

*Life  
Christian  
Bible  
Institute*

**STUDENT HANDBOOK**

**2009**

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Life Christian Bible Institute

410 East Chapman Road

Lutz, Florida 33549

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## STUDENT FORMS

Student Applications  
Payment Receipt  
Ministry Practicum Activity Log  
Course List & Intent to Graduate Form

## RESEARCH PAPER GUIDELINES

Student Handbook Affidavit\*

### **\*REQUIRED:**

Please read your *Student Handbook*, then sign the Student Handbook Affidavit (see form on the last page). Turn this form in to your Program Director to complete your enrollment at LCBI.

# Statement of Faith

**L**IFE CHRISTIAN BIBLE INSTITUTE considers the following truths to be fundamental to an understanding of our relationship to the One True and Living God.

## ▼ ONE TRUE GOD

The One True God is the eternally self-existent “I AM,” the Creator of the universe. He has further revealed Himself as a triune Being, manifested as Father, Son, and Holy Spirit.

## ▼ SCRIPTURES INSPIRED

All Scripture is verbally inspired by God as written in the original languages and is inerrant revelation of God to man. The Bible is the infallible authority for faith and conduct.

## ▼ THE LORD JESUS CHRIST

The Lord Jesus is 100% divine (Son of God) while simultaneously being 100% human (Son of Man). As God Incarnate, He is the express image of the Living God in human form.

## ▼ ORIGINAL SIN & THE FALL OF MAN

Man was created good and upright in the image and likeness of God. The first man, Adam, through disobedience, fell from the grace of God and, thus, sin and death entered into the world. Adam’s transgression incurred not only physical death for man, but also spiritual death which is eternal separation from God. Man’s propensity to sin because of his sinful nature necessitates salvation from the power of sin and a Savior to provide that salvation.

### ▼ SALVATION OF MAN

Man's only hope of redemption and salvation from sin is through the shed blood of the Lord Jesus Christ. His blood is completely sufficient to deliver every person from the power and penalty of sin.

### ▼ THE CHURCH & ITS MISSION

The Church is the Body of Christ and is comprised of all believers. God inhabits the Body of Christ by the Holy Spirit both individually and corporately. Since God's purpose concerning man is to seek and to save that which is lost, to be worshiped by man, and to build a body of believers in the image of His Son, the Church's responsibility is: 1) to evangelize the world, 2) to be a corporate body in which man may worship and glorify God, and 3) to equip the saints for the work of service.

### ▼ BAPTISM IN WATER

Baptism by immersion in water is commanded in the Scriptures. All who repent of their sins and believe in Christ as Savior and Lord are to be baptized.

### ▼ HOLY COMMUNION

The Lord's Supper, consisting of bread and a cup of the fruit of the vine, is a memorial of Jesus' suffering and death and a celebration of His resurrection to be enjoyed by all believers until He comes again.

### ▼ BAPTISM OF THE HOLY SPIRIT

The baptism of believers in the Holy Spirit is evidenced by the initial physical sign of speaking with other tongues as the Holy Spirit gives utterance. This experience is distinct from and subsequent to the experience of the new birth. With the baptism of the Holy Spirit comes the enduing of power for life and service and the bestowing of spiritual gifts.

## **STATEMENT OF FAITH**

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### **▼ EVER-INCREASING FAITH**

Faith of the heart is based on the hearing (spiritual understanding) of God's Word. Without faith it is impossible to please God. Christians are saved through faith, justified by faith, shall live by faith, and overcome the world by faith.

### **▼ DIVINE HEALING**

Divine healing is provided for in both Old and New Testaments and is integral to the Gospel.

### **▼ THE SECOND ADVENT OF CHRIST & THE FINAL JUDGMENT**

As the climax to God's dealing with man, Jesus is coming again. At that time, there will be a resurrection of the righteous and the wicked. The wicked will be judged and the righteous will be ushered into the everlasting Kingdom of God.

# *Spirit-Filled Programs*

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## ▼ BIBLE INSTITUTE CERTIFICATE PROGRAM

The Life Christian Bible Institute Certificate Program is designed to equip those who feel the call of God on their lives to minister the Gospel and who desire to further their Christian education. Many Bible colleges, Seminaries, and Christian Universities award credits for Bible Institute work. LCBI recognizes student achievement at a yearly graduation exercise where students receive a Certificate of Completion for each program they complete.

## ▼ LCBI AUDIT PROGRAM

The Life Christian Bible Institute Audit Program is for those individuals attending strictly for their own personal and spiritual growth. Audit students must attend all classes and read all texts, but exams and papers are not required. Audit students may participate in the graduation exercise for LCBI certificate students and will receive a Certificate of Attendance for each program completed.

## ▼ PROGRAMS #1, #2, #3 & #4

Life Christian Bible Institute has established course work in year-long programs. Program #1 is foundational in nature and required for all LCBI students. Program #2 is designed to give students a “jump start” into fulfilling the call of God on their lives. Programs #3 & #4 are designed to help students achieve a greater degree of effectiveness in any area of church-related ministry. Each program is made up of 9 courses and 1 Ministry Practicum.

