visionary Leadership
MIN404 Youth Leadership

Certificate in Worship/Praise Leader Ministry- 12 Credit Hours

MIN101 What is Ministry
MIN102 Ministerial Leadership I
MCA203 Worship the Theology of Music
DIV102 Worship

Associate of Prophetic Ministry
Credit Hours: 60
Prerequisites: High School Diploma or Equivalent

DIV101 Bible Research Methods I
DIV102 Worship I
DIV201 Biblical Survey I
DIV202 Biblical Survey II
DIV203 Biblical Survey III
DIV301 The Kingdom of God I
DIV408 The Holy Spirit
DIV502 Worship II
MCA101 Creative Writing I
MCA102 Introduction to Prophetic Dance
MCA103 Introduction to Making Props
MCA202 Making Props
MIN101 What is Ministry
MIN406 Epistles Survey
MIN407 Communication I
PRO101 Introduction to the Prophetic I
PRO102 Introduction to the Prophetic II
PRO103 Prayer and Intercession I
PRO303 Prophetic Leadership/Teams
PRO304 Gifts

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 60 hours is required with a 2.5 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Bachelor of Prophetic Ministry

Credit Hours: 120

Prerequisites: Associate Degree or Equivalent-Please note: Credit hours earned from the associate level will serve as (60) credit hours towards the (120) required credit hours for a Baccalaureate Degree.

DIV101 Bible Research Methods II
DIV103 Deliverance I
DIV204 Biblical Survey IV
DIV207 Biblical Survey VII
DIV208 Biblical Survey VIII
DIV301 The Kingdom of God II
DIV303 Deliverance II
DIV403 Warfare
DIV409 The Anointing
MCA201 Prophetic Dance
MCA203 Worship the Theology of Music
MIN201 Conflict Resolution in Ministry I
MIN202 Conflict Resolution in Ministry II
MIN203 Women in Ministry
MIN405 Preaching/Teaching (Education)
MIN408 Cultural Diversity
MIN503 Communication II
PRO403 So You Call Yourself A Prophet
PRO405 Prayer and Intercession II
Pro407 The Fruit of the Spirit

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 120 hours is required with a 2.5 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Master of Prophetic Ministry
Credit Hours: 36-48
Prerequisites: Baccalaureate Degree

DIV209 Biblical Survey IX
DIV402 Jezebels Whoredoms, Perversions and Witchcrafts I
DIV404 Jezebels Whoredoms, Perversions and Witchcrafts II
DIV603 Prophetic Apologetic
MAC108 Ethical Dialogue: Honor, Integrity, and Excellence
MIN401 Authority and Submission I
MIN502 Authority and Submission II
PRO201 Dreams and Visions I
PRO202 Dreams and Visions II
PRO301 Sex Demons- Influence over your mind, will and emotions I
PRO302 Sex Demons- Influence over your mind, will and emotions II
PRO406 Prophetic Integrity
Pro408 The Prophets I
Residency- (15) Credit Hours for each (2) semester or (2) quarter
THE801- (15) Credit Hours

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 84 hours is required with a 2.5 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Doctorate of Prophetic Ministry
Credit Hours: 60
Prerequisites: Master's Degree

DIV205 Biblical Survey V
DIV206 Biblical Survey VI
DIV401 Restoring the Truths of the Apostolic Dimension
DIV501The Life of Jesus
MAC105 Counseling Fundamentals
MAC106 Critical Counseling Issues
MIN403 Visionary Leadership
MIN409 Essentials of Teaching
MIN501 Church Ministry
PRO401 21st Century Prophetic Pitfalls I
PRO402 21st Century Prophetic Pitfalls II
Pro409 The Prophets II
DISS907- (15) Credit Hours

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 51 hours is required with a 3.0 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Associate of Ministerial Creative Arts
Credit Hours: 60
Prerequisites: High School Diploma or Equivalent

DIV101 Bible Research Methods I
DIV102 Worship I
DIV301 The Kingdom of God I
DIV502 Worship II
MCA101 Creative Writing I
MCA102 Introduction to Prophetic Dance
MCA103 Introduction to Making Props
MIN101 What is Ministry
MIN201 Conflict Resolution in Ministry I
MIN202 Conflict Resolution in Ministry II
MIN301 Teams
MIN403 Visionary Leadership
MIN405 Preaching/Teaching (Education)
MIN407 Communication I
MIN501 Church Ministry
PRO101 Introduction to the Prophetic I
PRO102 Introduction to the Prophetic II
PRO103 Prayer and Intercession I
PRO303 Prophetic Leadership/Teams
PRO304 Gifts

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 60 hours is required with a 2.5 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Bachelor of Ministerial Creative Arts

Credit Hours: 120

Prerequisites: Associate Degree or Equivalent-Please note: Credit hours earned from the associate level will serve as (60) credit hours towards the (120) required credit hours for a Baccalaureate Degree.

