

Covington Theological Seminary



2016 – 2017 Catalog

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Catalog Standard



This catalog uses the term Covington Theological Seminary (CTS), Covington Bible College, Covington Bible Institute, and Covington Schools generically in various cases. In each instance, it refers to the institution, including the Bible Institute, the Bible College, and the Seminary.

Current information regarding the calendar, admissions, degree requirements, fees, policies, procedures, and course offerings are contained in this catalog. The policy of Covington Theological Seminary is to give sufficient advance notice of change whenever possible in order to permit required adjustments. However, the administration reserves the right to modify, revoke or add policies or procedures at any time. If students drop out of Covington Theological Seminary or become inactive and later return, they fall under the jurisdiction of the policies and procedures of the catalog in effect at the time of their return. Failure to read the catalog does not exempt students from the stated regulations or requirements.

Covington Theological Seminary is an Equal Opportunity College open for any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin or disability. This nondiscriminatory policy includes admission policies, scholarships, and other school administered programs, except where required by specific religious tenets held by the institution.

About Covington

Greeting from the President

Dr. James S. Sullivan, Jr.



We are delighted that you would consider Covington to further your theological education. Our commitment is to provide a solid biblical training that is Christ-centered, Bible-centered, and Gospel-centered. We desire to meet you where you are in your calling and ministry motivations and to design a quality program of study to equip you for kingdom effectiveness and fruitful church ministry. To get you started, Covington will assess your ministry goals and educational status and then work with you to develop a course of study that will be affordable and will dynamically prepare you to serve our King.

We are committed to the local church and its ministry opportunities as the prime training venue for developing church leaders. We do not call our students to come away to be trained, but to remain faithful in their present assignment. Our goal, as much as is possible, is to bring Bible College and Seminary training to you. We partner with local churches both nationally and internationally and involve those pastors and leaders with extensive experience and training in our teaching methodology. We are not called to build great edifices to evidence our effectiveness, but to build great lives that impact others through the Living Christ. You are the focus of our prayers and our investment and never buildings and programs.

Our innovative and personalized study plans are designed for our Covington Extension Studies, Covington E-Course studies, and Covington On-Line Programs of study. We currently have multiple Covington Extension Programs in partner churches around the Southeast. You may complete your studies on-line, in your current ministry setting, or in the privacy of your home. Please contact us to consider how a personally designed plan of study could meet your needs.

May our blessed Lord encourage you and strengthen you as you serve Him and consider enrollment in theological studies. If we may answer any questions or help in any way, please contact us.

Because He Lives,

Dr. Steve Sullivan

Contact Information

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Rossville, Georgia 30741

Location:

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Fort Oglethorpe, Georgia 30742

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info@covingtonseminary.org

Web Address:

www.covingtonseminary.org

Office Hours:

8:30am – 4:30pm EST

Phone:

706-866-5626

Fax:

706-861-3550

Vision / Mission / Values

Vision Statement: To impact eternity and the church presently by training biblically equipped leaders in both national and international settings.

Mission Statement: To meet potential students where they are in their calling and ministry motivations and to design a quality and affordable program of study that addresses their individual goals and needs.

Values Statements:

- We are committed to the local church and its ministry settings as the prime training venue for developing church leaders.
- We are not called to build great edifices to evidence our effectiveness, but to build great lives that impact others by the Living Christ.
- We do not call our students to come away to be trained, but to remain faithful in their present assignment.
- We commit ourselves to design innovative and personalized development plans that equip leaders to be dynamic and effective servants of God.
- Our extensions, whether in the U.S. or internationally, will be founded upon a partnership with a local church or group of churches and led by those currently involved in ministry and equipping the saints.
- The ultimate call of any leader is to “*equip the saints for the work of the ministry for the building up of the body of Christ*” (Eph. 4:12). Only those proven committed and effective in this assignment shall be Covington professors or leaders.
- Training and equipping are not optional for any spiritual leader, therefore we must do all within our ability to make training both accessible and affordable to any servant of God that is willing to make the commitment.
- Partnership, interdependence, and networking are kingdom principles upon which we can see our Lord do His mighty work.

Statement of Faith

1. We believe that the Scriptures of both the Old and New Testament are inerrant, infallible, and verbally inspired of God, and that they are the supreme and final authority for faith and practice.
2. We believe in the triune God: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His substitutionary and atoning death on the cross, His bodily resurrection, and His second coming.
4. We believe in salvation by “grace” plus nothing and minus nothing. The conditions for salvation are repentance, faith and obedience.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of the Lord Jesus Christ.
6. We believe in an everlasting Heaven that is prepared for those who trust Jesus as Savior and an everlasting Hell for those who reject His gift of salvation.

Purpose Statement

The student body of Covington is open to all denominations. We are not in competition with any other channel or institution of education. We offer the Covington Theological Seminary program to all who desire and feel the need to further their education.

1. The work of the Seminary, Bible College, and Bible Institute is designed to offer professional training for Pastors, Evangelists, Full-time, Part-time or Volunteer Church Staff Members, and those engaged in the work of Christian ministry on any level and at any place.
2. Covington Theological Seminary seeks to equip Christian leaders with skills which will make them effective in their service or ministries of the Gospel of Jesus Christ through their churches, communities and denominations.
3. Covington Theological Seminary serves all educational levels. The desire and ability to study and learn deserves degree recognition.
4. The Seminary, Bible College, and Bible Institute recognize other educational agencies. However, credit recognition is determined by the school alone and on an individual basis.

Location

Covington Theological Seminary is located in the Rossville - Fort Oglethorpe, Georgia area just minutes from downtown Chattanooga, Tennessee in the shadow of beautiful Lookout Mountain.



Administrative offices and classrooms are located in the Covington Theological Seminary Building located at 1168 Cross Street, Fort Oglethorpe, Georgia. This situates the school administrative facilities about two miles from the Chattanooga, Tennessee city limits - Tennessee state line.



History

Covington Theological Seminary was founded and chartered as a Seminary in September, 1977, in the state of Florida. The school is a nonprofit corporation with the purpose of offering religious and theological education. In July of 1980, the Seminary moved to Rossville, Georgia. In the fall of 1981, the trustees of Covington established the Covington Bible Institute. In 1985, the school moved to its present location in Fort Oglethorpe, Georgia which is only minutes from downtown Chattanooga. The school name was chosen in honor of General Leonard Covington, an army officer and hero in the War of 1812. His character and his bravery serve as an inspiration for those who gave their lives to serve in the ministry for our Lord and Savior, Jesus Christ.

Covington's second President, Dr. R.H. Brown served the school for over 22 years, during which time the school saw remarkable growth and extended its outreach into many foreign countries. Dr. Brown's wife, Reba, served as Registrar and Bursar during those years and played a strong supportive role in the growth of the Seminary.

Dr. James S. (Steve) Sullivan, Jr. was elected as Interim President of Covington by the Board of Trustees on July 21, 2004. On September 15, 2004, the Board elected Dr. Sullivan to be the Chairman of the Board of Trustees and the fourth President of Covington. Dr. Sullivan took this role on a full-time basis on January 1, 2005.

Extension Locations

1. **Northwest Georgia. Fort Oglethorpe** - Classroom instruction on selected courses is offered each semester, meeting at the Covington Building, 1168 Cross Street, Fort Oglethorpe, Georgia. This extension meets in Covington's home office.
2. **Eastern South Carolina. Aiken** - Classroom instruction on selected courses is offered each semester, meeting at the Millbrook Baptist Church, 223 South Aiken Boulevard. Aiken, South Carolina.
3. **Northern Alabama. Albertville** - Classroom instruction on selected courses is offered each semester, meeting at the Mount Vernon Baptist Church, 2650 Pine Street, Albertville, Alabama.
4. **Upstate South Carolina. Anderson** - Classroom instruction on selected courses is offered each semester, meeting at the Pope Drive Baptist Church, 2510 Pope Drive, Anderson, South Carolina.
5. **Northeast Alabama. Anniston** - Classroom instruction on selected courses is offered each semester, meeting at the First Baptist Church, 406 Anniston Street, Weaver, Alabama.
6. **Northwest South Carolina. Easley** - Classroom instruction on selected courses is offered each semester, meeting at the Arial Baptist Church, 618 Rice Road, Easley, South Carolina.
7. **Northern South Carolina. Fort Mill** - Classroom instruction on selected courses is offered each semester, meeting at the Sisk Memorial Baptist Church, 115 Massey Street, Fort Mill, South Carolina.
8. **East Tennessee. Knoxville** - Classroom instruction on selected courses is offered each semester, meeting at the Mount Calvary Baptist Church, 1807 Dandridge Avenue, Knoxville, Tennessee.
9. **Coastal Alabama. Mobile** - Classroom instruction on selected courses is offered each semester, meeting at the Ebenezer Missionary Baptist Church, 5051 Mobile, Alabama.
10. **Southwest North Carolina. Sandy Run** - Classroom instruction on selected courses is offered each semester, meeting at the Sandy Run Baptist Association, 186 Puzzle Creek Road, Bostic, North Carolina.
11. **Southeast Georgia. Savannah** - Classroom instruction on selected courses is offered each semester, meeting at the Dean Forest Baptist Church, 1524 Dean Forest Road, Savannah, Georgia.
12. **Central South Carolina. Sumter** - Classroom instruction on selected courses is offered each semester, meeting at the Gateway Baptist Church, 536 Mimosa Road, Sumter, South Carolina.

For additional class and schedule information call (706) 866-5626 or visit www.covingtonseminary.org.

Why Covington Seminary and Bible Institute?

Covington Theological Seminary, Bible College, and Bible Institute is endeavoring to offer the very best in Bible and Bible-related studies for those students preparing for full-time Christian service, regardless of whether it is in pastoral ministry, missions, evangelism, parachurch organizations, Christian schools, or church leadership. These studies are provided through the use of college and seminary textbooks, study guides, personal research, classroom lectures, and on-the-job training. The function of the Seminary, Bible College, and Bible Institute is to provide a quality education in the areas of Bible, Pastoral Ministry, Theology, Christian Counseling, and Christian Education. The goal of Covington Theological Seminary is to train men and women in the Word of God and to send them forth to reach a lost and dying world with the good news that Jesus saves.

Now in our thirty-eighth year, Covington Theological Seminary has honored the commitment to train men and women to serve God more effectively. The focus is to train leaders that will impact lives and impact eternity. We believe that godly and dynamic spiritual leaders will divinely impact churches, their communities and their nations. In every generation, the Lord has sought those that will “stand in the gap”, “stand up for truth”, and “stay the course.” In times of trouble and need leaders with spiritual substance are in constant demand. It is our desire to be an instrument of the Lord in growing and providing solid biblical training for those leaders.

While it is our desire to meet our students at the point of their need, we must face the realities of a culture with shifting concepts and values and we must take our stand on God’s Word. We are faced with a culture where popular opinion shifts constantly, where values are subject to the whim of pop idols and media hype, and where truth is considered to be relative. However, Covington Theological Seminary will continue to hold to the solid foundation of the Living Christ and the Living Word. No matter how society and public opinions change, Covington Theological Seminary upholds the fundamental doctrines espoused from its inception. These are those cardinal truths upon which our faith rests - the inerrancy and infallibility of the Word of God, the deity and virgin birth of Christ, His substitutionary and atoning death on the cross, His bodily resurrection, and His second coming. Every course offered, whether theology, pastoral studies, Christian education, or missions, is based upon and remains true to the Bible.

Thousands of students, not only in the United States, but also from distant parts of the world, participate in the meaningful training which is structured to meet their individual needs and goals. Brazil, Chile, Peru, Canada, Cambodia, England, Germany, Ghana, Guatemala, Honduras, Indonesia, India, Kenya, Burma, Myanmar, Peru, Hong Kong, Nigeria, Pakistan, Romania, Serbia, Italy, South Africa, South Korea, West Indies, West Africa, Zambia, and Zimbabwe are some of the countries represented by Covington Theological Seminary students and graduates.