**TYPICAL PROGRAM #1 COURSE LIST**

\*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course Number	Course Title
TH-101	Principles of Faith
TH-107	Christian Character
TH-102	Biblical Finances
TH-104	Divine Healing
TH-103	Ministry of Helps
TH-105	Life & Teachings of Christ I
TH-106	Life & Teachings of Christ II
TH-109	New Testament Survey
TH-112	Authority of the Believer
MP-100	Ministry Practicum - Level #1

**TYPICAL PROGRAM #2 COURSE LIST**

\*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course Number	Course Title
TH-218	Methods of Bible Study
TH-221	Discovering Your Purpose
TH-202	The Anointing
TH-305	Spiritual Gifts
TH-217	Ministry Gifts & Church Government
TH-222	Old Testament Survey I
TH-223	Old Testament Survey II
TH-203	Principles of Prayer
TH-204	Homiletics
MP-200	Ministry Practicum - Level #2



**TYPICAL PROGRAM #3 COURSE LIST**

\*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

<b>Course#</b>	<b>Title</b>
TH-301	Blood Covenant
TH-303	Personal Evangelism
TH-306	Angelology
BI-308	Galatians
BI-309	Ephesians
TH-324	Divine Guidance
BI-301	Acts of the Apostles
BI-311	I & II Corinthians: Part 1
BI-312	I & II Corinthians: Part 2
MP-300	Ministry Practicum - Level #3

**TYPICAL PROGRAM #4 COURSE LIST**

\*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

<b>Course Number</b>	<b>Course Title</b>
ED-401	Teaching the Bible
TH-424	Submission & Authority
TH-431	Church History
TH-444	Ministerial Ethics
TH-410	Principles of Leadership
BI-425	Romans I
BI-426	Romans II
TH-426	Tabernacles of God
BI-420	Hebrews
MP-400	Ministry Practicum - Level #4

# *Tuition*

## ▼ LOW TUITION PHILOSOPHY

Life Christian Bible Institute has the philosophy that a quality, spiritual education that trains an individual for service to the Lord Jesus Christ should not leave that individual with an oppressive financial debt.

Our approach is to provide the most affordable, quality, spiritual education that we can as a ministry to the Lord and to His servants.

## ▼ STUDENT LOANS

Life Christian Bible Institute provides an in-house, interest-free, student loan in the form of a “pay-as-you-go” program rather than requiring the student to pay the full tuition at the beginning of each semester.

An advantage of the programs provided at LCBI is the flexibility of schedule. Students can finish their programs of study or achieve their educational goals over a period of time convenient to them. Their own personal preferences, work schedules, and their own finances determine the speed at which they progress.

If a student cannot pre-pay the course, they must discontinue attending classes. They may resume attendance upon pre-payment of any successive course during the program year. There are no provisions for partial payments.

## ▼ BIBLE INSTITUTE TUITION

The cost of a one-year Bible Institute Program is \$1,440, payable in 9 installments of \$160. Each installment includes tuition and primary textbook for each course, Ministry Practicum, and graduation fees.

Description	Cost
Tuition (includes books & fees)	\$1,440
+ Ministry Practicum	0
= Totals	\$1,440
÷ 9 payments	\$160

## TUITION

### ▼ LCBI AUDIT PROGRAM TUITION

The cost of one year in the LCBI Audit Program is \$990, payable in 9 installments of \$110. Each installment includes tuition and primary textbook for each course, Ministry Practicum, and graduation fees.

Description	Cost
Tuition (includes books & fees)	\$990
+ Ministry Practicum	0
= Totals	\$990
÷ 9 payments	\$110

### ▼ LEVEL 5 ADVANCED PLACEMENT TUITION

Certain students may qualify for advanced placement due to prior education and experience. The Level 5 Advanced Placement Program is based on 11 courses. It is \$2,090, payable in 11 installments of \$190 each. Each installment covers tuition, primary textbook for each course, Ministry Practicum credits, and graduation fees.

Description	Cost
Tuition for 11 courses (includes books & fees)	\$2,090
+ Ministry Practicum	0
= Totals	\$2,090
÷ 11 payments	\$190

## ▼ LEVEL 6 RESEARCH PROJECT PROGRAM

### TUITION

The Level 6 Research Project Program is based on 5 courses and a Level 6 research project. The cost of the coursework phase of this program is \$950, payable in 5 installments of \$190. The cost of the research project phase is \$1,300 payable in 10 installments of \$130. Each installment includes tuition and graduation fees.

Description	Cost
Tuition for 5 courses (includes books & fees)	\$950
+ Research Project	\$1,300
= Totals	\$2,250
÷ 5 payments (1 per course during coursework phase)	\$190
+ 10 payments (during research project phase)	\$130

### ▼ REFUND POLICY

It is the official policy of LCBI that if a student desires, for any reason, to discontinue an enrolled class, the following percentages of the tuition will be refunded.

When written withdrawal is received:

- before the first class      100% refund (upon return of materials)
- after the first class      75% refund
- after the second class      50% refund
- after the third class      0% refund

# *Student Policies*

## ▼ **STANDARD OF CONDUCT**

A student whose personal conduct is a poor testimony for Christ, and who fails to live in accordance with the scriptural ideals of the Bible Institute, will be spiritually counseled and will be disciplined to such extent as the Program Director deems advisable. The Bible Institute reserves the right to refuse admission, to put on disciplinary probation, or to dismiss any student whose personal conduct and/or attitude, in the judgment of the administration, are not consistent with the Christian spirit and standards which the Bible Institute seeks to maintain.