DIV103 Deliverance I
DIV201 Biblical Survey I
DIV202 Biblical Survey II
DIV205 Biblical Survey V
DIV303 Deliverance II
DIV403 Warfare
DIV405 Church History
DIV406 The Kingdom of God II
DIV407 Bible Research Methods II
DIV601 The Church in the New Testament (Lecture) I
MCA201 Prophetic Dance
MCA202 Making Props
MCA203 Worship the Theology of Music
MCA206 Creative Writing II
MIN408 Cultural Diversity
MIN409 Essentials of Teaching
MIN503 Communication II
PRO405 Prayer and Intercession II
Pro407 The Fruit of the Spirit
MIN404 Youth Leadership

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 120 hours is required with a 2.5 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Master of Ministerial Creative Arts
Credit Hours: 36-48
Prerequisites: Baccalaureate Degree

DIV208 Biblical Survey VIII
DIV209 Biblical Survey IX
DIV408 The Holy Spirit
DIV409 The Anointing
DIV501 The Life of Jesus
DIV503 Systematic Theology (Lecture) I
DIV504 Systematic Theology (Lecture) II
DIV602 The Church in the New Testament (Lecture) II
DIV603 Prophetic Apologetic
MAC107 Biblical Psychology
MCA204 The Theology of Dance
MCA205 What to Do After the Dance Ministry
THE801- (15) Credit Hours

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 84 hours is required with a 2.5 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Associate of Ministerial Administration
Credit Hours: 60
Prerequisites: High School Diploma or Equivalent

DIV101 Bible Research Methods I
DIV201 Biblical Survey I
DIV204 Biblical Survey IV
DIV302 The Book of Romans Survey
DIV407 Bible Research Methods II
MAC101 Introduction to Ministerial Advocacy
MAC102 Leadership and Coaching
MCA101 Creative Writing I
MCA206 Creative Writing II
MIN101 What is Ministry
MIN102 Ministerial Leadership I
MIN201 Conflict Resolution in Ministry I
MIN301 Teams
MIN404 Youth Leadership
MIN405 Preaching/Teaching (Education)
MIN407 Communication I
PRO103 Prayer and Intercession I
PRO303 Prophetic Leadership/Teams
PRO304 Gifts
PRO407 The Fruit of the Spirit

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 60 hours is required with a 2.5 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Bachelor of Ministerial Administration

Credit Hours: 120

Prerequisites: Associate Degree or Equivalent-Please note: Credit hours earned from the associate level will serve as (60) credit hours towards the (120) required credit hours for a Baccalaureate Degree.

DIV103 Deliverance I
DIV208 Biblical Survey VIII
DIV209 Biblical Survey IX
DIV301 The Kingdom of God I
DIV303 Deliverance II
DIV405 Church History
DIV406 The Kingdom of God II
DIV601 The Church in the New Testament (Lecture) I
MAC103 Coaching is Ministry
MIN103 Ministerial Leadership II
MIN202 Conflict Resolution in Ministry II
MIN203 Women in Ministry
MIN401 Authority and Submission I
MIN403 Visionary Leadership
MIN406 Epistles Survey
MIN408 Cultural Diversity
MIN409 Essentials of Teaching
MIN501 Church Ministry
MIN503 Communication II
MIN504 Ministerial Administration

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 120 hours is required with a 2.5 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Master of Ministerial Administration
Credit Hours: 36-48
Prerequisites: Baccalaureate Degree

DIV402 Jezebels Whoredoms, Perversions and Witchcrafts I
DIV404 Jezebels Whoredoms- Perversions and Witchcraft II
DIV408 The Holy Spirit
DIV501The Life of Jesus
DIV503 Systematic Theology (Lecture) I
DIV602 The Church in the New Testament (Lecture) II
MAC104 Advanced Ministerial Advocacy
MAC105 Counseling Fundamentals
MAC106 Critical Counseling Issues
MAC107 Biblical Psychology
MAC108 Ethical Dialogue: Honor, Integrity, and Excellence
MIN502 Authority and Submission II
THE801- (15) Credit Hours

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 84 hours is required with a 2.5 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Bachelor of Biblical Studies

Credit Hours: 120

Prerequisites: Associate level test-Please note: no credit hours will be accepted or applied to complete a Baccalaureate Degree of Biblical Studies.

DIV101 Bible Research Methods I	MAC103 Coaching is Ministry
DIV102 Worship I	MAC105 Counseling Fundamentals
DIV103 Deliverance I	MAC106 Critical Counseling Issues
DIV201 Biblical Survey I	MCA203 Worship the Theology of Music
DIV202 Biblical Survey II	MCA204 The Theology of Dance
DIV203 Biblical Survey III	MIN101 What is Ministry
DIV204 Biblical Survey IV	MIN102 Ministerial Leadership I
DIV205 Biblical Survey V	MIN103 Ministerial Leadership II
DIV206 Biblical Survey VI	MIN203 Women in Ministry
DIV207 Biblical Survey VII	MIN405 Preaching/Teaching (Education)
DIV208 Biblical Survey VIII	MIN406 Epistles Survey
DIV303 Deliverance II	MIN407 Communication I
DIV403 Warfare	MIN408 Cultural Diversity
DIV405 Church History	MIN501 Church Ministry
DIV407 Bible Research Methods II	PRO103 Prayer and Intercession I
DIV503 Systematic Theology (Lecture) I	PRO304 Gifts
DIV504 Systematic Theology (Lecture) II	PRO405 Prayer and Intercession II
DIV505 Systematic Theology (Lecture) III	PRO407 The Fruit of the Spirit
DIV506 Systematic Theology (Lecture) IV	PRO408 The Prophets I
MAC101 Introduction to Ministerial Advocacy	PRO409 The Prophets II

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.
Additionally, Students must complete all (40) classes, 120 credit hours to earn a degree in this program.

