



# BAPTIST BIBLE INSTITUTE CATALOG 2011-12

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# **Academic Calendar**

**2010-2011**

**Fall 2011**

August 1-5..... Faculty meetings  
August 15..... Student housing opens  
August 15-19..... New & returning student fall registration  
August 16..... Testing for new students  
August 17-19..... New Student Orientation and Registration  
August 22..... First day of fall semester classes  
August 22-30..... Late registration and schedule changes  
August 26..... New Student Welcome  
August 26..... Last day to drop/add a class with 100% financial reimbursement  
September 1..... Student Assembly; Inauguration of Student Council  
September 5..... Labor Day (Closed)  
September 6..... Chapel services start  
September 8..... Convocation  
September 12..... No refunds after this date  
September 15..... Constitution and Citizenship Day  
October 3-31..... Transfer of credit equivalence application submission  
October 10-11..... Fall Break (no classes-administrative offices open)  
October 14..... Courses withdrawn after this date will be recorded as failed  
November 14-18..... Early registration for spring 2012 semester  
November 23-25..... Thanksgiving holidays  
November 28..... Last day for removal of incomplete grades  
December 5-9..... Final exam week  
December 9..... Student housing closes  
December 10-Jan 15..... Christmas holidays for students  
December 19-January 2..... Christmas holidays for administrative staff

## Winter 2012

### Winter Term I

January 3-13 ..... Classes to be announced

### Winter Term 2

January 5-9 ..... Latina Leadership Institute Retreat

## Spring 2012

January 9 ..... Student housing opens

January 9-13 ..... New and Returning Student Orientations & Registration

January 10 ..... Testing for new students

January 16 ..... Martin Luther King Day (BUA closed)

January 17 ..... First day of spring semester classes

January 17-20 ..... Late registration and schedule changes

January 20 ..... Last day to drop/add a class with 100% financial reimbursement

January 26 ..... Student Assembly

January 27 ..... New Student Welcome

February 1-29..... Transfer of credit equivalent application submission

February 2..... Chapel Services start

February 14..... No refunds after this date

March 9 ..... Courses withdrawn after this date will be recorded as failed

March 12-16 ..... Spring Break (no classes-administrative offices open)

April 6 ..... Good Friday (BUA closed)

April 16-20..... Early registration for summer classes and fall 2012 semester

April 27 ..... Last day for removal of incomplete grades

May 2-8 ..... Final exam week

May 12 ..... Commencement

## **History of the University**

The University was established in 1947 by the San Antonio Baptist Association as the Mexican Baptist Training School, later changed to Mexican Baptist Bible Institute.

Under the leadership of Rev. Paul J. Siebenmann, the first classes were conducted in evening sessions during the winter of 1947 at Palm Heights Baptist Church to provide training for Spanish-speaking pastors and Christian workers. In 1949, Dr. C. G. Carter was elected president, and a core curriculum patterned after other Southern Baptist Bible institutes was adopted.

For fifteen years (1947-1962), support was provided by the San Antonio Baptist Association in cooperation with the Baptist General Convention of Texas (BGCT). During this period, the Institute came to occupy a place of unique leadership in post-secondary education in the Spanish language, drawing students from several states and foreign countries. The requirements became too great for a single Baptist association to support, and the BGCT assumed operational responsibility for the Institute as a special mission's project in November 1962.

Dr. H. B. Ramsour, a former Foreign Mission Board missionary, was elected president in 1960. In 1963, under Dr. Ramsour's leadership, the Institute acquired a 12-acre site in south San Antonio through a gift from the Woman's Missionary Union of Texas.

Beginning with the Administration/Classroom building in 1964, Dr. Ramsour oversaw the construction of seven buildings on campus, made possible through gifts from San Antonio Baptist churches, Mary Hill Davis offerings, and Mr. and Mrs. W. W. Rollins.

Dr. Ramsour retired and succeeded by Dr. Daniel Rivera as president of the Institute in 1976. Under Dr. Rivera's leadership, the endowment grew to \$1 million and the eighth building on campus, an apartment project, was constructed. Funding was provided by Mr. W. W. Rollins.

On October 27, 1981, the 96<sup>th</sup> Annual Session of the BGCT approved the recommendation of the Joint Study Committee on Merger to merge the Mexican Baptist Bible Institute with and become an integral part of Southwestern Baptist Theological Seminary. Through merger, the institution maintained its identity, fulfilled its unique purpose as the Hispanic Baptist Theological Seminary (the Seminary), and became a vital force in the training of Hispanic leadership for ministry. From 1982 to 1988, the Seminary offered accredited associate degree programs in Divinity, Religious Education, and Church Music.