Covington Theological Seminary is a network of caring and dedicated Christians that provide a source of strength and support to growing leaders in a period of great need, during the beginning, growing, or developing stages of their ministry. We are dedicated as much as possible to be here for them. It blesses our hearts when we hear Covington Theological Seminary referred to as “our school.” So many of our students remain close and in touch with us so that we truly are family.

Covington Theological Seminary has postured itself to be on the cutting edge in the theological training of the next generation. Students from Bible-believing churches of various denominations are attending because they love the balanced, Biblical approach provided by the school. Covington Theological Seminary maintains its theological integrity while reaching out to train men and women of all backgrounds.

A long history of affordable tuition, Bible-centered courses, personally constructed programs, quality teachers, and proven results - all of these factors make Covington Theological Seminary a school worthy of support and a credible seminary and Bible school for those called into God's service and desiring to learn Scriptural principles for effective ministry.

Advantages of Studying at Covington

1. Study at your own pace when you enroll in E-Course or CTS Online Programs. Each student establishes his/her own study schedule.
2. On-campus classes are held at convenient times allowing the student to hold a full-time job or ministry position while studying at Covington.
3. On-Campus extension locations are offered throughout the Southeast.
4. The cost of tuition is kept as low as possible to allow students at any economic level an opportunity to study and earn a degree.
5. An interest free payment option is available through Paypal for six months. CTS does not finance tuition any longer.
6. Tuition discounts are offered to spouses of students as well as persons who are incarcerated.
7. Enroll anytime. E-Course and CTS Online students can enroll and begin their course work at any time.
8. On-site and CTS Online professors are usually serving in some type of Christian ministry, thereby, bringing to the classroom practical experience and knowledge that is beneficial to the students.
9. Personalized, friendly attention is given to each student. For the E-Course student, a program of study is designed for each individual student.
10. An ever improving curriculum that offers classes in Bible, Theology, Pastoral Studies, Religious Education, and Biblical Counseling.
11. Each curriculum is designed to be flexible so that you as the student can study courses that will benefit you the most and help you in serving the Lord Jesus.

Accreditation - Affiliations

The President's Statement on Accreditation

Covington Theological Seminary was chartered in 1977 for the purpose of providing conservative biblical and theological training for students applying to this religious institution. The school's mission is to prepare Christian leaders for Christian service. Covington Theological Seminary has not nor will it seek governmental acceptance, accreditation, or funding for the effectiveness of the school's programs. The institution has maintained that posture throughout the past thirty-eight years and will continue to do so. The purpose is clear in that we do not seek to prepare our students for secular work or denominational service. Covington will seek to provide a sound theological standing from which students may build their life and an effective Christian ministry.

The institution's accreditation with Accreditation Commission International is a long standing relationship predating my presidency of the past eight years. The relationship has been one of accountability to the standards of a conservative Bible College and Seminary. We have held ourselves to the high standards of our trustees, faculty, and staff. For the past ten years, the Academic Council has made both a commitment and progress toward affiliations with organizations and schools holding like values and commitments to ours. Covington Theological Seminary will continue in that endeavor.

For these thirty-eight years, Covington Theological Seminary has followed its commitment to train God's servants for service. Covington's students have been accepted to many prestigious programs. Members of our recent doctoral class noted that the training they received from Covington far exceeded the training they received in more traditional seminaries. Covington is grateful for the sound reputation that has been built and we will continue our commitment to train leaders for ministries of impact for the Body of Christ and for eternity.

Affiliations

- Covington is a member of the Accreditation Commission International (ACI) of Beebe, Arkansas.

"Helping non-government regulated Schools, Colleges, and Theological Seminaries to have good educational processes, good educational processes to be better and better educational processes to be the best - One institution at a time!"



Accrediting Commission International^{INC.}
"Quality Non-governmental Accreditation"

- Covington is affiliated with the National Association of Evangelicals (NAE) of Washington, DC.



Impact Eternity

Impact Eternity is the missions and evangelism vision of Covington Theological Seminary. We are committed to a strategy for developing church leaders, both nationally and internationally, who are equipped to serve, build, and lead Acts 1:8 churches.

Acts 1:8 churches and leaders will look beyond a narrow vision of local ministry and will be committed to a world vision for the gospel of our Lord Jesus the Christ. We have been saved to be world-impact Christians. Many segments of the church in this post-modern era have lost both the vision and the unction given to it by the Lord at the inauguration of His Church. We must not be satisfied with our little corner of ministry, but partner with a multitude of willing leaders and saints to boldly reclaim our commitment to impact the world through the message of Jesus the Redeemer.

We believe there is both a hunger and a very real commitment on the part of our students, our alumni, our faculty and our leadership to partner in a ministry that will impact eternity. It is our vision to impact eternity and the church presently by training church leaders in both national and international settings. With a simple desire to start a School of Leadership in one country, Zimbabwe, has come the opening of multiple new international schools through 2015. Covington has international extensions in Zimbabwe, Ghana, Honduras, Romania, Pakistan, Brazil, Chili, Indonesia, Canada, West Indies, Haiti, and the Philippines. Covington currently has formal requests for training centers in many other nations. These opportunities have come so quickly that we are convinced that *“a great and effectual door has been opened to us.”*

To respond, Covington Theological Seminary will partner with Churches and Pastors to coordinate Faculty Teams and Mission Teams from the states for both short term and some longer term projects. Students may receive course credit for mission involvement through our missiology program. Faculty and church leaders are invited to teach and train in international settings where the impact of their teaching can be experienced immediately.

Anyone interested in mission opportunities can contact Covington Theological Seminary for details. There are also opportunities for becoming an Impact Sponsoring Church, an Impact Partner, or a Faculty Team Member to teach in Covington's International Schools of Leadership, International Bible Colleges, and International Seminary extensions.

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Administration

James S. (Steve) Sullivan, Jr., Th.D., President
Bret Sullivan, D. Min., Dean of US Extensions, V.P. of Operations
Registrar, Dean of Students
Cody Horne, Ph.B., Assistant Registrar
Gary Fleetwood, Th.D., Academic Dean
Eddie Ildefonso, Ph.D., Dean of International Extensions
Luther Price, Th.D., Faculty Dean/Director of Development
Cheryl Clark, D.Min., Comptroller
Phyllis Lively, D.Min., Dean of Records

Board of Trustees

Dr. James S. Sullivan, Jr., Covington Theological Seminary
President and Chairman
Dr. Eddie Ildefonso, Senior Pastor, West Los Angeles Living Word Christian Center, Los Angeles California
Executive Vice President
Dr. Bret Sullivan, Covington Theological Seminary (non-voting)
Vice President of Operations
Dr. Gary Fleetwood, Senior Pastor, Chime Bell Baptist Church, Aiken, South Carolina
Vice President for Academic Affairs
Mr. Marvin Cornelison, President, Raines Brothers, Inc., Chattanooga, Tennessee
Secretary
Dr. Edsel Bone, Senior Pastor, First Baptist Church, MacClenny, Florida
Dr. Jay Trimble, Senior Pastor, Prospect Baptist Church, Chattanooga, Tennessee

Domestic Extension Deans

Lonnie Bone, D.Min.; Northwest Georgia (Ft Oglethorpe)
Gary Fleetwood, Th.D.; Western South Carolina (Aiken)
David Martin, D.Min., North, Alabama (Albertville)
Matthew Danuser, D.Min.; Upstate South Carolina (Anderson)
Scott Whetstone, D.Min.; Northeast Alabama (Anniston)
Danny Parton, D.Min., Northwest, South Carolina (Easley)
Tom Tucker, M.Min., North South Carolina (Fort Mill)
Leroy Franklin, M.A., East, Tennessee (Knoxville)
Richard Benjamin, D.Min.; Coastal Alabama (Mobile)
Lon Chenowith, Ph.D., Southwest North Carolina (Sandy Run)
Guy Boyd, D.Min.; Southeast Georgia (Savannah)
Ron Taylor, D.Min., Coastal South Carolina (Sumter)

Covington's faculty consists of over 110 Professors and Advisors.

International Extension Deans

Dr. Eddie Ildefonso, International Dean
Central America / Honduras / Pakistan / Zimbabwe / South America / Indonesia / Philippines
Dr. Gary Fleetwood, Dean, Europe / Romania
Rev. Ralph Holdbrook, Dean Ghana
Dr. Lamar Lyons, Dean Haiti
Rev. Solomon Owolabi, Dean Nigeria
Dr. Larry Wilson, West Indies

Program Options

Program Options

Covington Online

Introduction to CTS Online

Covington Theological Seminary Online is committed to meeting potential students and church leaders right where they are. We will not call our students to come away to be trained, but to remain faithful in their present assignment. Because training and equipping are not optional for any spiritual leader, we must do all within our ability to make training accessible to any servant of God that is willing to make the commitment. We strive to serve you in excellence and exceed your learning expectations. Part of that excellence is the opportunity for you to study with CTS's finest faculty, established pastors who have a heart for training leaders and impacting eternity. CTS Online provides you with learning where you need it, when you need it. We provide busy pastors, fathers, and leaders with an excellent Bible education with a faculty of current pastors and church leaders. Your professors are currently serving in roles that you desire to have. CTS Online will connect you to the people, students and resources that you need to grow in your current role or to grow into the future role that the Lord has for you.

Why Choose CTS Online Seminary?

A traditional classroom schedule can be a problem if a seminary student needs to travel for work or is committed to missions in another country. **Online learning is convenient, practical, and efficient.** Wherever you have access to the Internet, you can participate in online learning. Attending traditional schools will cost you gasoline, wear and tear on your vehicle, and parking expenses. Though not a direct cost, **you will not spend time sitting in traffic on a freeway or in a classroom waiting for class to begin.** Earning a seminary degree online requires only that you own a computer that has access to the Internet, investments most families have already made. So we encourage you to consider the many personal benefits of CTS Online and know that we offer a quality online learning experience.

Elements of CTS Online Courses

All of the elements necessary for an excellent theological education are present in our online venue: instruction from qualified pastors and teachers, challenging assignments, and an experience with colleagues that will challenge and grow you. Online courses are structured in a very similar format to traditional classroom learning. Courses are arranged in 10 modules (usually planned for one to three weeks in length) and students are assigned a series of tasks to accomplish before the end of each module. These tasks include reading, watching video of previously captured lecture material, completing and posting written assignments to the online portal, offering feedback on fellow students' work, and participating in class discussions in a discussion board setting. Online courses provide flexibility but are not independent studies. They do not meet at a certain time in a given day, but during a given period of days for a particular course so that you can complete the courses during your current roles and assignments. There is flexibility purposefully built into each course so that you can both grow and develop while remaining faithful to the Lord. Professors are available for each course that give you both accountability and mentoring.

Technology Requirements for CTS Online

There are three technical requirements for a CTS online education. First, you must have access to a high-speed Internet connection for streaming video instruction. Second, you must have access to a computer using Windows or Mac. CTS's online portal will work on most browsers (Google Chrome, Internet Explorer, Firefox, Safari, Opera, etc.). Third, a student must have the current version of Adobe Reader to open PDF documents and the ability to convert documents to PDF in order to submit assignments.

CTS Online uses Moodle as the online learning portal. Moodle is a user friendly portal that provides a wonderful learning environment for the student. Video training is available that simplifies and instructs the daily functioning of CTS Online students. All of the CTS staff are available and trained in the operation of Moodle if the CTS Online student needs help.

Frequently Asked Questions about CTS Online

Is there an extra fee above the tuition to take classes in CTS Online?

There is not a technical fee to participate in CTS Online. The student pays for the tuition for each course and the textbooks for each course just like with all of the programs of Covington Theological Seminary.

How many Classes am I allowed to take at one time in CTS Online?

A CTS Online student may take as many as two courses at one time. A request may be made to the CTS Online Dean for approval of more than two courses.

How many weeks are in each semester?

CTS Online is set up to be accessible and convenient for every student taking classes. The schedule is set to do 10 modules in 16 weeks (112 days). If at that time the student finds that they need an extension they may request an extension from the professor. The professor's word on an extension is the final word.