A total of 120 hours is required with a 2.5 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Master of Divinity
Credit Hours: 36-48
Prerequisites: Baccalaureate Degree of Biblical Studies

DIV209 Biblical Survey IX
DIV301 The Kingdom of God I
DIV302 The Book of Romans Survey
DIV406 The Kingdom of God II
DIV409 The Anointing
DIV501The Life of Jesus
DIV601 The Church in the New Testament (Lecture) I
DIV602 The Church in the New Testament (Lecture) II
DIV603 Prophetic Apologetic
MAC104 Advanced Ministerial Advocacy
MAC107 Biblical Psychology
MAC108 Ethical Dialogue: Honor, Integrity, and Excellence
MIN504 Ministerial Administration
THE801- (15) Credit Hours

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 84 hours is required with a 2.5 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

Doctor of Divinity
Credit Hours: 60
Prerequisites: Master's Degree of Divinity

DIV401 Restoring the Truths of the Apostolic Dimension
DIV402 Jezebels Whoredoms, Perversions and Witchcrafts I
Div404 Jezebels Whoredoms- Perversions and Witchcraft II
DIV507 Systematic Theology (Lecture) V
DIV508 Systematic Theology (Lecture) VI
DIV509 Systematic Theology (Lecture) VII
MIN403 Visionary Leadership
MIN409 Essentials of Teaching
PRO301 Sex Demons- Influence over your mind, will and emotions I
PRO302 Sex Demons- Influence over your mind, will and emotions II
PRO401 21st Century Prophetic Pitfalls I
PRO402 21st Century Prophetic Pitfalls II
DISS907- (15) Credit Hours

Each Student will be assigned an academic advisor to assist him/her throughout this program. Please note: courses are subject to change at the suggestion of your academic advisor.

A total of 51 hours is required with a 3.0 or better GPA to earn your degree in this program. Each course is worth 3 credit hours.

YEAR ONE

First Quarter

⇒ Bible Research Methods I
⇒ Worship I
⇒ The Kingdom of God I
⇒ Worship II

Second Quarter

⇒ Creative Writing, I
⇒ Introduction to Prophetic Dance
⇒ Introduction to Making Props
⇒ What is Ministry
⇒ Conflict Resolution in Ministry I

Third Quarter

⇒ Conflict Resolution in Ministry II
⇒ Teams
⇒ Visionary Leadership
⇒ Preaching/Teaching (Education)

YEAR TWO

First Quarter

⇒ Communication I
⇒ Church Ministry
⇒ Introduction to the Prophetic I
⇒ Introduction to the Prophetic II

Second Quarter

⇒ Prayer and Intercession, I
⇒ Prophetic Leadership/Teams
⇒ Gifts
⇒ Deliverance I

Third Quarter
⇒ Biblical Survey I
⇒ Biblical Survey II
⇒ Biblical Survey V
⇒ Deliverance II

YEAR THREE

First Quarter
⇒ Warfare
⇒ Church History
⇒ The Kingdom of God II
⇒ Bible Research Methods II
⇒ The Church in the New Testament (Lecture) I

Second Quarter
⇒ Prophetic Dance
⇒ The Bible Speaks to Contemporary Issues
⇒ Making Props
⇒ Worship the Theology of Music
⇒ Creative Writing II
⇒ Cultural Diversity

Third Quarter
⇒ Essentials of Teaching
⇒ Communication II
⇒ Prayer and Intercession II
⇒ The Fruit of the Spirit
⇒ Youth Leadership

ADDITIONAL FEES

Master Thesis/Project	$500.00
Dissertation	$700.00
Matriculation **(first-time enrollment)**	$100.00
Switching Majors/Concentration	$150.00
Reinstatement	$150.00
LSE Custom Frames	$100.00
Transcript (extra copies)	$15.00
Graduation	$125.00
Cost of Course Per Credit Hour	$180.00
Bible Knowledge Equivalency Exam	$100.00
Life Experience Portfolio Assessment	$300.00
Undergraduate Certifications	$2,550.00

Degree Tuition Structure

Associate Degree Program	**Full Program Tuition: $7, 200.00**
Per Year (2 years)	**$3,600.00**
Per Semester (4 semesters)	**$1,800.00**

Bachelor Degree Program	**Full Program Tuition: $18,400.00**
Per Year (4 years)	**$4,600.00**
Per Semester (8 semesters)	**$2,300.00**

Master Degree Program	**Full Program Tuition: $11,200.00**
Per Year (2 years)	**$5,600.00**
Per Semester (4 semesters)	**$2,800.00**

Doctorate Degree Program	**Full Program Tuition: $30,400.00**
Per Year (4 years)	**$15,200.00**
Per Semester (8 semesters)	**$7,600.00**

PLAN A:	20% discount-Tuition paid in full
Associate Degree Program	$7,200.00-$1,440.00= $5,760.00
Bachelor Degree Program	$18,400.00-$3,680.00= $14,720.00
Master Degree Program	$11,200.00-$2,240.00= $8,960.00
Doctorate Degree Program	$30,400.00-$6,080.00= $24,320.00

PLAN B:	Per Semester Payment Plan
Associate Degree Program	$1,800.00
Bachelor Degree Program	$2,300.00
Master Degree Program	$2,800.00
Doctorate Degree Program	$7,600.00

PLAN C:	24 Months Payment Plan
Associate Degree Program	$300.00
Bachelor Degree Program	$766.67
Master Degree Program	$466.67
Doctorate Degree Program	$1,266.67

PLAN D:	36 Months Payment Plan
Associate Degree Program	$200.00
Bachelor Degree Program	$511.00
Master Degree Program	$311.11
Doctorate Degree Program	$844.44

All fees and tuition are subject to change

GRADUATION

Annual formal graduation ceremonies are held locally and in the spring in Garner, North Carolina area.

