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Student Handbook



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ACADEMIC CALENDAR

FALL

FALL Term Orientation September	13
Classes Begin	September 16
Finals Week / All Assignments are due	November 18-22
Holiday Break	November 25 - January 31, 2014

SPRING

Classes begin	February 3
Spring/Easter Break	April 14 - April 25
Classes commence	April 28
Finals Week / All Assignments are due	May 19
Graduation	May 31

LETTER FROM DIRECTOR

On behalf of the faculty and staff of EQUIP School of Theology and Discipleship, I would like to welcome you and thank you for your interest in our school. The very fact that you are holding this catalog in your hands suggests that you, or perhaps someone you know, is exploring the possibility of investing an extended period of time studying and training in the Scriptures.

Perhaps you're a graduating high school student who is wisely considering investing nine months of your life in the Word of God before committing to a certain college. Maybe you're a graduating college student who is choosing to come under the influence of Scripture for an extended period before selecting a particular career path. It could be that you're at a crossroads in life, and would greatly benefit from the spiritual nourishment and solid Biblical training offered at the School of Theology and Discipleship. I am confident that whoever you are, your experience at EQUIP will impact and pay spiritual dividends to your life for many years to come. Wherever you are in your spiritual journey with Christ, we at EQUIP would love to serve you and point you toward Jesus!

The Church today needs men and women who are grounded in God's Word, filled with God's love, spiritually deep and eager to serve. At EQUIP, we believe it is vital for people to be trained and equipped to live for God with their head, heart and hands. I believe that EQUIP School of Theology and Discipleship occupies a unique place in God's church today, and is being used by the Lord to raise a generation of healthy servant-leaders.

As a student, you will experience a dynamic blend of quality training which aims at shaping your mind and heart for the Lord. During this time, you will survey every book of the Bible, study the great themes of Scripture, gain the skills to properly handle and interpret the Bible and learn key principles and truths about walking with Jesus. In addition to the spiritual learning that characterizes the school, you will also enjoy a rich sense of community at EQUIP as we study and serve in God's Kingdom together. Through studying and serving together, discussing different questions and presuppositions and sharpening one another's minds and hearts, you will establish beautiful lifetime friendships with your fellow classmates. Finally, you will gain experience in ministry as you serve in practical and spiritual ways throughout the year. Your experience at EQUIP may also include either a short-term mission trip abroad, or a two-week Bible tour of Israel. Truly, after completing our nine-month school, you will have a solid spiritual and Biblical foundation on which to build the rest of your life. You'll be forever changed for God's glory!

Soli Deo Gloria,

Chris Cross, Director

EQUIP - MISSION & CORE VALUES

Our Core Values

Our Core Values are Communion, Community, Character, and Commission. We integrate these values into all that we do at EQUIP School of Theology and Discipleship.

- 1) COMMUNION** - Development of relationship with God
- 2) COMMUNITY** - Development of relationship with others
- 3) CHARACTER** - Development of self
- 4) COMMISSION** - Development of interaction and ministry to the world

Our Mission

We are committed to teaching the Bible in such a way that students are equipped to

- (1) Properly handle the Word of God.
- (2) Encouraged to think critically and understand why they believe what they believe by way of reasoning through what they are reading and being taught.
- (3) Learn to become ministers (those who serve), and to do so humbly for the body of Christ
- (4) Give consideration to, and hopefully come to the knowledge of the purpose or calling that God has on their lives.

Our foremost desire is that all of this is done in an environment that fosters a love that abounds more and more for God and for His people.

EQUIP's - Doctrinal Beliefs

We believe the Bible to be the only inspired, inerrant, infallible, and authoritative word of God.

We believe there is one God who eternally exists in three persons, the Father, the Son and the Holy Spirit.

We believe that Jesus Christ, the second person of the Holy Trinity, was born of a virgin, lived a sinless life, died a sacrificial death for the sins of the world, rose bodily from the dead, ascended into heaven, and is coming again to judge the living and the dead and to establish God's kingdom of righteousness and peace on the earth.

We believe in the depravity of man. Man in his essential being is sinful and incapable of meriting God's favor.

We believe that salvation is by grace, through faith alone in the Person and finished work of Jesus Christ on the cross.