Can I complete a degree in the CTS Online School?

Yes, we currently offer classes that apply towards every degree offered at CTS. At this time you have to take courses from an extension or through the E-Course program to complete the degree, but our faculty and staff are working hard to develop more courses so that a whole degree can be completed through CTS Online.

Courses Offered Through CTS Online

BI-160	Old Testament Survey
BI-180 A	New Testament Survey – A
BI-192 A	1 Timothy – A
BI-192 B	1 Timothy – B
BI-235	Acts
BI-270 A	The Ten Commandments – A
BI-270 B	The Ten Commandments – B
BI-290	Biblical Inspiration
BI-338 A	Romans – A
BI-383	Nehemiah
BI-350	James
BI-430 A	Ephesians – A
BI-439 A	Hebrews – A
BI-439 B	Hebrews - B
CH- 280	Church Ministry
PS-237	Hermeneutics
TH-464 A	The Holy Spirit – A
TH-464 B	The Holy Spirit – B

Additional courses may soon be available. Please check with the Registrar's office to verify availability. The application and admission requirements for online courses are the same as all degree programs. Covington Theological Seminary is constantly praying and seeking the Lord in order that we might add courses to our CTS Online Schedule. All of our professors are involved in full time ministry in the local church and many of them are bi-vocational. At CTS online you have the ability to enroll in a course at any time and begin that course the following Tuesday that is a working business day for Covington. You can contact Covington today at 706-866-5626 to enroll and begin classes the following Tuesday so do not delay. If you have any questions then please call or email Covington at info@covingtonseminary.org. We look forward to hearing from you.

CTS Online Policy

- A CTS Online student may enroll in a course at any time and begin that course the following business (non-holiday) Tuesday at Covington.
- There are ten modules for each course in the CTS Online learning portal. You will have 112 days (16 weeks) to complete the course or contact your professor and request an extension.
- A CTS Online student who completes the course(s) before the 112 days (16 weeks) will immediately be eligible for enrolling in new courses.
- Once you contact your professor they have the right to grant you an extension or not. The professor also has the right to determine how long that extension will be. All decisions by the professor on an extension are final.
- A CTS Online student may take as many as two courses at one time. A request may be made to the Academic Council for approval of more than two courses.
- If the student has a question about their grade at the end of the course that student needs to first appeal to the professor in a written statement clearly identifying their concerns. If the student is still not content with their grade after their appeal to the professor then they may submit a written appeal to the Academic Council. The Academic Council has 10 business days to reply to the appeal.
- CTS Online students are required to check into the course platform and post a personal introduction within 3 days of the start of the session.
- CTS Online students are required to keep copies of all of your homework submitted to your professor.
- CTS Online students are required to watch every video lecture posted to the course.
- CTS Online students are required to read every textbook posted to the course syllabus.

Sample Syllabus for a CTS Online Course

ONLINE SYLLABUS for COURSE BI-439 (A), HEBREWS 1-6

Professor: Dr. Gary Fleetwood

803-648-9363 (H), 803-646-1953 (C), cgfbaf@bellsouth.net

Master of Theology, Master of Divinity, Doctor of Ministry, Doctor of Divinity

Doctor of Theology - Covington Theological Seminary

Bachelor of Architecture - Clemson University

Pastor: Chime Bell Baptist Church, Aiken, SC

Dean / Professor: Susani, Romania Extension / Aiken, SC Extension

Professor: Indonesia Extension

Covington Theological Seminary Board of Trustees – Academic Dean

Covington Theological Seminary On-Line Professor

I. COURSE DESCRIPTION

- A. Course BI-439 (A), Hebrews, provides 4 hours of credit. The emphasis of the course is to provide an exposition of Hebrews 1-6. It will primarily provide an overview of each chapter and will include doctrinal and exegetical studies on the high priestly ministry of Christ as well as the often controversial elements contained in the major warnings of the letter. Hebrews has a very pastoral aspect to it and it teaches a very simple lesson. It is the lesson that the problems we may face in life can only be met and solved in the person of Christ.

II. COURSE OBJECTIVES

- A. To gain an understanding of the basic theological doctrines and themes relative to the exposition of Hebrews as it applies to the ministry of Christ on behalf of the believer. The secondary level of teaching will look intently at each of the major warnings that are a central element of the letter.

III. REQUIRED COURSE TEXTS

A. Required Texts:

1. BI-439 (A) has two course texts that will be utilized as the required course reading assignments. The class lectures will not follow or parallel either of the two course texts, but are designed to provide additional academic information relative to Hebrews.
2. The required course texts are as follows:
 - a. Course Text 1: **The Letter to the Hebrews** by Peter T. O'Brien, Eerdmans Publishing. This book is a part of The Pillar New Testament Commentary series.
 - b. Course Text 2: Hebrews: An Anchor for the Soul, Volume 1 by R. Kent Hughes, Crossway Publishing.
3. MLA Handbook for Writers of Research Papers; Joseph Gibaldi; The Modern Language Association of America: New York, New York, Seventh Edition, 2009.

4. The New King James Version (NKJV) of the Bible will be used in the classroom and handout notes. Other versions of the Bible may be used by the student.

IV. COURSE GRADING

- A. The following is the Covington Theological Seminary Grading System, and is the standard by which all grading will be determined:

<u>Grading Scale</u>		<u>Points for Grade Point Average (GPA)</u>
A	Excellent	96 – 100
B	Good	86 – 95
C	Average	71 – 85
D	Conditional Pass	60 – 70
F	Failure	0 – 59

B. Assignment Grading Values:

- | | |
|-------------------------|-----|
| 1. Writing Assignment 1 | 30% |
| 2. Writing Assignment 2 | 30% |
| 3. Mid-Semester Exam | 20% |
| 4. Final Exam | 20% |

- C. Grading for the writing assignments will be based on content, grammar, spelling, formatting, and punctuation. A “Course Grade Notification for Writing Assignment” sheet will be provided when the graded assignment is sent back to the student.

- D. It is mandatory that the student must view all 16 video classes in their entirety in order to receive credit for the course.

V. COURSE REQUIREMENTS

A. Course Text Reading Assignment:

1. The student will be required to read the two course texts.
 - a. In the first text, The Letter to the Hebrews by Peter T. O’Brien, the student will only be required to read from the Introduction through Hebrews 6.
 - b. In the second text, Hebrews: An Anchor for the Soul, Volume 1, by R. Kent Hughes, the student will be required to read the entire commentary.

B. Completed Reading Assignments / Videos Viewed

1. The Final Exam will provide a place for the student to indicate whether or not they completed the two required course reading assignments as well as the number of videos that they have viewed in their entirety.

C. Course Notes:

1. The BI-439 (A) Course Notes will be provided to the student at the beginning of Module 1 so that they can use them in conjunction with the weekly class lectures. The lectures will closely follow the Course Notes, but will often add supplementary information to the course that is not included in the Course Notes.

D. Course Writing Assignments:

1. The student will be required to provide two (2) writing assignments.
2. The writing assignments will follow the MLA Handbook for Writers of Research Papers format (or Turabian) and will be typed.
 - a. All papers must be submitted to CTS in electronic format.

- b. A Title Page is not required in accordance with MLA.
 - c. The student shall place what level student they are (Associate, Bachelor, Master, or Doctoral) at the end of the Works Cited page just prior to the number of words as delineated in Item d below.
 - d. The student shall place the number of words used in the writing assignment at the end of the Works Cited page.
3. The writing assignments shall be a minimum of the following number of words, not including the Works Cited page (or Bibliography Page with Turabian format:
 - a. **3500** words for Associate or Bachelor level students.
 - b. **5000** words for Master level students
 - c. **7500** words for Doctoral level students
 4. Scripture references shall not be included in the overall word count.
 5. Any direct quotation from an author that is more than two (2) sentences long shall be formatted as a separate paragraph, indented, and placed in italics.
 6. The student shall utilize a minimum of the following resources in documenting their research for each assignment:
 - a. **4** resources for Associate or Bachelor level students.
 - b. **6** resources for Master level students
 - c. **10** resources for Doctoral level students
 7. The course texts can be used as a resource, but **cannot** be counted as one of the required resources.
 8. The following are areas that need to be fully understood and addressed by the student in their preparation of each writing assignment:
 - a. The student should pay careful attention to the formatting requirements of MLA, such as using parenthetical citations, Works Cited, etc.
 - b. The student should ensure that both the spell check feature and the grammar feature of their computer program have been utilized. The grammar feature does not always give the writer a correct way to resolve grammatical errors, but it does alert the student that there is a grammatical problem that needs some level of attention.
 - c. The student must understand what constitutes “plagiarism”. If the student quotes directly or paraphrases another person’s work or ideas, that quote or paraphrase has to be formally documented in accordance with MLA. The student is encouraged to read Chapter 2 of the MLA Handbook to obtain a more complete understanding of plagiarism and academic integrity. Any questions relative to plagiarism shall be directed to CTS for clarification. In accordance with the CTS academic integrity policy, any student determined to be guilty of plagiarism will receive an “F” for the course and will receive an academic warning. If the student is proven to have been guilty of plagiarism a second time, they will be permanently dismissed from the school.
 - d. The more formal a document, the less the use of personal pronouns like “I”, “we”, “you”, “me”, etc. is considered appropriate. Obviously, when giving an opinion on a subject, the use of a personal pronoun is acceptable.

E. Topics for Course Writing Assignments:

1. **Writing Assignment 1:** The topic is to write an expository essay on Hebrews 3:12-14 relative to what it means for a believer (as expressed by the word “brethren” in v12) to have an “evil heart of unbelief”, to be “hardened through the deceitfulness of sin”, and to become a “partaker of Christ”. The title of the essay shall be called “Becoming a Faithful Follower”.

2. **Writing Assignment 2:** The second topic is to write an expository essay on Hebrews 5:12-14 relative to the issue of spiritual immaturity. The essay shall address some of the primary causes that lead to spiritual immaturity in a believer's life. The title of the essay shall be called "The Difference Between Milk and Solid Food".

F. Mid-Semester Exam:

1. The mid-semester exam will be due by the end of Module 5. All questions will be taken from the first required reading text, **The Letter to the Hebrews by Peter T. O'Brien**. All questions will come from The Introduction through Hebrews 6 and will be in chronological order as written. The Mid-Semester Exam is an open book exam. It is important that the answers to the questions be the same as provided in the course text.

G. Final Exam:

1. The final exam will be due by the end of Module 10. All questions will be taken from the second required reading text, **Hebrews: An Anchor for the Soul**, Volume 1, by R. Kent Hughes. All questions will be taken from the commentary and will be in chronological order as written. The Final Exam is an open book exam. It is important that the answers to the questions be the same as provided in the course text.

VI. GENERAL OBSERVATIONS REGARDING COURSE ASSIGNMENTS

- A. In order to achieve a level of excellence in the student's work, it is critical for the student to follow instructions, and especially in the formatting of documents in accordance with the MLA Handbook - page numbering, title page not required, complete number of pages, etc.
- B. In order for a writing assignment to achieve a level of excellence, the student must work diligently at improving and refining the document after the initial draft has been developed. Waiting until the last few days to develop an assignment is generally quite apparent to the grader, and the student will not be rewarded for an academically minimal effort.
- C. For a writing assignment to be considered an excellent document, there needs to be a well composed grammatical flow and composition of information. Too often many assignment narratives lack overall composition and grammatical integrity. Writing must have a compositional "flow", and that requires a considerable effort on the student's part to develop. Grading of the assignments will pay careful attention to the overall flow or lack of flow that the document provides.
- D. Each student needs to develop a fundamental appreciation of what is required for achieving academic excellence. It requires a substantial effort to excel at a high level, and anyone involved in ministry should have academic excellence as a priority for every phase of God's work in which they are involved. God is looking for excellence, not mediocrity. The online course provides an academic opportunity where the student's understanding of this can be demonstrated, evaluated, tested, and improved.