Students who have completed their degrees or anticipate completion within three months are encouraged to take part in the ceremonies.

Attendance at the ceremonies in North Carolina is not mandatory but is strongly encouraged.

For distance learning Students, all degrees and transcripts will be mailed upon completion of required course work and tuition payments should you elect not to attend.

ACCREDITATION

U.S. Department of Education Accreditation

USDE accreditation is not necessary for the theological degrees in which we offer. Individuals seeking employment in government-licensed positions such as public-school teachers, state-licensed psychologists or psychiatrists, and non-church-related counselors will more than likely need USDE accredited degrees. Generally speaking, people working in ministry positions do not need a USDE accredited degree. If you are pursuing education at LSE with the intent of obtaining employment or for some other reason, you should check with that organization BEFORE applying for enrollment in LSE. LSE assumes no liability of any kind.

Religious Exemption Statement

The Policies of the Board of Governors requires all institutions conferred exemption with respect to religious education to prominently display the exemption statement in all relevant institutional publications:

Degree programs of study offered by Legacy School of Equipping Bible College have been declared by the appropriate state authority exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

Academic Acceptance

Legacy School of Equipping Bible College qualifies for religious exempt status from the Degree-Granting Institutions Act for the credit-bearing courses that comprise the Biblical Ministry Degree Certificate. Prospective students and inquirers are encouraged to contact state degree authorization authorities for a clear explanation of the acceptance and restriction of an American Seminary degree in each particular state.

The real advantage of a degree in "Christian Ministry" over a secular degree is that the graduate can work for Church, Para-church, Christian Social services organizations, Christian education schools and programs, and in Christian Counseling or Education Ministry programs.

The purpose of accreditation is to:
1. Certify that an institution has met an established standard of excellence
2. Assist prospective students in identifying reputable institutions, which offer degree programs that will meet their needs and goals
3. Allow institutions to evaluate the acceptability of transfer credits into their own curricula programs In the United States, accreditation of colleges, universities and seminaries is a voluntary process with accreditation granted by private, non-governmental agencies. Governmental agencies do not provide theological or ministry accreditation.

Government-recognized accreditation is not necessary for the religious vocations in which we are equipping our students and people working in ministry positions. Our students are not seeking a government-accredited degree. We do not prepare our students for secular work but; rather, we seek to provide a sound theological standing from which our students may fulfill their divine purpose and calling.

Disclaimer Statement
Our courses meet the requirements established by many private, independent, and professional associations. Various regionally or nationally accredited Christian colleges, Universities, and Seminaries throughout the United States may accept transfer students, credits and degrees; however, transferring of credits to another institution is at the discretion of the receiving institution.

EXEMPTIONS FROM HIGHER EDUCATION LICENSING PROCESS FOR RELIGIOUS COLLEGES SUMMARY
Currently, 28 states exempt religious schools or bible colleges from their higher education licensing, certification, or accreditation process. Among the states that exempt religious colleges, the statutes vary based on (1) the types of institutions that qualify for an exemption, (2) the programs of study the institutions offer, (3) the degrees or diplomas conferred, and (4) the filing requirements.

Legacy School of Equipping Bible College is seeking accreditation and membership with a nationally recognized accrediting institution to award certificates and associates, bachelor’s, master's, and doctoral degrees.

The U.S. Department of Education, however; states that accreditation itself is a voluntary process. Many high-quality, legitimate, and legal Colleges and Universities and other institutions of higher education operate today without accreditation.

There is no mandate by federal law for a School, College, or University to be accredited. Many good schools are not accredited. Also, each accreditor has its own unique standards and, thus, there is no national consistency in institutional accreditation. Accreditation in the United States is awarded by non-US governmental agencies. Again, accreditation is strictly a voluntary option in the United States.

"The United States has no Federal Ministry of Education or other centralized authority exercising single national control over postsecondary educational institutions in this country. The States assume varying degrees of control over education, but, in general, institutions of higher education are permitted to operate with considerable independence and autonomy. As a consequence, American educational institutions can vary widely in the character and quality of their programs.

In order to ensure a basic level of quality, the practice of accreditation arose in the United States as a means of conducting non-governmental, peer evaluation of educational institutions and programs. Private educational associations of regional or national scope have adopted criteria reflecting the qualities of a sound educational program and have developed procedures for evaluating institutions or programs to determine whether or not they are operating at basic levels of quality." (U.S. Dept. Education website).

Prophetic Ministry Courses

PRO101 Introduction to the Prophetic I
This course is an introduction to the development, subjects, knowledge and importance of the Prophetics. This is an introductory course designed to educate and expose each person to the various ways in which the Lord chooses to speak and express Himself to His people.

PRO102 Introduction to the Prophetic II
Specific emphasis on the importance of seeking God and rebuilding the Prophetic. The student is expected to develop an appreciation for the application of the prophetic as one of the dimensions in the Kingdom of God and to value instructions and biblical doctrine. This course provides a teaching practice and laboratory to provide students with tools, models, and opportunities for practicing teaching from Prophetic Literature.