By way of example: academic dishonesty, such as giving unauthorized aid on an examination or plagiarism (the intentional or unintentional presentation of another's work as your own) are not acceptable behaviors and will not be tolerated. Both are subject to immediate dismissal.

## **PERSONAL HABITS**

Students are expected to abstain from the use of any tobacco, alcoholic beverages and illicit drugs, both on and off campus. They will also maintain behavior above reproach in relationships with the opposite sex, avoiding appearances of evil.

## **WOMEN'S DRESS CODE**

Modesty, femininity and good taste are the guiding principles of women's dress at Life Christian Bible Institute. Women shall wear dresses, skirts, or slacks with sweaters or blouses to classes and to all services. No low cut necklines or dresses with slits above the knee are permitted.

### **MEN'S DRESS CODE**

To be well-groomed, clean, neat and tidy are the guiding principles of men's dress at Life Christian Bible Institute. Beards are permitted if trimmed and kept neat. Hair should be properly groomed at all times. No bare feet, flip-flops, shorts, or T-shirts are allowed. Slacks and shirts with collars are required.

### **▼ ATTENDANCE, ABSENTEE & TARDY POLICIES**

Regular and punctual attendance is essential to scholastic achievement and success in ministry. Thus, students are expected to be in class at the appointed time. Students who are late or who miss a class are required to purchase and listen to recordings of the missed lectures. These must be ordered within one week of the missed class. If recordings are not purchased and listened to, the student will receive a grade of "Incomplete" for the course.

### **▼ COURSE REQUIREMENTS**

In addition to attending class, students are expected to read all textbooks and to take all quizzes, tests, and exams; to deliver any scheduled oral presentations; and to turn in any other work required on the assigned date. Research papers are due one week after the last class meeting date (if not otherwise specified) even if the student is absent on that date. A guide for preparing research papers acceptable at LCBI can be found in the back of this Student Handbook.

### **▼ ADVANCED PLACEMENT STUDENTS & RESEARCH PROJECT STUDENTS SPECIAL REQUIREMENTS**

All Advanced Placement & Research Project students must complete all course requirements, submit a mandatory 6-page research paper, and complete 200-300 additional pages (minimum 500 pages total) of reading per course. If

the course requires a 6-page research paper, Advanced Placement and Research Project students must submit a 12-page paper.

All research project topics *must* be approved in advance of any student work. All research project work must be of publishable quality. Therefore, a research project must be an original and thorough treatment of the subject area chosen. A guide for preparing research projects acceptable at LCBI can be requested from your Campus Director. Every research project must follow these special guidelines.

### ▼ LATE WORK

If the course requirements are not completed and the Course Completion Affidavit turned in within one week of the last class meeting, the student will receive a grade of “Incomplete.” Once an incomplete grade has been posted, the student has two additional weeks to complete all of the course requirements and turn in their affidavit. To change a grade from “Incomplete,” the student must pay a \$10 Change of Grade (from Incomplete) Fee.

Three weeks after the last class meeting, if the work is still not completed, the student’s “Incomplete” grade will be changed to an “F”

If a personal emergency prevents a student from completing the course requirements, they are responsible for contacting their Program Director to arrange to complete the required work.

### FAILING GRADE

If a student fails a course, they will have to pay tuition and take the course again. They must demonstrate satisfactory work for the entire course before they may be eligible for a passing grade to appear on their official grade report.

### ▼ MINISTRY PRACTICUM

Students are required to serve in their local church as a minister of helps

- for example as a greeter, usher, or nursery worker. Students are required to serve a minimum of 72 hours during the 9-month school year. Ministry Practicum hours must be valid volunteer work sanctioned by the local church providing training for the student and helping the local church. It does not include student ministry independent of the local church. This service, verified by a church leader, earns the student 3 credit-hours. For fourth-year students, at least 50% of their hours should be in a service directly related to their major field. (Christian Education, Church Administration, and Music Ministry majors must have at least 72 hours of Ministry Practicum in their field. This can be either volunteer work or paid employment.)

See the Forms Section of this handbook for a *Ministry Practicum Activity Log*, which students should use throughout the year to properly document their volunteer hours. NOTE: Ministry Practicum credit will only be granted after a student has completed 9 courses at LCBI.

### ▼ MISCELLANEOUS FEES

Students will not be allowed to participate in the graduation exercise or receive an official end-of-the-year grade report as long as outstanding fees have not been paid. All fees are non-refundable.

#### APPLICATION FEE

There is a \$35 application fee. This fee covers processing the application.

#### IDENTIFICATION BADGES

Your campus may require you to wear a student I.D. badge during class sessions. I.D. badges help your instructors and fellow students get to know you.

Policies concerning if, how, and when badges are issued; penalties for non-



possession of your badge during classes; replacement costs for lost badges, etc. are all determined at your Program Director's discretion.

### **MATERIALS FEE**

Your Program Director may charge a fee for start-up materials (such as the *LCBI Student Handbook* and your outline binder). Fee should not exceed \$20.

### **CHANGE OF GRADE (FROM INCOMPLETE) FEE**

There is a \$10 change-of-grade fee. This fee applies when a final grade report has already been submitted to the Registrar showing an incomplete ("I") grade but the grade has not yet become an "F."

### **OFFICIAL GRADE REPORT REQUEST FEE**

Official end-of-year grade reports are issued by the Office of the Registrar, Main Campus, provided the student's account is paid in full. One official end-of-year grade report is provided free of charge every year at graduation. Additional grade reports cost \$5 each and must be requested in writing.