VII. CLASS LECTURES FOR BI-439 (A)

CLASS LECTURE	LECTURE DESCRIPTION
Lecture 1	Introduction to Course BI-439 (A) Introduction to Hebrews
Lecture 2	Introduction to Hebrews
Lecture 3	Introduction to Hebrews
Lecture 4	Introduction to Hebrews
Lecture 5	Introduction to Hebrews and Hebrews 1
Lecture 6	Hebrews 1 and 2
Lecture 7	Hebrews 2 and 3
Lecture 8	Hebrews 3
Lecture 9	Hebrews 3 and 4
Lecture 10	Hebrews 4
Lecture 11	Hebrews 5
Lecture 12	Hebrews 6 Introduction
Lecture 13	Hebrews 6 Introduction and Hebrews 6
Lecture 14	Hebrews 6
Lecture 15	Hebrews 6
Lecture 16	Hebrews 6

Covington E-School

Introduction to CTS E-Courses

Covington Theological Seminary offers a unique approach for students who desire to study at home and are acquainted with the computer. If you are a potential student who is acquainted with the computer, then CTS encourages you to study through CTS Online. CTS Online offers the same benefits of accessibility and freedom as E-Courses do. E-Courses offered by CTS are based on regular textbook materials, study guides, and an analysis of subject material in each chapter. Each course also requires the writing of a small research paper (depending on which degree you are pursuing) along with the study guide questions.

All courses offered by E-Course are designed to be equivalent to CTS extension and CTS Online work. E-Course work requires much discipline, commitment, and research in obtaining an excellent grade. The student is required to obtain research books from his/her local library, a college library or his/her own study for the completion of both the study guide and the research paper.

Completing an E-Course

E-Course students are asked to study only one course at a time. As each course is completed, he/she should email the course to the Seminary together with the research paper. Once a course is graded, the formal grade sheet will be emailed back to the student.

We ask the student to endeavor to complete a four hour course each month. If more time is needed by a student to complete his/her degree or program, he/she is asked to contact the Seminary for an extension of time. Under normal circumstances the extra time is granted.

Should the Seminary fail to receive any written communications from the student for 90 days, the Seminary has the right to dismiss the student.

Any student who has been dismissed and desires to be reinstated must pay a reinstatement fee of \$150 along with any additional occurring tuition increase.

Preparing and Emailing E-Courses

All lessons presented to the seminary shall be typed on 8 1/2 x 11 inch paper, on one side only. Typewritten lessons are required, unless prior approval is granted for providential hindrances. The student should save copies of his/her work to protect against loss in emailing lessons. A cover sheet including the student's name, address, student I.D. and the course name and number should be submitted with each course. Each page of the assignment should be numbered all following the MLA format.

All assignments should be carefully proofread and critiqued where the instructor will have no problem in deciding what the student has written. All assignments, research papers, or theses should have a 1-1/2 inch margin at the top and left hand side of the paper. A 1 inch margin should be at the bottom and the right hand side. The student should check his spelling and carefully observe the rules of good English.

Again as each course is completed, the student should email the course to the Seminary at ecourse@covingtonseminary.org together with the research paper. Once a course is graded, the formal grade sheet will be emailed back to the student. Please email both the study guide work and the research paper together and not separate.

With any change of a student's name, address or email address it is important that the student promptly report these changes to the Registrar. This will aid the Seminary in maintaining an accurate record of the student's status. Complete instructions are available as requested. Please email ecourse@covingtonseminary.org with all requests.

Time Limit on Studies

Since all programs of study are assigned on the basis of one school-year's work at a time, the student is expected to complete the equivalent of one year of study assignments in one year. However, should circumstances arise causing a delay in completing one's studies, an extension may be granted **upon written request**.

Further Instruction for CTS E-Courses

Thanks for your interest in the E-course program. In order to participate, you should have no later version of Microsoft Word than 2003 as all of our study guides were prepared in that version, and insure that you are able to save your work in Microsoft Word .doc format. If you have any questions on how to do that please contact us at ecourse@covingtonseminary.org. The same basic rules apply as with the "distance learning" study courses with certain adjustments needed for e-mail purposes. These courses are sent as e-mail attachments that should be saved to your hard drive or other storage media such as floppy, zip, or flash/stick drives. A Readme file and the E-Course Instructions Kit will be attached so the student will know and understand clearly the expectations involved with the e-courses. Textbooks can be ordered through the main office.

Covington Extensions

Introduction to CTS Extensions

Covington Theological Seminary has extension schools around the southeastern United States offering a conservative, theological, and gospel centered education.

All campuses use the same CTS foundational curriculum taught in Fort Oglethorpe, GA. Since the beginning of extension schools at CTS, if a student wanted to do all his classes in the classroom, taking a year's work in two semesters (32 hours), they needed to choose from the following degrees: Associate's in Ministry, Associate's in Theology, Bachelor of Ministry, Master of Ministry or Doctor of Ministry to be able to accomplish all of their work in the classroom. If a student chooses any other degree discipline they might have to do some of their work by Distance Learning, E-course, or CTS Online.

CTS partners with local churches and godly men that share our vision and commitment to training leaders. It is our goal in these extensions to offer an excellent theological education at an affordable price and we aim to develop courses that will meet your specific ministry goals. CTS is theologically sound and biblically conservative, staying consistent with a historical and grammatical approach to the Scriptures while maintaining a gospel focus. If you have questions about CTS extensions please email us at info@covingtonseminary.org.

CTS extension schools provide an opportunity for students to receive training, mentoring, and preparation from men who are already leading in local churches, many of whom have been doing so for more than 20 years. Their heart is to pass on the spiritual heritage that they have received while serving the Lord. Come and spend time with someone who desires to pour their lives into you, their ministries into you, and the Word into you.

A detailed list of our current extension is listed on the next page. If you are interested in beginning a new extension please contact Dr. Bret Sullivan at bsullivan@covingtonseminary.org.

Extension Locations

1. **Northwest Georgia. Fort Oglethorpe** - Classroom instruction on selected courses is offered each semester, meeting at the Covington Building, 1168 Cross Street, Fort Oglethorpe, Georgia. This extension meets in Covington's home office.
2. **Eastern South Carolina. Aiken** - Classroom instruction on selected courses is offered each semester, meeting at the Millbrook Baptist Church, 223 South Aiken Boulevard. Aiken, South Carolina.
3. **Northern Alabama. Albertville** - Classroom instruction on selected courses is offered each semester, meeting at the Mount Vernon Baptist Church, 2650 Pine Street, Albertville, Alabama.
4. **Upstate South Carolina. Anderson** - Classroom instruction on selected courses is offered each semester, meeting at the Pope Drive Baptist Church, 2510 Pope Drive, Anderson, South Carolina.
5. **Northeast Alabama. Anniston** - Classroom instruction on selected courses is offered each semester, meeting at the First Baptist Church, 406 Anniston Street, Weaver, Alabama.
6. **Northwest South Carolina. Easley** - Classroom instruction on selected courses is offered each semester, meeting at the Arial Baptist Church, 618 Rice Road, Easley, South Carolina.
7. **Northern South Carolina. Fort Mill** - Classroom instruction on selected courses is offered each semester, meeting at the Sisk Memorial Baptist Church, 115 Massey Street, Fort Mill, South Carolina.
8. **East Tennessee. Knoxville** - Classroom instruction on selected courses is offered each semester, meeting at the Mount Calvary Baptist Church, 1807 Dandridge Avenue, Knoxville, Tennessee.
9. **Coastal Alabama. Mobile** - Classroom instruction on selected courses is offered each semester, meeting at the Ebenezer Missionary Baptist Church, 5051 Mobile, Alabama.
10. **Southwest North Carolina. Sandy Run** - Classroom instruction on selected courses is offered each semester, meeting at the Sandy Run Baptist Association, 186 Puzzle Creek Road, Bostic, North Carolina.
11. **Southeast Georgia. Savannah** - Classroom instruction on selected courses is offered each semester, meeting at the Dean Forest Baptist Church, 1524 Dean Forest Road, Savannah, Georgia.
12. **Central South Carolina. Sumter** - Classroom instruction on selected courses is offered each semester, meeting at the Gateway Baptist Church, 536 Mimosa Road, Sumter, South Carolina.

For additional class and schedule information call (706) 866-5626 or visit:
www.covingtonseminary.org.

On-Site Classroom Student Regulations

Covington Theological Seminary and Bible Institute place much emphasis on Christian deportment and believe that conduct becoming a Christian is part of the education received. Therefore, we believe that those claiming salvation in the Lord Jesus Christ should live above reproach and refrain from questionable and worldly practices.

Students of CTS must not be guilty of profanity, adultery, fornication, the use of liquor or drugs (except in the case of prescription by a physician), the wearing of immodest clothing, thievery, homosexuality or like misconduct.

Each semester is 16 weeks in duration and 32 classroom hours are required for each course. Attendance and punctuality is very important and the following rules apply to attendance:

- Tardiness to class can be habit forming. Three violations will constitute one absence. However, a student who is more than 15 minutes late for class will be counted absent.
- The maximum number of excused absences from one class is three.
- When a class is missed, make-up work must be done for the teacher of that class. The assignment will be given by the teacher and it is the responsibility of the student to contact the teacher for this assignment. After the third absence the student's grade will be reduced one letter grade for each absence thereafter.
- After the 4th absence from any one class, the student will be placed on probation for that class.
- After the 6th absence from any one class, the student will be dropped from the class and receive a grade of "I" (incomplete).
- The student must pay for tuition for that course and re-enroll the following semester for the class through e-course or CTS Online. Failure to re-enroll will result in the incomplete becoming a permanent "F".
- There can be no make-ups for mid-terms or finals.
- Exceptions and special considerations should be discussed and approved by the Dean of the extension school.

Academic Calendar for Extensions 2016-17

On-Site classes at Covington are conducted on the semester hour system, each semester lasting sixteen weeks. The following abbreviated calendar for On-Site studies is given for informational purposes only. Distance-Learning and On-Site graduation is held on the same dates given below while the registration, drop/add, and begin and end dates are strictly for the extension courses.

Spring Semester 2016

January	1	New Year Holiday – Offices Closed
	4	Registration Begins
	25	Classes Begin
February	12	Last Day to Register
March	2	Last Day to Drop / Add
	25	Good Friday – Offices Closed
May	12	Classes End
	30	Memorial Day – Offices Closed
July	4	Independence Day – Offices Closed
	28-29	Graduation

Fall Semester 2016

August	1	Registration Begins
	29	Classes Begin
September	5	Labor Day – Offices Closed
	16	Last Day to Register
	29	Last Day to Drop / Add
November	22-25	Thanksgiving Holidays – Offices Closed
December	15	Classes End
	19-30	Christmas Holidays – Offices Closed

Spring Semester 2017

January	2	New Year Holiday – Offices Closed
	3	Registration Begins
	30	Classes Begin
February	16	Last Day to Register
March	2	Last Day to Drop / Add
April	14	Good Friday – Offices Closed
May	15	Memorial Day – Offices Closed
	18	Classes Ed
July	4	Independence Day – Offices Closed
	27-28	Graduation

Fall Semester 2017

August	1	Registration Begins
	28	Classes Begin
September	4	Labor Day – Offices Closed
	14	Last Day to Register
	28	Last Day to Drop / Add
November	21-24	Thanksgiving Holidays – Offices Closed
December	14	Classes End
	18-29	Christmas Holidays – Offices Closed

Sample Extension Class Schedule

Daytime Class and Chapel Schedule

First Period	9:00 – 9:45	AM
Second Period	9:50 – 10:35	AM
Chapel	10:40 – 11:10	AM
Break	11:10 – 11:25	AM
Third Period	11:25 – 12:10	PM
Fourth Period	12:15 – 1:00	PM

Nighttime Class and Chapel Schedule

First Period	6:00 – 6:45	PM
Second Period	6:50 – 7:35	PM
Chapel	7:40 – 8:10	PM
Break	8:10 – 8:25	PM
Third Period	8:25 – 9:10	PM
Fourth Period	9:15 – 10:00	PM

Chapel is mandatory for all, and guests are welcome. Your cooperation is requested in honoring these schedules and their purpose. Chapel presents you with a unique opportunity to glean wisdom and insights from different Christian leaders in your community. Please let your dean know if you are unable to attend chapel for some reason.