PRO103 Prayer and Intercession I
This course will focus on praying (the solution and not the problem) and an in-depth look into intercession.

PRO201 Dreams and Visions I
The purpose of this course is to provide students with a generalist perspective on dreams and visions and the importance understanding the communication within dreams and visions. This course will engage students in reflection activates and help develop an understanding about the communication in their dreams and visions.

PRO202 Dreams and Visions II
Emphasis on the importance of seeking God for an understanding of the communication within their dreams and visions is stressed. The student is expected to develop an appreciation for the application of understanding the messages in their dreams and vision and to value instructions, biblical doctrine, and the importance of why God uses this method of communication.

PRO301 Sex Demons- Influence over your mind, will and emotions I
This advanced course is designed to help bring awareness of the influences that we allow to corrupt and dictate the communications in our dreams and visions through our soul. Sex is not a marvelous practice to be worshipped nor is it something to be shunned. Additionally, we all should understand that sexual influence from demons not only occur in our dreams but this type of influence can also have an effect on us during our wakening moments.

PRO302 Sex Demons- Influence over your mind, will and emotions II
This advanced course is to provide students with a comprehensive biblical perspective about the three areas that influence their dreams and visions communication. This course will engage students in examination of their Identity and help bring awareness of these influencers that has corrupted and dictated the messages in their dreams and visions.

PRO303 Prophetic Leadership/Teams
The course provides both biblical doctrine and spiritually-empowering interactive process centered around four essential disciplines for shaping and releasing effective prophetic leadership and prophetic teams.

PRO304 GIFTS
The Gifts of the Holy Spirit are unique skills and abilities given by the Holy Spirit to the Body of Christ. This course will focus on defining those gifts and explain their purpose. This course will also provide and in-depth study of the gifts found in Ephesians 4:11-16.

PRO401 21st Century Prophetic Pitfalls I
Mistakes are not Pitfalls. A mistake is an action or judgment that is misguided or wrong, it's to do something incorrectly or erroneously. The purpose of this course is to equip prophets and prophetic people on how to look for and avoid pitfalls. The student is expected to develop an appreciation for the application of the prophetic and deliverance as one of the dimensions in the Kingdom of God and to value instructions and biblical doctrine with an emphasis on the importance of seeking God and allowing themselves to mature with their prophetic gift.

PRO402 21st Century Prophetic Pitfalls II
This advanced course is to provide students with a comprehensive biblical perspective about the prophetic gift and the dangers associated with prophets and prophetic people who are not properly equipped to function with this gift. This course will engage students in examination of their Identity and their prophetic function. This course seeks to answer questions and provide help for students in pursuit of strategies to aid them in avoiding pitfalls (consequences).

PRO403 So You Call Yourself A Prophet
This advanced course will survey and provide an in-depth study of the Prophetics. Prophesying without permission. Prophetic Integrity and Today's Prophets.

PRO405 Prayer and Intercession II
This course teaches students not only how to clearly hear God's voice, see divine vision and journal (write out what God is speaking) with the specific emphasis on strategic communication (prayer) but it will also focus on how to respond to the message that has been spoken.

PRO406 Prophetic Integrity
This advanced course is designed to bring clarity to the students with the emphasis on the integrity of Prophets and prophetic people.

PRO407 The Fruit of the Spirit
Students will explore the progression of the fruit of the Spirit in their lives since they became believers, how each fruit of the spirit works together, and the importance of developing and cultivating the harvest.

PRO408 The Prophets I
This course will provide students with an in-depth study of biblical prophets in the Old Testament and how they compare to modern day prophets.

PRO409 The Prophets II
This course will provide students with an in-depth study of biblical prophets in the New Testament and how they compare to modern day prophets.

Ministry Courses

MIN101 What is Ministry
This course will not only enhance understanding of biblical doctrine but it will also engage students in examination of ministry and help them to strategically develop and facilitate and evaluate the effectiveness of programs, and perform outreach activities to increase community awareness.

MIN102 Ministerial Leadership I
This course will focus on the types of leaders and different styles of leadership and will encourage learners to study various forms of historical and modern ministry leaders and investigate their function.

MIN103 Ministerial Leadership II
This course will focus on developing the leader within the learner and advanced leadership, project management and explore the opportunities and challenges of leaders in ministry. This course is designed to help you develop the attitudes, skills and character traits you will need to become the leader God has called you to be. You may need to establish new patterns of thought and action, and break old habits that have been keeping you back.

MIN201 Conflict Resolution in Ministry I
Ministers, pastors and lay facilitators must learn to analyze and manage conflict through intervention strategies, conflict resolution, mediation, and anger management.

MIN202 Conflict Resolution in Ministry II
This course teaches Students to identify sources of interpersonal and intergroup conflict within church ministries and other community settings, understand the dynamics of conflict, and apply techniques to foster resolution and will also focus on creative problem solving.

MIN203 Women in Ministry
Using case studies and first-person narratives, students survey historical and contemporary examples of women's experiences in religious life and examine the challenges women in ministry often face. Readings explore the topic from multiple perspectives, including traditional, historical, and feminist viewpoints.

MIN301 Teams
Teams function most effectively when each and every member has a unique and vital role to play and they achieve good outcomes when they get all the relevant issues on the table and fully evaluate their options before making decisions. This course will focus on characteristics for developing strong ministry teams.