### **RETURNED CHECK FEE**

A student will be charged \$25 for any check returned to their LCBI Campus because of insufficient funds.

### **FEE FOR RECORDINGS OF MISSED CLASSES**

Students are not permitted to make individual recordings of class sessions.

Each LCBI Program Director reserves the right to charge students a suitable fee (up to \$10) for recordings of missed classes.

# Academic Standards

## ▼ GRADING SYSTEM

Grade	Description	Percentages
A	Superior	93-100
B	Excellent	85-92
C	Average	77-84
D	Below Average	70-76
F	Failing	0-69
W	Withdrawn*	
I	Incomplete	

## ▼ GRADE REPORTING

Grade posting provides students with the information needed to track their academic progress. Grades will be posted after each course is completed. Some Program Directors may choose to issue periodic grade reports that span a semester or the entire school year.

## ▼ UNSATISFACTORY STUDENT PERFORMANCE

Consistently unsatisfactory academic performance (such as course failure, unexcused absences, late reports, lack of meeting course requirements, missing of final exams, etc.) may be reason for the Bible Institute to terminate a student's enrollment. Students terminated for unsatisfactory academic performance will not be entitled to any tuition refund.

\* Should any student desire to withdraw from school, he or she should write a letter and speak with the Program Director to formally withdraw. This must be done before the third night of class. Unless the student formally withdraws, the student will not be eligible for re-admission without an interview with the Program Director. The student who just stops attending class and does not formally withdraw – or who does not complete the course requirements within the time specified – will receive an “F” for any course with unsatisfied requirements.

# Graduation Requirements

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## ▼ GENERAL REQUIREMENTS

The graduation requirements for receiving a certificate of completion are as follows:

1. Each student must have completed all required course work in a chosen program prior to graduation.
2. Each student should submit a *Ministry Practicum Activity Log* documenting their volunteer work for their local church. This should be turned in to the Program Director at least eight (8) weeks prior to the scheduled graduation exercise.
4. Each student must have paid all tuition and fees before graduation.
5. The student must complete a *Course List & Intent to Graduate Form* and submit it to their Program Director at least eight (8) weeks prior to the scheduled graduation exercise. No partially completed forms will be accepted.
6. The graduating student is expected to attend the commencement exercise.

# Contact Information

## ▼ MAIN CAMPUS

Street Address: 410 East Chapman Road, Lutz, Florida 33549

Mailing Address: P. O. Box 272360, Tampa, FL 33688-2360

Phone: (813) 948-0892

FAX: (813) 909-9730

Email: [info@lcbi.org](mailto:info@lcbi.org)

website: [www.lcbi.org](http://www.lcbi.org)

## ▼ AFFILIATION

Life Christian Bible Institute is not affiliated with any denomination, but is an independent, not-for-profit educational and church organization chartered in the State of Florida, USA.

*Life  
Christian  
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**STUDENT FORMS**

**FOR MAIN CAMPUS OFFICE USE ONLY**

STUDENT ID	DATE RECEIVED	DATE ENTERED INTO C-R	ENTERED BY	INITIAL ROLES <input type="checkbox"/> STUDENT <input type="checkbox"/> HOST PASTOR <input type="checkbox"/> ADMINISTRATOR <input type="checkbox"/> ADVISOR <input type="checkbox"/> FACULTY <input type="checkbox"/> DIRECTOR <input type="checkbox"/> HQ STAFF MEMBER
CAMPUS CODE	DATE APPROVED	DATE ASSESSED	ASSESSED BY	DESIGNATED STUDENT ADVISOR

# *Life Christian Bible Institute*

## **STUDENT APPLICATION**

**IMPORTANT:**

- Please PRINT or TYPE.
- ANSWER ALL QUESTIONS. Application will not be processed unless all questions are answered & the application signed & dated by the applicant.
- Do not leave any question blank. Put "N/A" if an item does not apply.

**1. PERSONAL INFORMATION**

<input type="checkbox"/> MR. <input type="checkbox"/> MS. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	MI	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME (IF APPLICABLE)	PRI. LANGUAGE <input type="checkbox"/> ENGLISH <input type="checkbox"/> SPANISH
MAILING ADDRESS		CITY	STATE OR PROVINCE	ZIP OR POSTAL CODE	COUNTRY	
HOME AREA CODE & PHONE NUMBER		WORK AREA CODE & PHONE NUMBER			CELLULAR AREA CODE & PHONE NUMBER	
PRIMARY E-MAIL ADDRESS			SECONDARY E-MAIL ADDRESS			
GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	MAR. STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	RACE <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> BLACK <input type="checkbox"/> OTHER <input type="checkbox"/> HISPANIC <input type="checkbox"/> ASIAN <input type="checkbox"/> NATIVE AMERICAN	CITIZEN OF <input type="checkbox"/> USA <input type="checkbox"/> OTHER (PLEASE SPECIFY)		PLACE OF BIRTH	DATE OF BIRTH (MM/DD/YYYY)
EMERGENCY CONTACT NAME			CONTACT PHONE NUMBER		CONTACT RELATIONSHIP	

**IMPORTANT:**

**Check the box below that says "Certificate Track" if you are working toward a Bible Institute Certificate.**

**Check the box below that says "Audit Program" if you are attending for personal growth only.**

☐ Certificate Track      ☐ Audit Program

### *Non-Discrimination Policy*

**The Bible Institute does not discriminate on the basis of nationality, ethnic origin, age, or gender. We guarantee the rights, privileges, and the availability of programs and activities to all students.**