Degree Programs

Degree Programs

Covington Bible Institute

School of Biblical Counseling

The CTS School of Biblical Counseling exists to equip those pursuing the ministry of the biblical counselor for the purpose of strengthening churches, para-church organizations, and educational institutions through teaching the gospel and its applications in biblical counseling. One of our goals is to foster collaborative relationships and to provide robust, relevant biblical resources that equip the Body of Christ to change lives with Christ's changeless truth through the personal ministry of the Word.

All that we do flows from our calling to teach the Word of God and to equip people to love God and one another in Christ-centered ways. We pursue this purpose by organizing our thinking around one central question: "What does it mean to counsel in the grace and truth of Jesus Christ?"

A student can pursue certificates in Biblical Counseling in the areas of crisis counseling (16 hours), marriage/premarital counseling (16 hours), biblical counseling (32 hours), or advanced biblical counseling (32 hours).

Covington Bible Institute

Covington Schools offer the following three diploma programs and certificate programs to those who are non-high school graduates or to those who do not currently seek a degree. These programs are designed to move a student from their entry point of study into a progression of in-depth studies. Whether the student has little or no training or considerable experience and knowledge, Covington Bible Institute can design a plan of development to meet their ministry / educational goals.

General Bible Diploma

The Bible Institute offers this diploma to those who complete thirty-two semester hours of Bible training. There are no educational prerequisites for entering this program. Regardless of a person's educational background, anyone may enroll in this program of study.

The student must complete thirty-two semester hours of work taken from the Bible courses listed in the back of the catalog that begin with the course designations 100 to 300 levels (E.g. Bi-111 or Bi-311).

Graduate of Biblical Studies

The Bible Institute offers this diploma to those who successfully complete thirty-two hours of Bible Training. To enroll in this program, the applicant must have thirty-two semester hours of previous Bible training with Covington or an accepted Bible school. This course is considered a two-year course.

The student must complete thirty-two semester hours of work taken from the Bible courses listed in the back of the catalog that are found in the Department of the Bible.

Graduate of Theology

The Bible Institute offers the Graduate of Theology as a third-year program. As a prerequisite, a person desiring to enroll in this program must have sixty-four hours of previous training or its equivalent.

The student must complete thirty-two semester hours of work taken from the courses listed in the back of the catalog that are in the Department of Bible or Theology

Certificates

The Covington Bible Institute will provide certificates of study for those who are interested in specialized areas of religious or biblical study at an introductory level. A specialized curriculum will be developed by the registrar that is biblically centered and focused. The specialized areas of study that are available at the certificate level are: Biblical Counseling, Bible Preparation, Bible Teaching, Theology, Church Leadership, Premarital Counseling, and Apologetics. Each certificate of study consists of 16 hours of study and is designed to provide competence for both certificate and degree programs. The completion of each certificate will provide 16 hours of study toward an Associate degree in Ministry / Theology. Each certificate can be added to a diploma or a degree program as an additional certification provided the work is done for the certificate over and above the requirements for the diploma or degree program. If a student begins a certificate program and decides to progress to a degree program, those courses may be incorporated into that plan of study. All credits earned are transferable to a degree program (i.e. Graduate of Theology – with Certificate in Biblical Counseling; Bachelor of Ministry – with Certificate in Apologetics; or a Master of Ministry – with Certificate in Bible Preparation).

Minimum Studies for Diplomas

No diploma will be issued at any level until the student has completed the minimum required hours equivalent to one year's work at that level. All certificates are either 16 or 32 hours of study. A student must complete at least 32 hours of study in order to obtain a diploma from CTS. This is true at any degree level.

Covington Bible College Program

Covington Schools offer the following degree programs to those who are high school graduates or have a G.E.D. and desire to seek a college degree. The student must maintain a “C” average and complete the requirements specified for each degree. The student must have completed 8 hours of English at an approved college or university or it will be required as a prerequisite for any degree at this level.

Associate of Ministry

Covington offers this degree to those who desire to earn a two-year degree. These first two years also constitute the first two years of the Bachelor of Ministry degree. This degree is offered for successfully completing sixty-four semester hours. To enroll in this program, the applicant must have a high school diploma, G.E.D., or have successfully completed at least one year of study at the Bible Institute level of study while maintaining a “C” average. Covington is passionate about developing pastors who are competent in the Word of God and understand how to accurately handle the Word of God. This program of study is encouraged for those who have the calling to pastor in the church of the Lord Jesus Christ.

Year One		32 Hours
BI-180	New Testament Survey I	4
BI-160	Old Testament Survey I	4
BI-150	Galatians	4
BI-210	Introduction to the Bible	4
PS-111	Ethics I	4
CH-110	Leadership	4
CH-280	Church Ministry	4
CH-210	Missiology	4
Year Two		32 Hours
BI-380	New Testament Survey II	4
BI-360	Old Testament Survey II	4
TH-110	Bible Doctrines I	4
TH-201	Bible Doctrines II	4
BI-235	Acts	4
PS-127	Cults I	4
BI-475	The Synoptic Gospels	4
BI-330	The Gospel and Epistles of John	4
TOTAL HOURS		64 Hours

Associate of Theology

Covington offers this degree to those who desire to earn a two-year degree. These first two years also constitute the first two years of the Bachelor of Theology degree. This degree is offered for successfully completing sixty-four semester hours. To enroll in this program, the applicant must have a high school diploma, G.E.D., or have successfully completed at least one year of study at the Bible Institute level of study while maintaining a "C" average. Covington is passionate about developing pastors who are competent in the Word of God and understand how to accurately handle the Word of God. This program of study is and designed and encouraged for those who have the calling to pastor in the church of the Lord Jesus Christ.

Year One		32 Hours
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BI-290	Inspiration of Scripture	4
BI-480	The Life of Christ	4
TH-201	Bible Doctrines II	4
PS-237	Hermeneutics	4
BI-210	Inductive Bible Study	4
BI-192 A	1 Timothy 1-3	4
CH-280	Church Ministry	4
CH-262	Missiology	4

Year Two		32 Hours
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BI-311	Genesis II	4
BI-160	Old Testament Survey I	4
TH-302	Bible Doctrines III	4
BI-338 A	Romans 1-4	4
PS-235	Mission of the Church	4
BI-180	New Testament Survey I	4
CL-360	Biblical Worldview	4
BI-338 B	Romans 5-8	4

	TOTAL HOURS	64 Hours
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Bachelor of Ministry

A student is not required to first graduate with an Associate of Ministry in order to begin the Bachelor of Ministry, but they are required to have 64 semester hours to enter this degree. If a student chooses to first graduate with the Associate of Ministry degree then that degree simply accounts for the first two years of the Bachelor of Theology degree.

Year Three

32 Hours

BI-338 A	Romans 1-4	4
BI-338 B	Romans 5-8	4
CH-344	Church History	4
PS-237	Hermeneutics	4
BI-430 A	Ephesians 1-3	4
BI-430 B	Ephesians 4-6	4
BI-450	Pastoral Epistles	4
BC-200	Biblical Counseling	4

Year Four

32 Hours

BI-339 A	Romans 9-11	4
BI-339 B	Romans 12-16	4
TH-309	Biblical Eschatology	4
BI-311	Genesis	4
CL-370	Biblical Shepherd	4
CH-241	Apologetics I	4
CL-340	Mission of the Church	4
CL-370	Christian Apologetics II	4

TOTAL HOURS

128 Hours

Bachelor of Religious Education

A student is required to first graduate with an Associate of Ministry or an Associate in Theology in order to begin the Bachelor of Religious Education degree. When a student first graduates with an Associate of Ministry or an Associate in Theology degree, then that degree simply accounts for the first two years of the Bachelor of Religious Education degree.

Year Three

32 Hours

CH-155	Laws of Teaching	4
CL-220	Doctrine of Salvation	4
BI-150	Galatians	4
BI-235	Acts	4
CH-255	Teaching	4
CH-310	Childhood Education	4
CH-348	Educational Administration	4
CH-350	Introduction to Christian Education	4

Year Four

32 Hours

BC-250	Introduction to Biblical Counseling	4
TH-302	Bible Doctrines II	4
CL-370	Biblical Shepherds	4
CH-256	Teaching Methods	4
BI-430 A	Ephesians 1-3	4
BC-460	Biblical Counseling II	4
CH-440	Leadership II	4
CH-445	Christian Apologetics II	4

TOTAL HOURS

128 Hours

Bachelor of Theology

A student is not required to first graduate with an Associate of Theology in order to begin the Bachelor of Theology, but they are required to have 64 semester hours to enter this degree. If a student chooses to first graduate with the Associate of Theology degree, then that degree simply accounts for the first two years of the Bachelor of Theology degree.

Year Three

32 Hours

BI-430 A	Ephesians 1-3	4
CH-344	Church History I	4
PS-360	Expository Preaching	4
PS-440	Pastoral Theology	4
BI-430 B	Ephesians 4-6	4
CH-442	Church History II	4
TH-407	Theology I	4
BC-200	Biblical Counseling	4

Year Four

32 Hours

BI-475	The Synoptic Gospels	4
TH-508	Theology II	4
CL-370	Biblical Shepherds	4
CH-241	Christian Apologetics I	4
BI-485	New Testament III	4
BC-460	Biblical Counseling II	4
PS-450	Expository Preaching II	4
CH-445	Christian Apologetics II	4

TOTAL HOURS

128 Hours

Covington Theological Seminary Master Program

Covington Schools offer the following advanced degree programs to those who are college graduates and desire to seek an advanced degree. The student must maintain a “C” average and complete the requirements specified for each degree.

Covington Schools will work with a student who desires to specialize in a particular area of study such as Pastoral Studies, Biblical Counselling, Missions, or Bible. Changes to a Seminary Division degree curriculum to reflect a specialty area of study must be first approved by Covington Schools.

Master of Ministry

The Master of Ministry degree requires the candidate to complete forty (40) semester hours of work at the graduate level beyond the Bachelor’s degree. The student must have completed 128 hours of work at the Bachelor’s level and possess a degree from Covington or an acceptable college or seminary.

Year One		40 Hours
BI-511	Genesis III	4
BI-560-A	Panorama of the Old Testament – Part A	4
TH-310	The Doctrine of Grace	4
PS-535	Pastoral Theology II	4
BC-400	Theology of Biblical Counseling	4
PS-560	Strategies of Administration	4
PS-433	Homiletics III	4
CH-420	Church Missions II	4
BI-510	Exposition of Bible Book	4
BI-700	Ministry Project – Independent Study	4
TOTAL HOURS		40 Hours

Master of Religious Education

The Master of Religious Education degree requires the candidate to complete forty (40) semester hours of work at the graduate level beyond the Bachelor's degree. The student must have completed 128 hours of work at the Bachelor's level and possess a degree from Covington or an acceptable college or seminary.

Year One		40 Hours
TH-609	Bible Doctrines III	4
BI-510	Exposition of Bible Book	4
BI-511	Genesis III	4
BI-560	Old Testament II	4
BI-580	Life of Christ	4
BI-650	Christology I	4
CH-445	Christian Apologetics II	4
CH-550	Christian Education Leadership	4
CH-648	Day School Administration	4
CH-700	Ministry Project – Independent Study	4
TOTAL HOURS		40 Hours

Master of Theology

(40 hours M.Min. or M.R.E. + 32 hours)

The Master of Theology degree is offered to those who desire a more in-depth Master's degree program. Sixty-four (64) semester hours of work beyond an approved Bachelor degree is required. The entrance requirement is a Bachelor degree or other Master degree.