MIN401 Authority and Submission I
This highly advanced course is designed to draw the learner into a closer relationship with knowing God as the author and beginning of authority, in which the students will have not only a biblical understanding of His love, affection and authority.

MIN403 Visionary Leadership
This course will help ministerial leadership function more effectively as a team, honoring the gifts of all. However, God's leadership plan was not limited to the walls of the church. Visionary leadership plan will also be applied to everyday life and the marketplace where gifts and talents are surrendered to God to accomplish His purposes in the world.

MIN404 Youth Leadership
In this course, the learner will think and pray through their philosophy of youth ministry and explore ways to maximize their effectiveness in reaching young people for Christ. The Student will examine the theological, developmental, sociological and historical frameworks for youth ministry and evaluate various models both old and new. Students will look at the skills needed for effective youth ministry and allow the Holy Spirit to examine their life to reveal strengths and areas in which they need to grow. Additionally, Students will assess various resources for youth ministry and how they can use them more effectively.

NOTE: This course requires Students to apply what they are learning in an actual youth group. If you are not currently working with a youth group, you will need to develop a relationship with one for the duration of this course.

MIN405 Preaching/Teaching (Education)
This course will teach and equip students how to get their messages from God and deliver them under the anointing. This course will also focus on a broad context of every form of Biblical Education from the Sunday school class to the Bible Study to the Bible College class. Students receive class preparation skills, delivery methods and course preparation skills.

MIN406 Epistles Survey
A study of biblical principles and qualifications for leadership as found in First and Second Timothy, Titus and Philemon, and how to apply them.

MIN407 Communication I
Communication is the center of all relationships, yet most are untaught on the dynamics of great communication skills. This course will focus on these skills as they relate to the Students Major.

MIN408 Cultural Diversity
This is an independent study that is designed to engage and familiarize the learner with the geography, culture, climate, politics, religions and specific challenges of the State, City, and or Nation to which they will be ministering.

MIN409 Essentials of Teaching
Essentials of Teaching is a course on the subject of teaching from a biblical point of view. Students study topics such as communication, motivation, lesson planning, assessment, and learning.

MIN501 Church Ministry
This course introduces the practical ministry of the church. It offers a doctrinally sound, practical, and wisdom filled overview of church ministry through a look at three prevalent ministries, Youth, Outreach, and Music. Students learn Biblical premises for these ministries, practical and spiritual insight in developing them and serving in them, vision and understanding of the people they minister to, and divine wisdom that is applicable to any church
ministry.

MIN502 Authority and Submission II
This course will focus on understanding delegated authority. Students will learn how to help others overcome any hindrances in their lives that prevent them from experiencing the love of the Father for themselves through the understanding of authority and submission.

MIN503 Communication II
This course will focus on the major parts of communication and the influence of technology and social media.

MIN504 Ministerial Administration
A study in functional aspects of managing a church or ministry including organization, staffing, training, and strategic planning based upon its vision. Students will learn how to identifying and choosing key leadership and staff and the importance of taking time off as a necessity for maintaining ministerial effectiveness.

Divinity Courses

DIV101 Bible Research Methods I
The students will be asked to do a complete Scriptural study from an Old Testament view, discovering what the Bible has to say about the vocation/ministry he/she is planning to enter. This will give him/her a biblical view of their vocation.

DIV102 Worship I
This course, we will define worship and explore its priority in the life of the believer. This course will introduce students to a Biblical understanding of worship and the historical role of worship ministry in the Church. Students will learn to develop a God-centered focus in personal and corporate worship, and an appreciation of different styles and genres of church worship.

DIV103 Deliverance I
This is an introduction to deliverance course that will examine a series of specific prayer models and biblical principles that will break bondages. These biblical doctrines include breaking generational sins and curses; severing ungodly soul ties; removing negative beliefs and inner vows; healing traumatic scenes; and casting out demonic influencers.

DIV201 Biblical Survey I
The purpose of this course is to examine the Bible, learn how it is organized, how to study books and topics, how to correctly interpret the Bible, and how to use Bible study aids. At the end of this course, the student will have a general knowledge of the whole Bible and a working knowledge of how to study and correctly apply the Bible to everyday life.

DIV202 Biblical Survey II
Students will read Genesis, Exodus, Leviticus, Numbers and Deuteronomy at a rate of about two chapters per day and will discover, record, and share their insights from each chapter. The background and theme of each book are studied, and major biblical themes are traced. Students will be exposed to proper principles of biblical interpretation and is required to work with them.

DIV203 Biblical Survey III
Students will read Joshua, Judges, Ruth, I and II Samuel, I Chronicles, and the first half of I Kings and II Chronicles at a rate of about two chapters per day and will discover, record, and share their insights from each chapter. The background and theme of each book are studied, and major biblical themes are traced. Students will be exposed to proper principles of biblical interpretation and is required to work with them.

DIV204 Biblical Survey IV
Students will read second half of I Kings and II Chronicles, II Kings, Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Ezra, Nehemiah, Esther, Haggai, Zechariah, and Malachi at a rate of about two chapters per day and will discover, record, and share their insights from each chapter. The background and theme of each book are studied, and major biblical themes are traced. Students will be exposed to proper principles of biblical interpretation and is required to work with them.