We believe in the sovereignty of God and the free will of man.

We believe in the perpetuity of the gifts of the Holy Spirit and that the gifts of the Spirit are for the church today.

We believe in the sufficiency of the Scriptures and the Holy Spirit to supply us with all things that pertain to life and godliness.

We believe in the pre-millennial return of Jesus Christ who will establish His physical Kingdom on earth.

We believe that the Church exists to worship God, edify itself in love, and to proclaim the gospel of Jesus Christ to a lost world.

ACADEMIC OVERVIEW

The year of study at EQUIP is the foundation upon which students can choose to continue their academic pursuits at other Bible colleges, public Universities or in the world of real life. The fundamental goals of this program are:

- A basic understanding of all of Scripture.
- A foundational grasp of the major doctrines of the Christian Faith.
- Developing skills in hermeneutics.
- Developing an appreciation for involvement in ministry and missions.
- A growing personal walk with God.
- A developing servant's heart for ministry.

FACULTY, STAFF & ADMINISTRATION

Chris Cross (Pastor/ Director of Equip) - Chris will be teaching Old Testament Survey, The Life of Jesus, New Testament Survey, Systematic Theology 402 and the Book of Romans.

John Nelson (Pastor) - John will be teaching Systematic Theology 401 and the Pauline Epistles.

Baron Harris (Calvary Chapel Bible College Instructor) - Baron will be teaching Bible Interpretation and Apologetics

Jasmine Alnutt (Calvary Chapel Bible College Instructor) - Jasmine will be teaching Church History 201 and Missionary Biographies

John Hwang (Calvary Chapel Bible College Costa Mesa Dean of Students) - John will be teaching the Book of Acts

STUDENT LIFE: SPIRITUAL ATMOSPHERE, FELLOWSHIP & SERVICE

Weekly Devotional and Pastoral Counseling

Each week, a devotional message is presented by one of the evangelical pastors from the community of Metro. The devotional speakers are arranged and facilitated by the senior pastor of Metro Calvary, Richard Cimino.

Days of Prayer and Praise

Students, faculty and staff are all encouraged to participate in the Saturday night prayer service of Metro Calvary. At the beginning of the school year, EQUIP students attend a Saturday prayer service where members of the body at Metro Calvary specifically pray for the students of EQUIP and their upcoming academic year.

Church Attendance

EQUIP staff expects every student to affiliate with an evangelical church and to participate in the program of that church through faithful attendance at weekly services. If an applicant would like recommendations on a place to worship, faculty is available for counsel regarding those choices.

Spiritual and Practical Ministry

EQUIP seeks to admit men and women who have received salvation by faith in Jesus Christ and who desire to prepare themselves for a lifetime of effective vocational or a-vocational Christian ministry. With this in mind, the EQUIP staff encourages all students to wisely choose and serve in spiritual and practical ministry opportunities throughout the school year. EQUIP will also provide specific opportunities for the students to share in the joy of practical ministry in and around the hosting body of Metro Calvary.

Retreats and School Community

School-wide weekend retreats occur during the school year which are vital to building community and connection with the school. Occasionally, activities will be organized by staff or students to engage on a personal level through study nights, game nights, community events, etc. Fun is encouraged as a way of relieving stress and enjoying each other and the Lord!

Community Groups

Each enrolled EQUIP student will be involved to a Community Group. These Community Groups will serve as the immediate social network for the Body of Christ, allowing all believers to be heard and meet other believers on a more intimate level.

Students are encouraged to utilize the groups as much as possible for academic as well as spiritual support.

ADMISSIONS**Personal Conduct**

The Bible school experience is for earnest Christians who are sensitive to the principles of Christian life and conduct as set forth in the Word of God. A student's registration is considered an agreement to abide by EQUIP school of theology and discipleship specific guidelines detailed in this handbook and application packet.

Spiritual Qualifications

Admission to all programs requires a statement of personal faith in Jesus Christ as Lord and Savior. Students are expected to be in essential agreement with EQUIP's doctrinal position.

Educational Qualifications

Students entering the one-year Bible Certificate program shall, at a minimum, possess a high school diploma or its equivalent. International students for whom English is a second language are required to take the TOEFL (Test of English as a Foreign Language).