Year Two		32 Hours
TH-464-A	Doctrine of the Holy Spirit – Part A	4
BI-560-B	Panorama of the Old Testament – Part B	4
TH-503	Eschatology II	4
CL-440	Biblical Eldership	4
BI-510	Exposition of Bible Book	4
BI-510	Exposition of Bible Book	4
TH-464-B	Doctrine of the Holy Spirit – Part B	4
TH-520	Millennialism	4
TOTAL HOURS		At Least 64 Hours

Master of Divinity

(64 hours M.Th. + 32 hours = 96 hours)

The highest obtainable Master's degree offered at Covington Schools is the Master of Divinity degree and requires ninety-six (96) semester hours of studies above an approved Bachelor degree. Research, writing, and independent study are included along with a 25,000 word thesis. The entrance requirement is a Bachelor degree or other Master degree.

Year Three

32 Hours

TH-464-B	Doctrine of the Holy Spirit – Part B	4
TH-609	Theology III	4
CH-480	Discipleship	4
BI-571	Israel's Prophets	4
BI-650	Christology	4
BI-510	Exposition of Bible Book	4
BI-511	Exposition of Bible Book	4
TH-694	Master of Divinity Thesis (25,000 words)	4

TOTAL HOURS

96 Hours

Covington Theological Seminary Doctoral Program

Doctor of Ministry

Year One

40 Hours

BI-511	Genesis III	4
BI-560 A	Panorama of the Old Testament – Part A	4
TH-310	The Doctrine of Grace	4
PS-535	Pastoral Theology II	4
BC-400	Theology of Biblical Counseling	4
PS-560	Strategies of Administration	4
PS-433	Homiletics III	4
CH-420	Church Missions II	4
BI-510	Exposition of Bible Book	4
BI-700	Ministry Application Project	4

TOTAL HOURS

40 Hours

Doctor of Religious Education

Year One		40 Hours
TH-609	Bible Doctrines III	4
BI-511	Genesis III	4
BI-560	Old Testament II	4
BI-580	Life of Christ	4
BI-650	Christology I	4
CH-445	Christian Apologetics II	4
CH-550	Christian Education Leadership	4
CH-648	Day School Administration	4
BI-510	Exposition of Bible Book	4
CH-693	Educational Application Project	4
	TOTAL HOURS	40 Hours

Doctor of Theology

(32 hours Th.D. year 1 + 32 hours = 64 hours)

An applicant is required to first graduate with a Master of Divinity, a Doctor of Ministry, or a Doctor of Religious Education degree in order to be accepted into the Doctor of Theology degree program, or the applicant must have an equivalent degree from an approved institution. The Doctor of Theology degree consists of a Master of Divinity degree plus 64 hours, or it consists of a Doctor of Ministry degree or Doctor of Religious Education degree plus 32 hours. If an applicant is transferring in from another institution, it is possible that there will be prerequisites for this second year of the Doctor of Theology degree program.

Year Two		32 Hours
BI-482	The Apostle Paul	4
TH-503	Eschatology II	4
TH-700	Theology IV	4
CL-440	Biblical Eldership	4
TH-500	Faculty Advisor (grade 48 study guides)	8
TH-691	Doctor of Theology Thesis (50,000 words)	8
TOTAL HOURS		64 Hours

General Doctoral Program Requirements

Section I - Overview of Doctoral Degree Programs

The Doctoral Degree Programs are based upon the conviction that pastors and ministry leaders that are biblically trained in the function and role of Christian pastors and leaders are equipped to have a greater impact for the Kingdom of Christ our Lord and to lead churches that are a spiritual force in their communities. Biblically strong and mature leaders are more fully prepared to lead Acts 1:8 churches and to fulfill their Scriptural mandate to “equip the saints for the work of the ministry” (Ephesians 4:12).

When the term “Doctoral Program” is used under the General Doctoral Program Requirements, the term is referring to the three doctoral degrees offered by Covington Theological Seminary – Doctor of Ministry, Doctor of Religious Education, and Doctor of Theology.

Ministry Preparation

The ministry preparation and equipping skill set is designed to functionally and practically challenge students in the biblical execution of Christian leadership and ministry. The program is intended to establish a scriptural view that helps the student understand two important aspects of biblical ministry. The first aspect is that Christian ministry resides with the members of the Body of Christ as a whole. The second aspect helps the student understand that the Christian pastor or leader has the primary function of an equipper (Ephesians 4:11-16). This fundamentally changes the typical approach of many modern churches that view the pastor / staff leaders as the ministry “doers” and the church members as the ministry “receivers” and “supporters.”

Ministry Objectives

Without a biblical understanding of the nature and objectives of biblical ministry, the church cannot function as intended. The “work of the ministry” as defined in Ephesians 4:12 and performed by the members of a local church is very extensive and encompasses almost everything in the care of the church except the primary responsibilities of pastoral preaching, teaching, and leading. The simple objective of the Ephesians 4:12 equipping process is to help believers translate their personal faith into practical service. A godly minister must be able to effectively provide both the leadership and the spiritual resources that strengthen believers individually and corporately to better understand and accomplish their God given privileges. Spiritual maturity is greatly enhanced through the leadership of godly servant leaders and their effective practice of biblical ministry.

The erroneous, biblically unsound, and inverted approach to Christian leadership and ministry so prevalent in today’s spiritual environment has certain foundationally fallacious problems that must be addressed in this program of study. A ministry approach that engenders a practice that places the burden for the practical ministry of the church upon a few “professionally trained” pastors and staff members will unfairly and improperly place so much pressure upon those individuals and their families that burn-out, ministerial crash, and ministry implosion can be the only result. Historically, thousands of Christian pastors and leaders are leaving their churches and ministries annually. Replacements cannot be trained quickly enough. No pastor is equipped to be everything to everyone all the time. To the contrary, no matter what spiritual gifts, ministry skills, and personal talents that a servant leader may have, the work to be accomplished in a local assembly will always outdistance and overtake their time and abilities.

Covington seeks to challenge and equip pastors and leaders for enduring and fruitful ministries. This goal demands that servant leaders focus on the biblical mandates and patterns given within Scripture and that they not fall prey to traditional man-made concepts and contemporary

creative spiritual enhancements that have no biblical basis. Too very often the core requirements in theological institutions place a burden on the student to find ways to be “creative” within their existing culture, and then to integrate their newly devised theory and practice within their sphere of ministry. They are required within their field of study to formulate some type of unique and novel contribution to the academic community. However, God has not called the church to be creative, but biblical and obedient. In trying to be culturally relevant, often leaders have become biblically irrelevant.

Too often the result is that academic creativity and innovations become the seedbed for theological error. Obviously, every culture has distinct problems unique to its setting. Every servant leader needs to be able to identify how to minister within their cultural limitations without forfeiting the integrity of Scripture. Identifying strategies to meet various needs is critical to accomplishing certain ministry goals, but the integrity of scriptural mandates and methodology cannot be sacrificed to do so. Therefore, we must place Christ and His Word at the center of all that is called Christian ministry. To clearly confront the foundationally erroneous approaches, the doctoral program will both identify and provide an intensive study effort in order to establish a biblical worldview and biblical ministry concept to which servant leaders can invest their lives and leadership energies.

Section II – Doctoral Program Candidates and Acceptance

General Admission Requirements

Candidates for the Doctoral Program must have a Master’s level biblical degree to initially qualify for consideration for entrance into the doctoral study program. For those not having a Master’s level biblical degree, but having a non-biblical Master’s degree, a minimum of twenty (20) credit hours of biblical prerequisite courses will be required before admittance into the doctoral study program. These academic requirements have been implemented to ensure that the student has a proper background in biblical and theological studies sufficient to enter into Covington’s doctoral level of studies. Because an applicant has a master’s degree from another institution does not grant them the right to perform studies with Covington in advanced degree programs.

Minimum Grade Point Average (GPA)

In order to qualify for consideration into the Doctoral Program, the applicant must have graduated with a minimum GPA of 3.00 on a scale of 4.00 in their master level degree.

Applicant Evaluation

Each applicant will be evaluated on an individual basis. Some applicants may be required to complete further testing or writing projects prior to acceptance into or rejection from this program of study. The purpose of this potential requirement is to evaluate the applicant’s overall communication and writing skills. The evaluation will be used to assess the applicant’s qualifications for doctoral level work in various areas to include writing skills, articulation of theological concepts, and knowledge of the English language.

The applicant will be appraised relative to substance, grammar, spelling, punctuation, writing style, grammatical flow, composition of information, and contemplative abilities commensurate with entrance into a doctoral program. Writing proficiency and competence are imperative and essential for doctoral level applicants.

Applicant Acceptance

Each applicant will be evaluated by the Covington Theological Seminary Doctoral Academic Committee. All decisions related to the application process and to the acceptance or rejection into the Doctoral Program will be made by the Doctoral Academic Committee. Covington Theological Seminary retains the right to approve or disapprove any doctoral applicant who, under the seminary's academic and institutional guidelines, does not meet the qualifications for the Doctoral Program.

Selection Notification

Each applicant will be notified of Covington's decision regarding their selection or non-selection for enrollment into the Doctoral Program. If an applicant is accepted into the Doctoral Program, Covington will provide additional information regarding the specifics of the Doctor Program requirements. Questions may be addressed to the Registrar Cody Horne at the following e-mail address: chorne@covingtonseminary.org.

Section III – Doctoral Scholastic Proficiencies

Knowledge and Skills Commensurate with Doctoral Degree Program

In all course work the student must demonstrate the knowledge and skills commensurate with the level of studies involved in the Doctoral Program. Each student must practically exhibit and validate that they have the scholastic proficiencies required for the doctoral level of academic studies. If at any time it becomes evident that the student is incapable of performing doctoral level work, the student will be asked to complete additional preparatory studies prior to continuing the course work in order to enhance their academic skills. If the student is not able to cultivate acceptable scholastic improvements, they may be dropped from the doctoral program.

Doctoral Assignments

Candidates for this program must be able to read and write in English. All preliminary writing projects and all doctoral assignments must be submitted in English and in the format required by this program of study.

- All formal documents will follow the latest edition of the MLA Handbook for Writers of Research Papers or the latest edition of the Turabian Style Manual. The student will follow the formatting requirements of the appropriate manual, such as using parenthetical citations, endnotes, footnotes, Bibliography, Works Cited, etc.
- The student must have a full knowledge of what constitutes "plagiarism". If the student quotes directly or paraphrases the work or writings of another person, then that quote or paraphrase must be formally documented. Academic work deemed as plagiaristic provides justification for potential dismissal from the Doctor of Ministry program.
- Each assignment must provide a well composed grammatical flow and composition of information reflective of doctoral level performance. The reason that the course work, academic textbooks, and student responses must be completed in English is so that validation and competency of doctoral assignments may be overseen by The Doctoral Academic Committee. The student must maintain a minimum GPA of 3.00 on a scale of 4.00 in their doctoral assignments. Any lower GPA will constitute a failing grade and the student will be required to re-enroll in the course.
- Students failing to maintain a level of academic excellence commensurate with the degree program will be dropped from the program. For students who are dropped from

the program, re-application may be permitted at a time subsequent to completing further assigned studies.

- Re-enrollment in the doctoral program will be determined by the Doctoral Academic Committee and will be based upon a demonstration of individual scholastic improvements on the part of the student making re-application. If re-accepted into the doctoral program, a continued low scholarship performance will constitute grounds for a permanent removal of the student from the program.

Educational Enhancements

It is required that each student be actively engaged in a practice of ministry corresponding to the objectives of the doctoral program in order to acquire a better understanding of the characteristics, purposes, and problems associated with ministry. If the student is not actively involved in a personal ministerial setting, they should find an opportunity of ministry in which they can serve under the leadership of a qualified field mentor or pastor. Ideally, the field mentor should have a doctoral degree or expertise in the area of ministry in which the student is currently studying.

Section IV – Foundational Modules of Study

Biblical Competence and Ministry Performance

The purpose of this degree program is to provide a foundational course of study that will build a level of biblical competence and ministry performance for excellence that will impact the work of Christ and the nation for which these leaders are trained to serve.

Traditional Modules of Study

The Doctor of Ministry degree and the Doctor of Religious Education degree programs have eight (8) traditional modules of study. The modules will involve thirty-two (32) semester hours of study. The eight (8) modules will require completion of the coursework and a Thematic Writing Assignment that must include an identification, interpretation, and application of the foundational truths involving the biblical ministry focus that is taught in each module. The student will be given four (4) hours of credit per module.