***PLEASE READ CAREFULLY THE FOLLOWING AFFIDAVIT BEFORE SIGNING.***

**I certify that I have truthfully and accurately answered all questions contained in this application. I understand that falsification of any kind is grounds for refusal of my application or expulsion should falsehood be discovered after acceptance to the Bible Institute.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

***Make a payment of \$35 for your application fee, payable to your local campus.***

***Submit this completed application to your Campus Director.***

**2. PLEASE STATE YOUR SALVATION TESTIMONY**

**3. PLEASE BRIEFLY STATE YOUR EDUCATIONAL & MINISTRY GOALS**

# Life Christian Bible Institute

## PAYMENT RECEIPT

DATE: \_\_\_\_\_

RECEIVED FROM: \_\_\_\_\_

APPLICATION FEE: ..... \$ \_\_\_\_\_

MATERIALS AND/OR CLASS TAPE/CD FEE: ..... \$ \_\_\_\_\_

TUITION — COURSE TITLE: \_\_\_\_\_ \$ \_\_\_\_\_

LCBI LEVEL:    ☐ AUDIT    ☐ PROGRAM #1-4    ☐ PROGRAM #5-6

TOTAL: \$ \_\_\_\_\_

☐ CASH    ☐ CHECK (NUMBER: \_\_\_\_\_)    ☐ CHARGE    ☐ MONEY ORDER

REC'D BY: \_\_\_\_\_

8/7/06

©2006 Life Christian University

Form: Adm-6-BI

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8/7/06

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Form: Adm-6-BI

# Life Christian Bible Institute

## PAYMENT RECEIPT

DATE: \_\_\_\_\_

RECEIVED FROM: \_\_\_\_\_

APPLICATION FEE: ..... \$ \_\_\_\_\_

MATERIALS AND/OR CLASS TAPE/CD FEE: ..... \$ \_\_\_\_\_

TUITION — COURSE TITLE: \_\_\_\_\_ \$ \_\_\_\_\_

LCBI LEVEL:    ☐ AUDIT    ☐ PROGRAM #1-4    ☐ PROGRAM #5-6

TOTAL: \$ \_\_\_\_\_

☐ CASH    ☐ CHECK (NUMBER: \_\_\_\_\_)    ☐ CHARGE    ☐ MONEY ORDER

REC'D BY: \_\_\_\_\_

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# Life Christian Bible Institute

## MINISTRY PRACTICUM ACTIVITY LOG

Date: \_\_\_\_\_

Location Code: \_\_\_\_\_ - \_\_\_\_\_

**IMPORTANT: PLEASE PRINT OR TYPE** except for the boxes marked "signature." This form is required of all students to document a minimum of 72 hours per year in the ministry of the church he/she attends. Work must be performed during the current academic year. It is the student's responsibility to ensure that this form is completed and submitted to the Program Director no later than eight (8) weeks before graduation. Fill out one line of Section #3 per job performed. Use multiple sheets, if necessary. Please keep a photocopy of the completed form for your records.

### 1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME, IF APPLICABLE
CHECK LEVEL: <input type="checkbox"/> BIBLE INSTITUTE STUDENT <input type="checkbox"/> AUDIT STUDENT			STUDENT SIGNATURE			
CHECK YEAR: <input type="checkbox"/> YEAR 1 <input type="checkbox"/> YEAR 2 <input type="checkbox"/> YEAR 3 <input type="checkbox"/> YEAR 4 <input type="checkbox"/> YEAR 5						

### 2. CHURCH INFORMATION

CHURCH		
ADDRESS	CITY	STATE / PROVINCE
	POSTAL CODE	COUNTRY
SENIOR PASTOR NAME	OFFICE AREA CODE & PHONE NUMBER	OFFICE AREA CODE & FAX NUMBER

### 3. SERVICE RECORDS

TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TOTAL HOURS WORKED	DIRECTOR'S SIGNATURE		

\*SUPERVISOR: YOUR SIGNATURE ATTESTS THAT THE STUDENT PERFORMED HIS/HER ASSIGNED TASKS IN A FAITHFUL AND SATISFACTORY MANNER.

*Life Christian Bible Institute*

# COURSE LIST & INTENT TO GRADUATE FORM

**Graduation Date:** \_\_\_\_\_

**Location Code:** \_\_\_\_\_ - \_\_\_\_\_

**IMPORTANT:** This form is required of all students intending to graduate in a given school year. It is the student's responsibility to keep track of all courses taken and to return this form to the Program Director at least 8 weeks before graduation. (List all courses that will be completed by graduation.) **Gown information must be included for proper gown size.** Please keep a photocopy for your personal records.