Nondiscrimination Policy

EQUIP admits qualified applicants regardless of sex, race, color, national origin or physical disability, who are personally committed to faith in Jesus Christ.

ADMISSION PROCEDURE

Applicants are encouraged to file all application forms for admission well in advance of the application deadline and/or enrollment date. For Fall term, the application deadline is **August 1** for early actions and **August 31** for normal action. Applications submitted after **August 31** risk denied acceptance for Fall term. 50% of Tuition payment is to be paid at the time of acceptance of Admission with full payment made by October 1, 2013.

- (1) A formal application provided through EQUIP's admissions office or through Metro Calvary's main office.
- (2) Three reference forms completed and turned into the EQUIP office (one from church leadership, and two from other personal references).
- (3) Official transcripts sent directly from high school, college, university or seminary (if necessary or requested by EQUIP Admissions Office).

If applicant has completed two full years of college credits, they do not need to include high school transcripts.

In addition to application materials, interviews are required of all applicants.

Approval for Admission

Decisions are made only on completed applications. The admission committee reviews all files and sends notification to the applicant usually within one month of initial application. Approval for admission will be followed by important information about when to arrive, orientation, academic advising and registration.

Required Student Orientation

The EQUIP student orientation sessions are required for all students. Orientation includes an introduction to the spiritual and educational objectives of EQUIP, information on procedures and guidelines of the school and academic program advisement for those interested. This is an opportunity to get acquainted with other students and faculty.

FINANCIAL INFORMATION

Application Fee and Deadline

A \$35 non-refundable application fee is to be included with your application to our EQUIP School of Theology and Discipleship. Deadline to apply is August 1.

Course Tuition

The cost of our entire one year program is \$2,000 (not including books) and is split up into two terms. Each term costs \$1,000, with half of the tuition being due on the first day of class for that term; the remaining tuition cost can be paid in two monthly installments of \$250. If the student desires to pay in one lump sum prior to the start of classes, he/she will receive a 10% discount, dropping the tuition total to \$1,800 for the entire year.

Additional Costs

The cost of textbooks and software will range from \$150-\$200. Retreats will be covered, but missions trips will be extra, and will vary in cost depending on where and when we go, so plan accordingly. We will give each student plenty of time to pray and prepare for each opportunity.

WITHDRAWAL PROCESS

Should a student choose to withdraw from EQUIP, the staff should be notified by that student in writing. Staff will communicate with the student and provide a letter of un-enrollment for the student.

ACADEMIC INFORMATION & POLICIES

Schedule

The academic calendar provides for one 10-week term in the fall with a 2 month break for the holidays and a 12-week term in the spring with 2 weeks off for spring break. While EQUIP class sessions normally are based upon a 50-minute class period for each credit hour, some course sessions are scheduled back-to-back with appropriate breaks. Assignments are designed to require approximately one-two hours of preparation for each hour in class.

Class Eligibility

Before enrolling in any class, the student is responsible to ensure all prerequisite courses and requirements have been fulfilled. Any exception to completing a prerequisite must be approved by the instructor and the EQUIP Director. Please see the Academic and Behavioral policy for more information on class eligibility.

Grading System

Evaluation of student achievement is determined according to the EQUIP grading system (see table below).

CSOM Grading System				
A	4.0		C	2.0
A-	3.7		C-	1.7
B+	3.3		D+	1.3
B	3.0		D	1.0
B-	2.7		D-	.7
C+	2.3		F	0

Official withdrawal from a course before the final withdrawal date is marked by a W; and a temporary mark of "INC" is used in special cases when an extension is granted by EQUIP. An incomplete unresolved in three months will be changed to an "F". Several classes will be graded on a pass/fail basis.

Academic Probation

Students who do not successfully complete a course with a grade of D+ or better or who do not complete the entirety of their required assignments by the assigned date at the end of the term will be placed on academic probation.

1. The student will meet with the Director and the instructor for the particular class(es) for which they are falling short of the required standards.
2. If the student continues to perform poorly for a second consecutive term, another meeting between the Director, instructor and the student will take place.
3. Dismissal from the school until the student can demonstrate the ability for improved academic performance is a possibility.