Intensive Modules of Study

There are two (2) Modules of Study Intensives from which only one module is chosen for completion. The intensive module requires research, expositional studies, interpretation, and application. The two (2) intensives modules are the exposition of Romans 1-8 or the exposition of the book of Ephesians. Four (4) hours of semester credit will be given for the study intensive that is completed.

- Module 9: BI-532, Exposition of Ephesians, Independent Study
- Module 10: BI-534, Exposition of Romans 1-8, Independent Study

Application Project / Thesis

An Application Project must be completed for the Doctor of Ministry degree and for the Doctor of Religious Education degree for which four (4) semester hours of credit will be given. In lieu of a Doctor of Ministry Application Project or a Doctor of Religious Education Application Project, the student may complete an approved 25,000 word thesis in their specific field of study. A 50,000 word thesis must be completed for the Doctor of Theology degree for which eight (8) semester hours of credit will be given.

Section V – Research and Application of Ministry Truths

Scholastic Performance Expectations

The effectiveness of the ministry or theological preparation courses of study involves the commitment of the candidate to complete the individual course studies and the accompanying ministry project or thesis of application of doctrinal and practical truths with a high degree of scholarly and ethical performance. The purpose of this track of study is for the student to progress in attaining a higher level of competence and effectiveness with each course that is completed.

The courses of study are designed to build upon each other with each course of study providing additional insights, as well as helping to develop potential and meaningful ministry skills. There is no place where the student will be able to be remiss or negligent in either their diligence or commitment to the doctoral study program. The expectation is for the student to evidence a continuing level of spiritual growth and ministry development. The doctoral program is intended to build an experience of personal disciplines that will continue throughout the life and ministry of the doctoral student.

Academic Excellence

Academic excellence requires a high level of personal sacrifice to excel at an elevated scholastic level. It requires a deep-felt passion for the Word of God and the things of God, as well as a solid understanding of biblical principles. If an individual does not understand Scripture, then they will not be able to effectively communicate its truth. Those that learn the most study the most.

The doctoral program of study is intentionally designed to force the student to reach for more academically than they have reached for in the past. That is the very essence of quality education – not simply a transfer of information, but a challenging of the student to individual excellence and an ultimate effort in the learning process. To compromise in striving for excellence will only lessen the opportunities of meaningful ministry.

In the ministry, God is not interested in mediocrity, but in excellence at every level. Therefore, it is the intention of Covington Theological Seminary to press the student into that excellence at every juncture of their doctoral education in order that they may be a credit to both the kingdom of God and their calling.

Section VI – Writing and Communication Skills

Effective communication

Writing and communication skills are essential to personal effectiveness and leadership in ministry. Not every minister will be a great in the pulpit, but they all must build the ability to write and communicate effectively. Written communications are essential, especially in today's global communication environment. When something is put in writing, even in a casual e-mail communication, it becomes a part of the public domain. However, many individuals are finding leadership opportunities limited by poor writing or communication skills, or by some casual or careless form of communication they produced in the past.

Covington Theological Seminary believes that to communicate effectively, even in a verbal sense, one must be able to produce that communication in a solid written format. Developing sound writing skills is foundational to building effective leadership and effective ministries. Project assignments submitted for evaluation to Covington School course advisors will weigh heavily upon the level of grading provided for each course of study.

MLA or Turabian Handbook

It is imperative that the doctoral student have a comprehensive understanding and working knowledge for the writing of formal documents. The student will be required to provide both thorough and meticulous scholarship in the documentation of their research. All work will be monitored in accordance with the MLA Handbook for Writers of Research Papers or the Turabian Handbook. Either of these handbooks will serve as the primary source that the student is to utilize for the development of a scholarly research project.

Section VII – The Doctoral Degree Ministry Project

Ministry Project

Each student will be required to propose and develop an Application Project for the Doctor of Ministry degree and the Doctor of Religious Education degree built upon a Scriptural base and premise. They will design, implement, evaluate, measure, and make adjustments to an on-going project of ministry in their local church or congregation. This will allow the student to gain practical knowledge from the biblical positions they have attained in the course of their studies, and then to implement that knowledge in meaningful ways within their local ministry setting. Involvement in the process, including interaction with other believers in the ministry effort, will provide the student with both leadership opportunities and practical feedback for developing leadership and ministry skill sets for a continuing spiritual impact. Through this process, the acquisition of valuable knowledge will take place in the practical setting of ministry with real people in a current time frame. The experience and understanding gained through the project process will increase the student's understanding of the realistic out-workings of ministry, as well as improve and enhance specific ministry skills considered necessary for their particular calling. The student will be responsible for developing a meaningful project assignment to be evaluated and approved by their academic advisor, and then developing and implementing a biblical strategy for accomplishing that task. The project must have a pre-determined methodology for evaluating and measuring the success of its implementation. A major objective of the Application Project is to help the student develop both confidence and proficiency in executing biblical principles within their ministry setting. Because recognizing needs is the prerequisite to meeting needs, it is of critical importance that the student carefully research and analyze their project objectives. The more meaningful the project is to the local setting, the more effective will be the outcome. The student must be able to identify the ministry need applicable to their local situation, develop a meaningful biblical strategy to meet that need,

implement the strategy, and then, with the help of their academic advisor, assess what was accomplished.

Evaluation of Ministry Opportunities

The development of the Application Project begins with an evaluation of ministry opportunities and needs that currently exist in the student's cultural setting. It is the intent of the Application Project to help the student assess particular spiritual needs that exist in their personal ministry setting, and then to formulate a biblical approach to addressing those needs. The Application Project provides the student with the opportunity to incorporate knowledge acquired in the doctoral studies with actual and practical ministry needs in the field. The project is to be coordinated with the student's area of study and academic interest in order to enhance their ministry objectives.

The Application Project is designed to move the student to an autonomous, self-directed learning process through a "hands-on" application of their developing ministry skill set. The underlying foundation for this project is that of the student both identifying a legitimate and specific ministry need and then developing a well-defined biblical strategy to meet that need. The student will also be responsible for identifying a corresponding methodology for evaluating and measuring both progress and success in the ministry initiative.

Project Outline and Introduction Proposal for the Doctoral Program

Once a field evaluation has been completed, the student will develop a formal "Application Project Outline and Introduction Proposal" that identifies how they propose to proceed in the development of the Application Project. The outline and proposal shall not exceed twenty (20) pages. As a minimum, the "Application Project Outline and Introduction Proposal" will provide the following elements:

1. Identification of the project need from both a biblical and practical perspective.
2. Explanation of what methodology will be utilized in the development of the project.
3. Evaluation of reasonable difficulties and complications that may be encountered in the development and completion of the project.
4. Identification of theological issues associated with the proposal, to include doctrinal matters, related biblical texts, previous historical references, unique attributes associated with the identified need (cultural, historical, spiritual), etc.

Proposed project objectives to be reached must be specific, reasonable, and measurable. The project will not necessarily be graded based on success, as much as lessons learned from the academic exercise. A bibliography with a minimum of twelve (12) resources researched in the development of the proposal is required. Primary research may include published books, magazine articles, theological journals, and additional research found on the Internet. The bibliography should identify that the student has developed a fundamental understanding of the biblical concerns identified in the proposal.

Each student will submit two (2) copies of the proposal - one to their faculty advisor and one to the Registrar. Once a formal evaluation has been completed by Covington, the faculty advisor will submit recommendations and approval / disapproval of the project to the student. If the project is disapproved, the student will incorporate the comments, develop an appropriate project strategy, and resubmit the "Application Project Outline and Introduction Proposal" for further evaluation and approval / disapproval.

Development of the Ministry Application Project

Once the project is approved and started, the doctoral student will submit an update to the faculty advisor for review at approximately two-thirds of the project completion. Following this approval, the doctoral candidate will submit the project for evaluation and grading. The candidate must prepare a response to the evaluation.

Final Critique and Lessons Learned

Upon completion of the project strategy in the field, the student will provide a final critique outlining the totality of the project, to include the project need, the project strategy implementation, the objective evaluations, and the lessons learned from the project. The lessons learned should be honest and forthright in identifying areas of implementation that were successful, as well as areas that were not successful. There is as much to be gained in knowing what does not work as there is in learning what does work.

The final critique shall be a minimum of 20,000 words (exclusive of the bibliography), and shall provide complete documentation of insights gained throughout the process, both negative and positive, as well as to how the student can integrate what they have learned in future ministry objectives. The final critique shall demonstrate the student's understanding of the fundamentals of grammar, formatting, and compositional integrity.

As a minimum, the final critique shall include the following elements:

1. A minimum of 20,000 words (exclusive of the bibliography).
2. Title page.
3. Signature page identifying that all work was completed by the student.
4. Table of Contents.
5. A single page abstract of the critique identifying all critical elements of the report.
6. A complete and thorough identification of the ministry need from both a biblical and practical perspective. The identification of the need should identify any new observations and insights gained during the development of the Application Project.
7. Identification of methodologies utilized in the development of the project, with particular attention as to whether or not the student was able to achieve the results intended. If the results were not achieved, the critique should identify why the methodologies may not have been successful, and what alternative approaches could have been implemented.
8. Critical theological reflection of lessons learned through the project process. It is critical that the student reflect on the insights and the personal growth achieved during the development, implementation, and evaluation process involved in the ministry project. The insight and lessons learned should serve as the backdrop for future ministry efforts.
9. Complete assessment of how the results of the project were evaluated and measured.
10. Comprehensive analysis of how the project goals were put into practice. The analysis should provide a chronology of events, and should focus on what the student perceived to be the primary learning events of the project's implementation effort.
11. Final evaluation and critical analysis of the ministry project, including quantifiable and measurable results. Success will be measured relative to the lessons learned, both positive and negative. The final evaluation should include what future objectives the student intends to employ in their particular field of ministry based on what they have learned, and especially if the lessons learned can be successfully implemented by others in their immediate culture.

12. Bibliography of all resources utilized in the development of the project.

It is critically important that the student not simply rehearse facts and information of the process, but rather address the cognitive reasoning, insights, and discernments that they gained through the process. The goal of education is not simply the acquisition of knowledge, but just as importantly how the student has assessed and utilized the knowledge that has been gained. The process of learning is just as important as the end product.

Submittal of the Critique

Upon completion, the student will present two draft copies of the critique, as well as two (2) electronic copies, to their faculty advisor. The critique will be evaluated by the faculty advisor and the Doctoral Academic Committee and comments identified accordingly. The comments will be provided back to the student on the original draft critique, and the student will be responsible to incorporate any comments and provide two (2) final copies to their faculty advisor.

The final copy shall be as follows:

- The final copy shall have a left margin of 1.5 inches to allow for binding.
- The top margin shall be 1.5 inches, and the right and bottom margins shall be 1 inch.
- Each page shall be numbered sequentially at the bottom center of the page, ½ inch up.
- All work is to be completed on standard size white copying paper, double spaced, and on one side only.
- All work is to be submitted in a left-handed binder of some kind that securely holds the work in place.
- A sample first page cover sheet shall be provided by the faculty advisor to the student prior to submittal of the work.
- Only utilize black ink in the printed documents. No hand-written documents will be accepted.
- Instructions for mailing of documents to the school will be provided to the student by their faculty advisor.

Doctoral Thesis

For the Doctor of Theology Degree, each student will be required to propose and develop a theological research thesis built upon a Scriptural / doctrinal / theological projected premise. The doctoral thesis can focus on the study of Christian beliefs and/or practices. The research and study involved are meant to be more theological or doctrinal than practical. All doctrine is practical in the sense that it is meant to impact or change the lives of those who study and put into practice what they learn in the Word of God. The doctrinal thesis is intended to be an original and significant work of individual research and formulation of theological conclusions and applications. It is intended to be a work of personal excellence with scholarly content.