DIV205 Biblical Survey V
Students will read Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon at a rate of about two chapters per day and will discover, record, and share their insights from each chapter. The background and theme of each book are studied, and major biblical themes are traced. Students will be exposed to proper principles of biblical interpretation and is required to work with them.

DIV206 Biblical Survey VI
Students will read Isaiah, Jeremiah, Lamentations, Ezekiel, and Daniel at a rate of about two chapters per day and will discover, record, and share their insights from each chapter. The background and theme of each book are studied, and major biblical themes are traced. Students will be exposed to proper principles of biblical interpretation and is required to work with them.

DIV207 Biblical Survey VII
Students will read Matthew, Mark, Luke and John at a rate of about two chapters per day and will discover, record, and share their insights from each chapter. The background and theme of each book are studied, and major biblical themes are traced. Students will be exposed to proper principles of biblical interpretation and is required to work with them.

DIV208 Biblical Survey VIII
Students will read Acts of the Apostles, Romans, I and II Corinthians, Galatians, Ephesians, Philippians and Colossians at a rate of about two chapters per day and will discover, record, and share their insights from each chapter. The background and theme of each book are studied, and major biblical themes are traced. Students will be exposed to proper principles of biblical interpretation and is required to work with them.

DIV209 Biblical Survey IX
Students will read First and Second Thessalonians, First and Second Timothy, Titus, Philemon, Hebrews, James, First and Second Peter, First, Second and Third John, Jude, and Revelation at a rate of about two chapters per day and will discover, record, and share their insights from each chapter. The background and theme of each book are studied, and major biblical themes are traced. Students will be exposed to proper principles of biblical interpretation and is required to work with them.

DIV301 The Kingdom of God I
This course will help define what the Gospel of the Kingdom is (Old Testament), and how we can live in the principles and attitudes of the Kingdom more fully. We will take a verse-by-verse examination of this to see how we should be developing in character as its citizens of the Kingdom, and what the relationship of the Kingdom of God is to the world.

DIV302 The Book of Romans Survey
An in-depth study of the teaching of the Apostle Paul concerning sin, justification, and the sanctifying work of the cross in the life of the believer. Special emphasis will be given to a study of how the power of sin is broken in the lives of believers.

DIV303 Deliverance II
This advanced course will focus on and equip students with understanding where demons reside, understanding strongholds, how to deal with the mind and the common misconceptions of deliverance ministry.

DIV401 Restoring the Truths of the Apostolic Dimension
This course will focus on the Apostolic and Fathering dimension and dysfunctional relationships with leaders.

DIV402 Jezebels Whoredoms, Perversions and Witchcrafts I
This course will focus on ancient darkness that has corrupted the 21st century church. Student will be exposed to the mission of this type of demonic spirit and will be equipped to contended with it.

DIV403 Warfare
This advanced course will provide Students with the proper understanding and perspective, to effectively engage the enemy and defeat him and his efforts against their lives.

DIV404 Jezebels Whoredoms- Perversions and Witchcraft II
This class will primarily focus on Witchcraft, Works of the Flesh and Sorcery.

DIV405 Church History
An examination of the story of the church from first century AD to modern times, covering key milestones in a general overview from then to now. Study will include the development of Christian thought, institutions, expansion and the impact of Christianity on world culture. Emphasis will be given to Christian and World leaders and substantial events that impacted communities and nations, helping to shape the growth of Christianity.

DIV406 The Kingdom of God II
This course will help define what the Gospel of the Kingdom is (New Testament), and how we can live in the principles and attitudes of the Kingdom more fully. We will take a verse-by-verse examination of this to see how we should be developing in character as its citizens of the Kingdom, and what the relationship of the Kingdom of God is to the world.

DIV407 Bible Research Methods II
The students will be asked to do a complete Scriptural study from a New Testament view, discovering what the Bible has to say about the vocation/ministry he/she is planning to enter. This will give him/her a biblical view of their vocation.

DIV408 The Holy Spirit
This in-depth study and lecture will provide students with the knowledge and understanding of Who the Holy Spirit is, what is He assignment and how to be filled with the Holy Spirit.

DIV409 The Anointing
This course has two emphases, the anointing of the Holy Spirit and the anointing on our lives.

DIV501The Life of Jesus
This course examines the person and ministry of Jesus revealed through a study of the Gospels and beyond. Focus will be on His message, miracles, being about His Father's business, and triumphantly fulfilling His mission and His nature as revealed in Old Testament types and New Testament examples.

DIV502 Worship II
This course will build on DIV102 Worship I and will examine the responsibility as a worshiper. In addition, Students will survey "the new song," theory in worship.

DIV503 Systematic Theology (Lecture) I
In this course Students will be provided with an introduction to Systematic Theology and will examine, what is systematic theology? Why should believer's study it? How should it be studied? Lecture will cover the following: The Doctrine of the word of God and The Four Characteristics of Scripture.

DIV504 Systematic Theology (Lecture) II
This course will build from DIV502 and will provide lecture for the following topics: The Doctrine of God and will examine the Character and knowability of God, miracles, prayers and angels.

DIV505 Systematic Theology (Lecture) III
This course Students will be provided a lecture covering The Doctrine of Man and will examine the following: The Creation of Man, Man as Male and Female and The Covenants Between God and Man.

DIV506 Systematic Theology (Lecture) IV
This course Students will be provided a lecture covering The Doctrine of Christ and the Holy Spirit and will examine the following: The Person of Christ and the work of the Holy Spirit.