Affiliation was reestablished with the BGCT and its State Missions Commission on January 1, 1989. Rev. Leobardo Estrada became interim president, serving until October 1989. Dr. Josué Grijalva was elected president, serving until retirement in May 1993. Dr. Omar Pachecano became the fifth president on June 1, 1993, serving until January 1999. Under Dr. Pachecano's leadership, the endowment grew to \$2.3 million and the Seminary graduated more students than at any time in its history. Dr. Charles Lee Williamson then served as interim president through July 1999. Dr. Albert L. Reyes was elected president in August 1999, and the Seminary was renamed Baptist University of the Américas. In January 2003, the Texas Higher Education Coordinating Board granted a Certificate of Authority to award a Baccalaureate Degree in Biblical/Theological Studies. And in September 2003, the University became an accredited institution with the Commission on Accreditation of the Association for Biblical Higher Education. The name "Baptist University of the Américas" was adopted in November 20.

## **Procedures on Starting New Centers**

1. Request and fill out application.
2. Return application to the Director of Centers for Biblical Studies.
3. Application will be reviewed by the Director of Centers for Biblical Studies and the Academic Dean, if approved an Administrative Manual will be mailed to the New Center Director.
4. All directors of existing and new centers must attend a mandatory orientation meeting held during Convention. If for some reason you are not able to attend this meeting during Convention, you can attend the meeting held during the summer at Baptist University of the Americas. The directors of centers outside of Texas are not required to attend. The Dean will make other arrangements.
5. If New Center is approved, its Director will be notified by mail.

### **Duties and Responsibilities of Directors**

1. Read and familiarize yourself with this administrative manual.
2. Determine dates for the beginning and ending of Fall and Spring semesters of your center. Feel free to follow the dates of the main campus.
3. Order text-books for your center. If you order your text-books through BUA bookstore, place your order four weeks before the semester starts.
4. Collect tuition and fees and send them to the office of the Dean of BBI.
5. Prepare and send grade reports as soon as possible to the office of the Dean of BBI. Use sample form for grading including in this manual. Feel free to make extra copies.
6. Be sure that teachers meet the profile as mentioned in this manual.
7. Courses taught at the centers **MUST** have same title and number as found in BUA Catalogue in order for students to receive credit.
8. Be sure that teachers are keeping record of class enrollment, attendance, and grades.
9. Please obtain a resume and an official transcript from each teacher and send them to the office of the Director of the Centers for Biblical Studies. Send enrollment forms for the fall semester by September 15 and for the spring semester by February 15.

### **Profile for Professors**

1. Should be a committed believer and have an affinity with the work that the BGCT does. Each professor that teaches in an institute out of the state of Texas should have an affinity with the work that he does, whether it is with another State Convention or the National Convention.
2. Should be graduated from Baptist University of the Américas or obtained a diploma or any other title in Bible/Theology, or should have a B.A from an accredited institution.
3. Should appreciate each student's potential.
4. Should be interested in the student's total development (her/his mental, physical, cultural, and spiritual development).
5. Should be a person of integrity.

Note: Every professor in every institute should be approved by the Dean of the BBI of San Antonio before he/she starts teaching.

## Programs of Study

**Certificate in Biblical Studies- 15 hours (5 courses):** basic Bible preparation for Bible Study teachers and other church leaders and for those who have been called into ministry.

**Certificate in Ministry Studies- 30 hours (10 courses):** Level two preparations for church leaders. Students must take the five courses above, plus another five courses to finish this certificate.

**Diploma in Ministry Studies- 60 hours (20 courses):** Training and preparation of leaders to study more in depth in order for them to provide the student with a biblical and ministerial foundation. Courses taken in this program cannot be transferred into the B.A Program.

**Certificate in Biblical Studies- 15 hours (5 Courses)**  
Designed for Preparing Bible Teachers

- Introduction to the Old Testament
- Introduction to the New Testament
- Biblical Ethics
- Spiritual Formation
- Christian Doctrine

**Certificate in Ministry Studies- 30 hours (10 Courses)**  
Designed for Equipping Church Leaders  
Courses in the Certificate in Biblical Studies plus (5 Courses):

- Biblical Interpretation
- Principles of Teaching and Learning
- Basic Skills in Administration
- Church and Pastoral Ministries
- Preaching

**Diploma in Ministry Studies- 60 hours (20 Courses)**  
Designed for Equipping Vocational Ministers  
Courses in the Certificate in Ministry Studies and Biblical Studies plus (10 Courses):

- Personal Dimensions in Ministry
- Biblical Models of Church Planting
- Music and Worship
- Evangelism and Christian Missions
- Contextual Leadership Development
- Conflict Transformation/Counseling in Ministry
- Baptist Life and History
- (3) OT/NT Elective Courses

## Administrative Matters

The Baptist Bible Institute's program is intended to be a branch of the San Antonio campus to offer students the opportunity to train for ministry while remaining on his/her ministry field. Our goal is to offer a strong academic program and keep consistency among all affiliated institutes.