## 1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="text"/>	MAIDEN NAME, IF APPLICABLE
<b>REQUIRED FOR GOWN:</b> HEIGHT – FT:          IN: <b>WEIGHT</b> – CHOOSE YOUR WEIGHT RANGE (SEE ATTACHED CHART) <input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C"			<b>CERTIFICATE NAME</b> (INDICATE <b>EXACTLY</b> HOW YOU WANT YOUR NAME TO APPEAR ON YOUR CERTIFICATE)			
SOCIAL SECURITY#			AREA OF STUDY			
HOME PHONE		WORK PHONE	CHECK LEVEL: <input type="checkbox"/> BIBLE INSTITUTE STUDENT <input type="checkbox"/> AUDIT STUDENT CHECK YEAR: <input type="checkbox"/> YEAR 1 <input type="checkbox"/> YEAR 2 <input type="checkbox"/> YEAR 3 <input type="checkbox"/> YEAR 4 <input type="checkbox"/> YEAR 5 <input type="checkbox"/> YEAR 6 <input type="checkbox"/> YEAR 7			

## 2. COURSE INFORMATION

COURSE#	COURSE NAME	DATE COMPLETED	GRADE	DIRECTOR'S VERIFICATION
<b>MP</b>	<b>MINISTRY PRACTICUM</b>			
COURSE#	PROGRAM 5 STUDENTS ONLY: ADDITIONAL COURSES TAKEN	DATE COMPLETED	GRADE	DIRECTOR'S VERIFICATION

### 3. SIGNATURES

STUDENT SIGNATURE	DATE	DIRECTOR SIGNATURE	DATE
I CERTIFY THAT THE INFORMATION ABOVE IS CORRECT.		I HAVE VERIFIED THAT THE COURSE WORK HAS BEEN COMPLETED & ALL FEES PAID.	

# Weight Range Chart

HEIGHT	WEIGHT RANGE “A”	WEIGHT RANGE “B”	WEIGHT RANGE “C”
4’10” – 5’0”	Up to 159	160-219	220-280
5’1” – 5’3”	Up to 179	180-239	240-300
5’4” – 5’6”	Up to 199	200-264	265-330
5’7” – 5’9”	Up to 229	230-294	295-360
5’10” – 6’0”	Up to 259	260-329	330-400
6’1” – 6’3”	Up to 284	285-354	355-425
6’4” – 6’6”	Up to 309	310-384	385-460
6’7” – 6’9”	Up to 329	330-404	405-480
6’10” – 7’0”	Up to 349	350-429	430-510

**BIBLE INSTITUTE**  
**RESEARCH PAPER GUIDELINES**

**By:**

**Your Name**

**Course Name**

**Name of School**

**Today's Date**



**STUDENTS:** These are the research standards of the Bible Institute. Please follow these standards for all your writing assignments. A completed and signed copy of this affidavit must accompany each research paper you turn in. Place it immediately after your title page.



### RESEARCH AFFIDAVIT

In this paper, every *opinion* from someone else has been indicated by a reference placed at the end of that information. I realize that the mere presence of a reference does not avoid plagiarism. If I have used the *exact words, phrases, clauses, or sentences* of someone else, I have enclosed that information in quotation marks. If I have *paraphrased* the opinions of someone else, I have not enclosed the paraphrase in quotation marks, but I have stated those opinions *in my own words*. I have introduced the paraphrase and put a reference at the end of it.

*Factual information* (common knowledge or uncontested knowledge) has not been credited with a reference unless I have used someone else's organization of these facts.

This paper is my own work. No one has helped me in the preparation or writing of this paper except for typing or final proofreading.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

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**BIBLE INSTITUTE**  
**RESEARCH PAPER GUIDELINES**

**INTRODUCTION**

Writing is a vital part of any college experience. Writing a college paper encourages you to gather thoughts from other sources (including references from Scripture), formulate your own conclusions, and then express them in a logical and cohesive manner. These *Research Paper Guidelines* give students an example of how to handle a title page, a table of contents page, the introduction, the body of the paper, the conclusion, and the bibliography. Your paper should look like this document.

**I. GRADING GUIDELINES<sup>1</sup>**

All course papers will be reviewed with the following grading guidelines in mind:

- 50% Content of the paper (What ideas were presented? What conclusions were made?)
- 25% Research (Was the course text read? Was additional research performed? Was this demonstrated through the use of quoted material?)
- 10% Delivery & Style (Was correct spelling, punctuation, grammar, and sentence construction used?)
- 15% Presentation (Were the *Research Paper Guidelines* followed? Were correct in-text references made for quoted works? Was there an introduction? Was there a conclusion? Was there a bibliography? Was the bibliography correctly formatted?)

## II. RESEARCH PAPER GUIDELINES

Every research paper must be typewritten using a 12-point business-like font. The finished paper should be fastened at the top left with a staple for easy review and grading. No other fancy cover is needed or required. All pages except the title page and table of contents should be numbered at the bottom in the center of the page. Each page should have margins of 1” on the left, right, top, and bottom. Typing should be double-spaced. Indent the first line of each new paragraph 1/2”. Do not use extra space between paragraphs. (You can download this document – the *LCU Research Paper Guidelines* – to use as a Microsoft Word template from the LCU website at [www.lcus.edu](http://www.lcus.edu) .)

Research papers should include the following: a title page, a table of contents page (optional for 6-page papers), and then the body of the research paper.

The **title page** includes the title, the student’s name, the course name, the name of the school and the date of the paper. The title page does not count toward any required number of pages. The title page of these *Research Paper Guidelines* is an example of an acceptable title page.

The information on the **table of contents page** helps the reader better understand the paper’s content. It also helps the writer make sure there is a logical flow of thought. Each section of the paper (Introduction, Conclusion, and Bibliography) and the main topics and subtopics should be listed followed by the correct page number. The table of contents page does not count toward the required number of pages. The table of contents page of these *Research Paper Guidelines* is an example of an acceptable table of contents. (Note: A table of contents is required for a 12-page graduate-level paper.)