DIV507 Systematic Theology (Lecture) V
This course Students will be provided a lecture covering The Doctrine of The Application of Redemption and will examine the following: Grace, The Gospel Call and Effective Calling, Justification and Adoption.

DIV508 Systematic Theology (Lecture) VI
This course Students will be provided a lecture covering The Doctrine of The Church and will examine the following: The Power and Unity of the Church, Church Government, Worship.

DIV509 Systematic Theology (Lecture) VII
This course Students will be provided a lecture covering The Doctrine of The Future and will examine the following: The Return of Christ and The Millennium.

DIV601 The Church in the New Testament (Lecture) I
The course is designed to bring a clear understanding of the New Testament Church both universally and locally, by showing God's eternal plan for His people.

DIV602 The Church in the New Testament (Lecture) II
This course will build from DIV505 and will examine the following topics: What the Church is not, What the Church is, What the Church is to Be, The Church in the book of Acts.

DIV603 Prophetic Apologetic
In this course Students will learn how charismatic theology offers unique answers to skepticism's biggest arguments, and how a charismatic lifestyle better enables you to share your faith.

Ministerial Creative Arts Courses

MCA101 Creative Writing I
Students will explore of their relationship between faith and art, as well as exploring their personal creativity in creative writing. This course seeks to increase the learner's ability to experience inspiration and put aside any inhibitions, fears or self-limiting patterns that are blocking their divine imagination. This course will also focus on creating your mission statement.

MCA102 Introduction to Prophetic Dance
From a biblical foundation and desire to prophesy (I Cor 14:1), students will skillfully communicate the heart of the Father and interpret what they see and hear through song, dance, scribe, and using visual props. Build confidence, strength, and stamina in dance movements.

MCA103 Introduction to Making Props
From a biblical foundation, students will learn to create and use authentic visual props for praise, worship, and pageantry.

MCA201 Prophetic Dance
Students will gain an understanding of ways to invoke an environment of healing and deliverance. Enhance dance language, skills, and techniques. Build confidence, strength, and stamina in prophetic dance movements.

MCA202 Making Props
Students will study the purpose and pitfalls of using visual props as an art form in dance. The course will include discussions and dance demonstrations.

MCA203 Worship the Theology of Music
This course will examine the meaning and purpose of music, as well as its importance and relationship to the spiritual realm, the prophetic and prophetic dance. The power of music will be examined, as will the role of music in praise and worship, spiritual warfare, and prophecy.

MCA204 The Theology of Dance
This advanced study will research the scriptures as it relates to praise, worship and dance, while seeking and understanding of seeing God through dance movement.

MCA205 What to Do After the Dance Ministry
This class will focus on and provide instructions for Students to properly minister after the dance ministry.

MCA206 Creative Writing II
This will build from MCA101 and will focus on journaling and book writing and publishing.

Ministerial Advocacy Courses

MAC101 Introduction to Ministerial Advocacy
What is Ministerial Advocacy? This course will lay the foundation to Ministerial Advocacy, by teaching and equipping the Students with the fundamentals of being a Ministerial Advocate. The Students will learn the skills of listening, using effective language and how to prepare for advocacy sessions.

MAC102 Leadership and Coaching
The focus of this course is on using relational influence to develop and empower adult leaders through the leading of the Holy Spirit. Student will understand how the coaching process develops leaders and how it fits into the broader purposes of God. You will examine what coaching is, the heart and perspective of a coach, the value system that undergirds coaching, and how the coaching approach is uniquely suited to leadership development.

MAC103 Coaching is Ministry
This course will develop the learner's skills and bring out their potential as the Students advance towards becoming a Ministerial Advocacy. The Student will discover how not only to develop their talent but to maximize their traits. Additionally, the Student will learn that their Ministerial Advocacy ministry can be used by God to bring glory to His name, whether you choose to have a coaching practice or advocacy ministry.

One of the important skills of a Ministerial Advocate should be to focus on the client and not the problem, this course will challenge and encourage the Student in their coaching client relationship to focus on the client which will produce results and promote transformational growth in the client.

MAC104 Advanced Ministerial Advocacy
A coach that does not know how to engage the client, ask the right questions, read body language, help clients to know the difference between short- and long-term goals and keep the right tools in his/her coaching tool box will not be able to keep a steady or successful coaching business or ministry. This course will give Students practical step by step instructions into building their own coaching practice or ministry and how to keep their coaching business or ministry successful.

MAC105 Counseling Fundamentals
Students examine the basic concepts and tools used in psychological educative and facilitative counsel, especially within the advantages of the doctrine of grace.

MAC106 Critical Counseling Issues
Students explore and discuss leading counseling studies, recommendations and procedures, and liability in key areas confronting the church. Detail is given in preparing for biblical guidance in typical areas, i.e.: divorce, infidelity, effects of poverty, substance abuse, spouse abuse, self-abuse, child abuse, homosexuality, or other anti-social problematic behaviors and situations.

MAC107 Biblical Psychology
Students are made aware of the human psyche in light of biblical teaching, including understandings of human growth, emotional and mental health.

MAC108 Ethical Dialogue: Honor, Integrity, and Excellence
This course will teach students about Ministerial Ethical Dialogue in light of difficult question people are asking leaders today. This study will also look at the Biblical definition of honor.