### **Class Minimum Requirement**

We do not have a minimum requirement, but professors are advised that salary is calculated on a per student bases.

### **Salary Scale and Payroll**

All Professors will be paid by Baptist University of the Americas of San Antonio. Professors will be paid \$ 60.00 per student.

Professors are paid at the end of each semester. Payroll checks are issued within five working days after the following information has been received at the BBI Office: all tuition and registration fees money and final grades.

### **Tuition and Fees**

Three hour credit course	\$ 120.00
Three hour course audit	\$ 75.00
Transcript Fee	\$ 5.00
Graduation Fee	\$ 45.00 (if <b>not</b> participating in the ceremony)
Graduation Fee	\$ 85.00 (if participating in the ceremony)

Note: Tuition **does not** include cost of textbook.

### **Payment**

The students will pay 50% of all tuition and fees costs at the time of registration. The remaining balance will be paid one month after registration.

The Director of the affiliated Institute is responsible for collecting all fees and sending them to the Dean of BBI. The Director will send all money collected no later than three weeks after classes begin. The remainder of the money collected must be sent with a detailed list of registered students no later than six weeks after school starts.

The Baptist Bible Institute reserves the right to make changes in its fees and policies, as circumstances require.

## **Refunds**

A refund of tuition payment will be considered in cases where the student has to withdraw from the school prior to the end of the sixth week of the regular semester. The refund amount will be computed on a decreasing scale as follows:

First week	50%
Second week	40%
Third week	30%
Fourth week	20%
Fifth week	10%
Sixth week	no refund

## **Auditing**

A student may register to audit a course without credit. An auditor is not entitled to have work evaluated by the instructor and the degree of the auditor's participation in the class is at the discretion of the professor. No grade is registered for an auditor. The course cannot be charged for credit during the course of the semester.

## **Dropping a Course**

A student must have the approval of the Director of the affiliated Institute to drop a course without receiving a failing grade. This approval must be obtained before the end of the first four weeks of the semester. Courses dropped after the fourth week will show a grade of "WF" (withdrew failing) or a "WP" (withdrew Passing). A "WP" does not constitute partial credit for the course.

**Withdrawals** A student who finds it necessary to withdraw from a course must do so officially through the Institute's director. Any student failing to withdraw officially will receive a grade of "F" in all courses for which he/she is enrolled.

## **Scholastic Honors**

Academic recognition is given to students who graduate with a 3.5 grade average or above.

## **Regular Semester**

A regular semester consists of sixteen weeks, during which 48 contact hours of instruction will occur. In order to meet this requirement, classes that meet once a week must meet for 2 hours and 30 minutes.

### **Class Attendance**

Students are expected to attend all class sessions. Absences are counted from the first day the class meets. A student who has accumulated five absences may be dropped from the class with a grade of "F". Three tardiest are equal to one class absence.

### **Grading System**

The Registrar's office mails or distributes final grades to all students, and these grades are recorded on the student's permanent record cards. Grades and calculation of grade point are designated as follows:

<b>Grades</b>	<b>Interpretation</b>	<b>Quality Points</b>
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Passing	1.0
F	Failing	0.0
I	Incomplete	0.0
WP	Withdraw Passing	0.0
WF	Withdraw Failing	0.0

Incomplete grades must be removed within 30 days after the last day of the semester, or they will automatically be changed to an "F". Only the instructor can make any change or re-evaluate a grade.

### **Dismissal**

The Baptist Bible Institute reserves the right to require the withdrawal of, or refuse re-admission to, any student at any time the school deems necessary to safeguard its ideals of scholarship and Christian character. Dishonesty in any class, failure to give truthful testimony to a BBI or affiliated official, disregard for the safety of others, and any behavior which reflects discredit upon the school are very serious offenses which may lead to dismissal.

### **Transfer of Credits**

A student may transfer courses taken at another institution if the course meets the same requirements of courses offered at BBI. Each transcript will be evaluated for transfer standards by the Dean of the Baptist Bible Institute. The Dean will make the final decision of transferring courses.

A student who transfers from an affiliated center to pursue one of the non-accredited diplomas offered at the San Antonio campus may receive credit for courses taken at the off-campus affiliated Institute. The Dean will make the final decision of transferring courses.

Diploma courses cannot be transferred into the B.A. Degree in Biblical Theological Studies.

### **Course Additions**

A student may add a course within the first two weeks of the semester.

### **Record Keeping**

It is the responsibility of each affiliated Institute Director to keep adequate records of all activities (registration, admission, teacher schedules, class loads, teacher work hours, grade reports, and graduation requirements). The affiliated Institute Director will submit all this information to the Office of the Dean of the Baptist Bible Institute in San Antonio.