Auditing Courses

Students who register to attend courses without receiving credit are classified as “**Auditing**”. Admission as an auditing student requires an abbreviated application and admission approval as well as payment of required fees. Since auditors are not active participants, a instructor has the option to close a class to auditors. Auditors are not responsible to complete any of the in-class or out of class assignments but are expected to help maintain a respectful learning environment. Auditors are still required to pay tuition for the classes they attend. EQUIP past graduates are permitted to audit any class free of charge after completing an abbreviated application.

Student Responsibility

It is the student’s responsibility to know and understand academic policies related to the program. The student should be familiar with the information in the school handbook, which is updated every year. While the school provides advising services to its students through program advisors and the Administrator’s Office, the final responsibility rests with the student for fulfilling all the requirements for graduation. This shall include requirements resulting from program modifications affecting course offerings as may be adopted by the faculty.

ACADEMIC REQUIREMENTS FOR COMPLETION OF PROGRAM

1. Meet general admission requirements as listed in the “Admission and Financial Information” section.
2. Hold a minimum 2.0 grade point average (4.0 scale).
3. Demonstrate commendable spiritual life and Christian character in accordance with the school’s requirements.

STUDENT ACADEMIC AND BEHAVIOR POLICIES

While EQUIP School of Theology and Discipleship is an environment that is casual and relational in spirit, certain academic and behavioral expectations are present. Respect is necessary for the educational and spiritual development of each student and the class as a whole. Scripture is clear in its instruction regarding respect and behavior towards others in the Body of Christ and the world.

Academic

Homework Policy

Applied to assignments which are required to receive a passing grade in a class per syllabus.

Each syllabus will specify the assignments required to pass the class. These assignments must be completed within the frame of the particular term. If a student does not complete the entirety of their required assignments by the assigned date at the end of the term the following process is enacted:

- (1) The student will meet with the Director and the instructor for the particular class(es) for which they have missing assignments.
- (2) A specific plan will be created with the student, Director and instructor to map out the remaining assignments and modified due dates. Homework is to be completed during school break between terms (i.e.: Christmas Break or Spring Break)

If the Homework plan created in step 2 is not completed by the 1st day of the following term (i.e.: Winter Term or Spring Term), **the student will not be allowed to attend classes for that term until they have completed the homework plan for the prior term.**

General Guidelines for Tardiness

- 1-3 tardies: Students are required to seek out the Director during an appropriate time (break, after school) and explain the reason for their tardiness.
- 4-5 tardies: Student will be requested to apologize to the class.
- 5+ tardies: That student will meet with the Director and the instructor of the particular class in question and a decision will be made as to that student's future enrollment in EQUIP.

While it is not EQUIP's intention to belittle or demean a student in anyway, habitual tardies cannot be tolerated. The staff will work with students who have specific concerns or issues which prevent timeliness. Communication is the key in preventing penalization for tardiness.

General Guidelines for Absence

- Students should notify **both** the instructor of their class and the Director when they know they will not be in class the following day or on a future date.
- Students should communicate by phone or email to the appropriate instructor. This should happen at the **earliest** possible time and the student should make every effort to connect verbally with the instructor and Director before class.
- Attendance policies will be laid out in the syllabus for each class. Penalties for attendance in each class will be at the discretion of the instructor.
- Upon pre-arranged or approved absences, the student will be given access to the class video on the EQUIP website in order to make up the lecture time missed. Student must communicate with Director once the video has been watched.
- General attendance will be monitored by the staff and Director and will be addressed when necessary.

Behavior

Student behavior and discipleship is overseen by the EQUIP Director. General behavior guidelines for in-class time are listed below. This is not a comprehensive list, and appropriate, common-sense behavior is expected from students at all times.