The title of the paper should be centered at the top of the first page of the **body of the research paper**. Use capital letters, in a bold, large font. Next comes the **Introduction**, which explains what the paper will cover. The word “INTRODUCTION” should be centered, in capital letters, in a bold, large font, with extra space above and below the word. Page 3 of these *Research Paper Guidelines* is an example of an acceptable first page for the body of the paper.

### **III. MAIN TOPICS IN THE BODY OF THE RESEARCH PAPER**

The main topics of the paper should be numbered in Roman numerals. Use capital letters in a bold, large font, with extra space above and below. Please note that the main topics are not centered, but are to the left of the page.

#### **The Importance of Subtopics**

When you have subtopics under main topics, you should center the title of the subtopic, but you should not capitalize all the letters. You should only capitalize the first letter of the first word, the last word, and any other important word. Do not put extra space above or below it.

#### **Other Divisions**

If it is necessary to divide further under the subtopics, you should start writing the title at the far left of the page. The title should be in bold face letters, and the first letter of the first word, the last word, and any other important word should be capitalized.

#### **Be Sure To Make Paragraph Breaks**

It is very difficult to read an entire page of text with no breaks or extremely long paragraphs. Each paragraph should represent a main thought. When a new thought is introduced to the reader, make a new paragraph. The average paragraph should have three to five sentences.

#### **IV. RESEARCH YOUR TOPIC**

Research your topic, documenting any published works you have used. As you develop your conclusion, the facts you have gathered from your course, your textbook, the Bible, and other published works will serve as “witnesses” to add credibility to your case. You may include items of “common knowledge” without giving a reference. Common knowledge includes facts, dates, and concepts that an educated person will generally know. You do not need to document such common knowledge when it is expressed in your own words. You may preface common knowledge with statements such as “History shows...” or “Experts agree...”

Example: Most experts agree that vitamin C is good for colds.

When in doubt about whether or not a fact is common knowledge, it is better to document your source.

Report most of your findings in your own words – we are interested in *your* thoughts and insights. Paraphrase and summarize what you have learned. Then use your own words to tie together all the facts you have discovered in your research. Give your own conclusions and tell why you believe as you do. Tell how these truths have impacted your life. Do not write a paper which consists mostly of quoted material – even if you properly cite each source. As a rule of thumb, a paper should consist of no more than 20% directly quoted material (quotes from Scripture are not included in this percentage) and no more than 20% personal testimonies or anecdotes.

#### **V. HOW TO GIVE CREDIT FOR QUOTED MATERIAL**

When you make reference to the writings of another, you must give credit to the author or source. You do this by putting the author’s name and page number in parentheses immediately

following the quoted material. This refers the reader to complete information on your source that you provide in your bibliography at the end of your paper.

When you quote four or fewer lines, include the quoted material as part of your paragraph. Be sure to use quotation marks. Give credit to your source as follows: “Put a parenthesis, then the last name of the author, followed by the page number(s) from which the information came, followed by a parenthesis” (De la Torre 9).

If you quote more than four lines, then they should be indented as follows:

When your quotation is longer than four lines (for example 4.5 lines), the quoted material should be indented and single spaced. On a longer, indented quote, you should not use quotation marks. Remember though, to always show where you got your information by referencing the work cited on your bibliography. Note: the parenthetical reference does not count toward the total number of lines (De la Torre 34).

Multiple authors are cited in a similar way. Both names are included and joined by the word “and, ” for example: (Weikel and De la Torre 47). In case you quote from two authors with the same last name, write the last name of the author, and the initial of the first name, for example: (De la Torre, O. 36). If you quote from two or more works from the same author, list the author, a comma, the title of the work (in italic), and the page number(s), for example: (De la Torre, *How To Write an Essay* 78). Even if you don’t quote an author directly but merely summarize his words, you must reference this information, according to common courtesy, ministerial ethics, and copyright laws!

### **Proving Your Point with Scriptures**

When writing your paper, don’t forget you can turn to the Word of God as a source for your research! It is best to pick one version of the Bible to use for all Scripture quotes and to note that version in the bibliography. When a general note has been made, the author needs to indicate the version only when an alternate version is used (Hudson and Townsend 134-135).

Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, is not puffed up, Doth not behave itself unseemly, seeketh not her own, is not easily provoked, thinketh no evil; Rejoiceth not in iniquity, but rejoiceth in the truth; Beareth all things, believeth all things, hopeth all things, endureth all things. Charity never faileth (1 Corinthians 13:4-8).

No version is cited because the predominant version used by the author is the KJV.

Notice that words that are italicized in the King James Version should not be italicized when quoted, since they were not intended for emphasis. Neither do you need to set each verse as if it were a separate paragraph. The actual paragraph breaks in the King James Version are indicated by the paragraph symbol (Hudson and Townsend 80- 81).

Indicate the use of an alternate version of Scripture as follows: “Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking” (1 Corinthians 13:4-5 NIV).

### **Quoting from the Internet**

A research paper is a document that provides credible facts and opinions by those who are considered to be established experts in their field of study. *The Scott Foresman Handbook for Writers* warns, “The Web is not a library designed to support research. Online information is not (like library resources) systematically cataloged, edited, or reviewed. So you can’t treat the Web like a library or assume that information you find there is always reliable” (Hairston, Ruszkiewicz, and Friend 703). The authors further state, “Make it a habit to confirm any statistic, fact, or claim from such a source with information from a second and different type of authority – a published book, an article, a reference work” (707).