### **Graduation**

Students graduating from Baptist University of the Americas must meet the following requirements:

1. Manifest the highest morals, values, and Christian testimony, which will cause others to want to come to Christ and enhance the work of the Kingdom.
2. Complete the prescribed course of study in the chosen academic program, and maintain a passing grade average as outlined in the BUA catalog.
3. Meet all financial obligations.
4. Submit an application at the beginning of the semester to the Registrar's office. The application must be approved by the Director of the affiliated Institute.
5. The names of prospective graduates will be submitted for approval to the appropriate board by BBI. If approved, the prospective graduate will be notified by mail.

Students who graduate from one of the off-campus affiliated institutes are invited to participate in graduation ceremonies with all the students who graduate in the main campus. We encourage the students who are able to participate in graduation ceremonies in San Antonio to join us for this memorable occasion.

**INSTITUTO BÍBLICO BAUTISTA  
BAPTIST BIBLE INSTITUTE**

**Registration Form**

***Forma de Registro***



Name of the Institute: \_\_\_\_\_ Date/Fecha \_\_\_\_\_

*(Nombre del Instituto)*

Director \_\_\_\_\_ Address/Dirección \_\_\_\_\_

Telephone/Teléfono (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email address/Dirección electronic \_\_\_\_\_

Semester/Semestre \_\_\_\_\_ 20 \_\_\_\_\_

1. Number of Students Enrolled/Número de estudiantes matriculados \_\_\_\_\_

Regular Students/Estudiantes Regulares \_\_\_\_\_ Audit/Oyentes \_\_\_\_\_

2 Faculty/Profesor

Name/Nombre \_\_\_\_\_ Enrollment/Matricula \_\_\_\_\_

Course Title/Título del Curso \_\_\_\_\_

3. Faculty/Profesor

Name/Nombre \_\_\_\_\_ Enrollment/Matricula \_\_\_\_\_

Course Title/Título del Curso \_\_\_\_\_

4. Faculty/Profesor

Name/Nombre \_\_\_\_\_ Enrollment/Matricula \_\_\_\_\_

Course Title/Título del Curso \_\_\_\_\_

**Director's Signature/ Firma del Director** \_\_\_\_\_

**INSTITUTO BÍBLICO BAUTISTA  
BAPTIST BIBLE INSTITUTE**



**Class Enrollment**  
*Lista de Matrícula*

Course Title/Number \_\_\_\_\_ Semester \_\_\_\_\_ 20\_\_\_\_  
(Nombre del Curso/Número) (Semestre)

Faculty Name \_\_\_\_\_ Total Enrollment \_\_\_\_\_  
(Nombre del Profesor) (Total de Matrícula)

	<b>STUDENT'S NAME/Nombre del Estudiante</b>	<b>Student/ Estudiante</b>	<b>Audit/Oyente</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

**INSTITUTO BÍBLICO BAUTISTA  
BAPTIST BIBLE INSTITUTE**



**Students' List  
*Lista de Estudiantes***

Course Title/Number \_\_\_\_\_ Semester \_\_\_\_\_ 20\_\_\_\_\_  
(Nombre del Curso/Número) (Semestre)

Faculty Name \_\_\_\_\_ Total Enrollment \_\_\_\_\_  
(Nombre del Profesor)(Total de Matrícula)

<b>Student's Name/Nombre del Estudiante</b>	<b>Grade/Calificacion</b>	<b>Audit/Oyente</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____

**INSTITUTO BÍBLICO BAUTISTA**  
**BAPTIST BIBLE INSTITUTE**  
**Aplicación del Estudiante**  
**Student Application**



NAME \_\_\_\_\_  
(Nombre)

ADDRESS \_\_\_\_\_  
(Dirección)

CITY \_\_\_\_\_ STATE \_\_\_\_\_  
(Ciudad) (Estado)

COUNTRY \_\_\_\_\_  
(País)

DATE OF BIRTH \_\_\_\_\_ (mm/dd/yyyy)  
(Fecha de Nacimiento) (mm/dd/aaaa)

PHONE NUMBER ( \_\_\_\_\_ ) \_\_\_\_\_  
(Número de Teléfono)

EMAIL: \_\_\_\_\_

NAME OF THE INSTITUTE \_\_\_\_\_  
(Nombre del Instituto)

CITY \_\_\_\_\_ STATE \_\_\_\_\_  
(Ciudad) (Estado)

COUNTRY \_\_\_\_\_  
(País)

CHURCH NAME \_\_\_\_\_  
(Iglesia a la que Pertenece)

CHURCH ADDRESS \_\_\_\_\_  
(Dirección)

CITY \_\_\_\_\_ STATE \_\_\_\_\_  
(Ciudad) (Estado)

COUNTRY \_\_\_\_\_  
(País)