*** Student Behavior Guidelines**

- A) Movement during class, such as visiting the restroom, getting a cup of coffee, standing to stretch, sitting in a different location, etc., are acceptable (at the discretion of the instructor). This provision does not apply when there are visiting pastors and speakers. Students should strive to limit distractions or extensive loud noise created by their movement around the classroom during instruction/devotional hours.
- B) Students are expected to be on time for both the beginning of the day and the return from scheduled breaks. It is encouraged that students consistently aim to be 5 minutes early to avoid delays.
- C) Students should remain in the classroom during instructional time unless there is an emergency or an urgent necessity that requires them to leave the classroom. Examples of urgent necessities include: significant illness, injury, and expected phone call of large importance, etc. It is not appropriate to leave because of boredom, feeling overwhelmed, a visiting friend, a casual phone conversation, etc.
- D) Cell phones should be turned off during instructional and devotional hours. Texting is **not** allowed during any class times. We encourage students to limit their cell phone usage during the morning, although it is allowed during break times.
- E) Sleeping during instructional/devotional hours is not allowed.

- F) Students should be attentive and engaged, respectful and aware of those around them during class time. The nature of a spiritually-driven academic school is to learn and to be transformed; all students are encouraged to be invested mentally and spiritually when they are in the classroom.
- G) Students are expected to keep track of their attendance on the provided attendance sheets for each class.
- H) Students are expected to participate in student services activities as assigned (i.e.: cleaning bathrooms, vacuuming, setting up tables and chairs, etc.); these activities occur 1x per week. Should the student be unable to attend to their duty they must arrange for someone to cover that duty and communicate that to the Student Care and Administrative Staff member.

EQUIP COURSE DESCRIPTIONS

Old Testament Survey 101

Survey of the Biblical books of Genesis through Malachi with emphasis upon the message, major themes, structure, and distinctive features.

New Testament Survey 102

Survey of the Biblical Books of Matthew through Revelation with emphasis upon the message, major themes, structure and distinctive features.

Acts 201

We will be looking at the characteristic work of the Holy Spirit in the early church. How God chose to partner with ordinary men to accomplish the extraordinary. We will specifically focus on the key teaching principles of what it means to be an authentic Christian in an unauthentic world.

Romans 202

An expositional Study through the book of Romans, emphasizing the central themes of the love and grace of God, His sovereignty, the finished work of Jesus Christ, the depravity of man, justification by faith, sanctification through unity with Christ and life in the Holy Spirit.

Pauline Epistles (Pastoral/Prison) 203

An exposition and survey of the Pauline and Pastoral Epistles, stressing the key cultural, historical, doctrinal and practical themes. Special emphasis will be given to issues of ministry in contexts of physical and doctrinal adversity.

Life of Jesus 301

We will be taking an in-depth look at the life and ministry of Jesus focusing specifically on His relationship with God the Father and how that translated interaction with people. We will focus on the mission, method and message of Jesus.

Systematic Theology 401

Survey of Christian doctrine, emphasizing a systematic approach to studying the essential teachings of the Christian faith as revealed in God's Holy word. This section will focus on Bibliology and Theology Proper (ie: character and nature of God).

Systematic Theology 402

Survey of Christian doctrine, emphasizing a systematic approach to studying the essential teachings of the Christian faith as revealed in God's Holy word. This section will focus on Christology, Soteriology and Pneumatology.

Church History 501

This will be an overview of the major events, doctrines, and people who were used in the development of the Christian Church. For our format, we will be dividing church history into seven distinct time periods and note how they correspond to the descriptions of the seven churches of the book of Revelation. It is in light of this parallel that we will consider the church's doctrine and practice, as well as the political and social climates which shaped them.

Missionary Biographies 502

This course will explore the lives of various well-known Christian missionaries in history, particularly those of the "Great Century of Missions," the 1800s. In each class we will take an in-depth look at the life and ministry of a different missionary in order to draw out practical life lessons as well as develop a greater perspective of ministry on the mission field.

Apologetics 503

Apologetics is simply defined as the defense of the Christian faith based on historical evidence, philosophical arguments, scientific investigation, and arguments from other disciplines. We will focus our study on the four modes or functions of Apologetics, namely: vindication or proof, defense, refutation, and persuasion; with the goal of not just persuading non-believers to accept the truth claims about Christ, but to accept Jesus as their personal Lord and Savior.

Bible Interpretation 504

Study of the foundational principles of Biblical interpretation and application of these principles in actual Bible study. We will become familiar with the philosophy of Biblical interpretation, research, techniques, and key reference tools that can be implemented in order to assist you in Biblical interpretation.