## **The Order of Punctuation**

Notice the order of punctuation after an in-text citation. First, end the quoted material with a quotation mark, then comes the reference in parentheses, then the closing period. If a question mark or an exclamation mark *is part* of the quoted material, include it *inside* the quotation marks, then give the reference and close with a period: “How shall we, that are dead to sin, live any longer therein?” (Romans 6:2).

## **VI. HOW TO DO A BIBLIOGRAPHY**

“BIBLIOGRAPHY” should be centered, in capital letters in a large, bold face, with extra space below the word. This is a list of books from which you gathered information to write your paper. The list of books should be in alphabetical order according to the author’s last name. Page 10 of these *Research Paper Guidelines* is an example of an acceptable bibliography.

First, list the last name of the author, followed by the first name and a period. If there is more than one author, write the last name of the first author, a comma, then their first name, then a comma and the word “and” followed by the second author’s first and last name and a period. Notice that only the first author’s name is inverted. Put two spaces between the name of the author and the title of the book, which should be set in italic. After the title of the book, put a period, then space twice, and write the place of publication. Give the name of the country if published outside of the country where you reside. Then put a colon and the publishing house, followed by a comma and the date of publication. A period goes at the end of every entry.

If the work consists of more than one volume, list the number of the volume you used.

If the person is not the author, but the editor, you should put a comma after the name and write the letters “ed.” If there were two or more editors, write “eds.”

If using modern translations of the Bible, check the copyright notice on the copyright page of each particular version. It will tell you exactly how that particular publisher wants notation made in the bibliography.

Document an online source as follows: list title of webpage between “ ”, title of site underscores, date of electronic publication, sponsor of the site, date you examined the site, and the full web address enclosed between < >. See an example from the National Park Service in the bibliography.

As with the title page and the table of contents, the bibliography does not count towards your required number of pages.

## **VII. PROOFREAD YOUR PAPER**

Be careful to proofread your paper before you turn it in. You never know who will eventually read it! Check for misspelled words, typographical errors, and errors in punctuation.

Because writers become so familiar with what they have written, it is easy for them to skip over mistakes. We strongly suggest you have someone with a keen eye and a good command of the English language proofread your paper for you. We do not consider it cheating to have someone proofread your paper. If you need help with spelling and grammar, get some help! We are looking more at your ideas and your grasp of the material covered in the course than at your grammar and spelling. If it is not possible for someone else to proof your paper, you can put your paper away and proofread it after several days when your mind is clear. It is common for professional writers to proofread their work several times to insure they catch all mistakes.

## **CONCLUSION**

The word “CONCLUSION” should be centered, in capital letters in a large, bold face, with extra space above and below the word. A strong conclusion is the finishing touch on your research paper. In the conclusion, you should give a brief summary of the paper, restating why you believe as you do. Do not add any new information at this point, since the conclusion is only a summary of what has already been stated.

## BIBLIOGRAPHY

De la Torre, Otto. *Research Paper Guide*. Tampa, Florida: Life Christian University Press, 1987.

Gangel, Kenneth O., and Howard G. Hendricks. *The Christian Educators Handbook on Teaching*. New York, New York: Scripture Press Publications Inc., 1988.

Hairston, Maxine, John Ruszkiewicz, and Christy Friend. *The Scott Foresman Handbook for Writers*. 7th ed. Upper Saddle River, New Jersey: Prentice Hall, 2004.

Hudson, Bob, and Shelley Townsend, eds. *A Christian Writer's Manual of Style*. Grand Rapids, Michigan: Zondervan Publishing House, 1988.

“New Lease on Life: Museum Conservation in the National Park Service.” Parknet. 7 Dec. 1999. National Park Service. 10 Feb. 2000 <<http://www.cr.nps.gov/csd/exhibits/conservation/>>.

Tolstoy, Leo. “Where Love Is, God Is.” *The Book of Virtues: A Treasury of Great Moral Stories*. Ed. William J. Bennett. New York, New York: Simon and Schuster, 1993. 158-165.

Unless otherwise indicated, all scriptural quotations are from the *King James Version* of the Bible.

Scripture references marked NIV are taken from the HOLY BIBLE, NEW INTERNATIONAL VERSION ®. NIV ®. Copyright © 1973,1978,1984 by the International Bible Society. Used by permission of Zondervan Publishing House. All rights reserved.

These *Research Paper Guidelines* are not intended to be an exhaustive reference source for your future writing projects, but rather to provide a simple format for your research papers.

For help with the mechanics of grammar and composition, as well as suggestions for the writing process, we suggest *The Handbook of Grammar & Composition* by James A. Chapman.

You can order *The Handbook of Grammar & Composition* from [www.abeka.com](http://www.abeka.com) or 877-223-5226. New books are \$24.50 including tax, shipping, and handling. Used books are also available at [amazon.com](http://amazon.com).

## STUDENT HANDBOOK AFFIDAVIT

My signature on this form verifies that I have received and read the *Life Christian Bible Institute Student Handbook* and that I agree to abide by the policies stated therein.

Printed student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **REQUIRED:**

Please sign this form and turn it in to your  
Program Director to complete your enrollment at LCBI.