The experience and understanding gained through the development of the thesis will increase the student's doctrinal perspectives and theological foundations, as well as improve and enhance specific teaching skills considered necessary for their particular calling. For this reason the thesis should clearly define the purpose, findings, and conclusions of the research. The student should invest the time and the care to ensure that an enduring reference will result that will benefit both the student and others that will investigate that same research investment.

Section VIII – Program Supervisor and Faculty Advisor

Program Oversight and Faculty Advisor Assignments

Each doctoral candidate will be provided with a Faculty Advisor to oversee their program of study and a means to contact that advisor for input and support. Questions may be submitted to their Faculty Advisor or to the Doctoral Academic Committee.

Section IX – Grading and Graduation Assignments

Course Credits

Each candidate must submit each course of completed study at the appropriate assigned interval. Each course of study will be evaluated and granted an acceptance before grading will be considered for the next study course. Eight (8) courses of study with the thematic research and applications for each will be considered. Each course will be four (4) hours of credit for a total of thirty-two (32) hours of study. Two (2) courses of study involving expositional study intensives and practical application of the biblical books of Romans and Ephesians are offered from which one will be chosen. Four (4) hours of credit will be given for the intensive study. Along with the assigned Doctoral Program Ministry Project, granted four (4) additional hours of study, the candidate will earn forty (40) hours of credit in this program of study. The Doctor of Religious Education and Doctor of Theology thesis project, granted eight (8) additional hours of study, the candidate will earn forty four (44) hours of credit in this study.

Programmatic Requirements

The academic and programmatic requirements, as well as the assigned intervals for completion of each course, will be provided to the student shortly after notification of their acceptance into the doctoral program and their corresponding acknowledgement that they will in fact be entering the program accordingly.

Grading Components

The grading components will be weighed heavily by the observed increase of knowledge and skills attained by the candidate. In each required paper or report that the student will develop, the grading components will generally be based on scholastic content, document readability, formatting, grammar, and overall composition. Because equal weight will be given to each element of the document, it is essential that the student carefully develop their work in alignment with the MLA or Turabian Handbook guidelines and the fundamental rules of grammar and document presentation. A Grading Summary sheet will be provided with each document that the student presents for evaluation and grading. The Grading Summary sheet will contain, as a minimum, grading for the following areas of evaluation:

1. Neatness and Following Instructions.
2. Grammar and Spelling.
3. Syntax (Sentence Structure).
4. Knowledge of Subject.
5. Comprehensiveness of Research.
6. Document Formatting in Accordance with MLA Handbook.
7. Composition of Material.

Completion of Curriculum

Each candidate must complete the forty (40) hour or sixty-four (64) hour curriculum of study and have a certification of completion submitted to the Academic Vice President and the Trustees of Covington Seminary by the Program Supervisor.

Section X – Conferring of Degrees

Following approval by the Program Supervisor, the Academic Vice President, and the Trustees, the Doctoral Candidates will be granted their degrees at an appropriately scheduled graduation ceremony set in their honor.

Tuition and Fees

Tuition and Fees

Program and Miscellaneous Fees

Please note that all fees quoted are in U.S. Currency. The following fees have been established for the various programs offered by CTS based on per course work at the level shown. **Additional charges include textbooks, shipping and handling, a mandatory graduation fee and other applicable fees.**

	Total Cost Per Level
Certificate Programs	
Per Course Fee	\$200
Tuition - (Per Semester Hour)	\$50
Graduation Fee	\$150
Bible Institute Division (All Programs)	
Per Course Fee	\$225
Tuition - (Per Semester Hour)	\$57
Graduation Fee	\$150
College Division – Associate/Bachelor Degree	
Per Course Fee	\$250
Tuition - (Per Semester Hour)	\$63
Graduation Fee	\$175
Seminary Division - Master Degree	
Per Course Fee	\$300
Tuition - (Per Semester Hour)	\$75
Graduation Fee	\$200
Seminary Division - Doctor Degree	
Per Course Fee	\$350
Tuition - (Per Semester Hour)	\$88
Graduation Fee	\$225
Transcript Fee (Each additional transcript \$5)	\$10
Change of Program Fee	\$125
Reinstatement Fee	\$150
Change of Course Fee (per course)	\$30
Auditing Fee	\$150
Distance Learning Notebook (includes S&H)	\$25
Distance Learning Shipping Fee	\$175
Thesis Binding Fee	\$100

Note: All graduating students are required to attend the annual graduation exercises held at a named seminary location, unless providentially hindered. Whether attending or not, a graduation fee is assessed at time of graduation.

Student Tuition and Fees

All students are expected to become familiar with the financial obligations they will incur while attending Covington Theological Seminary and Bible Institute.

Approximate semester and per course expenses do not include books, supplies, fees, or personal expenses. Covington Theological Seminary and Bible Institute students are required to pay their bills, in full, by the first day of classes each semester or they will not be able to attend class.

Methods of Payment

1. Payments may be made online through the student's portal by debit/credit card. (Visa, MasterCard, American Express, or Discover)
2. Payments by check* or money order* may be sent payable to:
Covington Theological Seminary
Bursar
PO Box 176
Rossville, GA 30741
3. Students may pay through PayPal and have the option to borrow money from PayPal in order to make monthly payments to PayPal. Covington no longer administrates the monthly payment option for students, but does provide opportunities to collaborate with other organizations that will administrate a monthly payment option such as PayPal. Covington encourages students who are faithful in their local church to share their desire to further their education with their church and see if their local church might be willing to support their education in some way.

*Please include student name and ID # on all checks and money orders.

Handling of Accounts

1. All students must provide a valid debit/credit card at the time of enrollment for the provision of fees that might be incurred.
2. All applicants/students must provide full payment at the time of registration without exception. Covington (CTS) will not administrate payment plans for students.
3. An extension student who does not provide full payment by the first day of class will not be allowed to attend the class.
4. CTS Online and E-Course students will not be allowed to begin a course without first making full payment for the course.
5. In the event that a student becomes delinquent on their account the student will be contacted by phone or email and given five business days to make their account current or they will be automatically withdrawn from their current courses, be required to take them over, and be invoiced \$200 more per course along with a \$100 late payment fee.
6. If the student's debit/credit card expires, it is the responsibility of the student to contact the school to update their card information.

Students Enrolled Under an Old Agreement

1. If a student is found to be delinquent in their account although they were signed up under an old agreement, they must then adhere fully to this new tuition policy.
2. If the student which has become delinquent in their account does not pay off their balance in the given 10 days, that student will be automatically withdrawn from their current courses, be required to take them over, and be invoiced \$200 more per course along with a \$100 late payment fee.

Tuition for Prisoners

1. An individual who is incarcerated will receive half off of their tuition while all of the above policies will continue to apply.

Spousal

1. An individual whose spouse is enrolled will receive half off of their tuition while all of the above policies will continue to apply.
2. The spouse who is pursuing the highest degree will pay the full tuition price while the spouse who is pursuing the lesser degree will receive half off of their tuition.

Graduate Students Paying Tuition for Required Writing Courses

1. Once the student is ready to begin the required writing courses at the graduate level, the student must initiate payment for that course with Seminary. Before a writing assignment will be evaluated for approval, the tuition for that writing course must be paid.

Refunds

Refunds will be given only if the student withdraws within 30 days after payment for course(s) have been made. All tuition will be refunded except a \$200 service charge. Fees are not refundable. Should the student receive an involuntary call to military duty, the Seminary will refund 70 percent of the remaining unused tuition, less the cost of any books supplied by the seminary. The same rule will be used for one with an illness of such duration and severity, as confirmed by a physician, that withdrawal is required. The rule also applies to the death of a student while studying with Covington.

If a student has received tuition payment to the seminary through a sponsorship of a church, corporation, friends or relatives then the refund of that student's must be sent to the church, corporation, friends or relatives who have made the tuition payment to Covington.

Sponsorships

A student's church, corporation, friends or relatives may desire to pay some or all of his/her tuition and fees. The amount of the payment will be credited to his/her account after proper authorization has been received by CTS.

Proper authorization is understood to be an official document from a church or corporation stating the person(s) being sponsored and the amount(s) to be credited. It must be signed by an officer who is not receiving any part of the scholarship.

For sponsorships from individuals, a formal letter is required. **Such designated funds are tax deductible.**

NOTE: If payments are not current, the student is responsible for any balance due should the sponsor choose not to or fail to pay. This means the student may be not be allowed to begin the course and may not enroll in any further courses until their account becomes current. This student becomes susceptible to late fees as well.

Policies

Policies

Admission Information

Who May Enroll

Any person may enroll as a student with Covington, regardless of one's educational background. Those who have not finished high school may enroll under the Bible Institute Division and receive a Bible education. Those who are high school graduates and who have not completed their college may enroll in the College Division and receive a degree. Those who have graduated college may enroll in the Seminary program and earn an advanced degree.

Admission Requirements

Persons desiring to enroll with Covington as students must make application to the office of the Registrar. Application forms for enrollment may be obtained on-line at the Covington website, www.covingtonseminary.org, or by request from the Seminary office. This form is to be completed and mailed to the Seminary along with a bust photo of the applicant and the proper application fees.

Anyone enrolling under the E-Courses program may do so at any time during the year.

Requirements for admission:

- Each applicant will be individually evaluated.
- Each applicant must give testimony of faith in Jesus Christ as their Lord and Savior.
- Each applicant must send an official transcript of previous GED, high school, college or seminary work to the Registrar.

Transfer of Credits:

- Evaluation of transfer credits is made only from official transcripts after the student has been accepted for admission.
- Students from accredited schools will receive full credit for equivalent courses if grades are "C" or better and if the content of the courses meet the requirements of the student's program.
- Students may receive provisional credits for previous work under certain circumstances. Such credit will be considered valid only when the student performs at the "C" level or better following his enrollment with Covington.

Transcripts

Transcripts are released only to the student or to another institution at the student's written request to the Registrar. The first transcript will be provided for a fee of \$10 for the address to which the transcript is sent, and \$5 for each subsequent transcript request. A transcript will not be released until all accounts are paid in full.

Statement of Standards

Each student is expected to live, act, talk and dress so that at no time will they bring any reproach to the standards and reputation of Covington Theological Seminary. Any student who is unable to maintain the standards of the seminary will be dismissed.

General Course Requirements

General Course Information

Courses offered by CTS are based on regular textbook materials, study guides, and an analysis of subject material in each chapter. Some courses include all of these, while others may require only one of these study methods.

All courses offered by E-Courses are designed to be equivalent to on-site work. E-Course work requires much discipline and research. The student may obtain research books from his/her local library, a college library or his/her own study. All assigned coursework will include study guides and instructions.

E-Course Program Regulations

Since all programs of study are assigned on the basis of one school year's work at a time, the student is expected to complete the assignments in one year. However, should circumstances arise causing a delay in completing one's studies, a one-year extension may be granted **upon receipt of a written request sent to the school and submitted to the student's advisor.**

Preparing and Mailing Lessons

All lessons presented to the seminary shall be written on 8 1/2 x 11-inch paper, on one side only. Typewritten lessons are required. Handwritten lessons are not acceptable. The student should make copies of his/her work to protect against loss in mailing lessons. A cover sheet including the student's name, address, student I.D. and the course name and number should be submitted with each course. Each page of the assignment should be numbered.

All assignments should be legibly and neatly typed. All assignments, research papers, or theses should have a 1-1/2-inch margin at the top and left hand side of the paper. A 1-inch margin should be at the bottom and the right hand side. The student should check his spelling and observe the rules of good English.

Postage on all lessons mailed to the Seminary must be paid by the student. Insufficient postage will be charged to the student's account and must be reimbursed by the student to the Seminary. All lessons and assignments should be mailed to the Seminary as soon as completed.

Any change of a student's name or address should be promptly reported to the Registrar. This will aid the Seminary in maintaining an accurate record of the student's status. Complete instructions are included in the notebook issued to each student.

Guide for Writing Papers

All studies at the institute level, the college level, and the seminary level require the completion of various writing projects including essays, book reviews, and/or exegetical papers. A thesis is required for some post graduate degrees. Covington Schools requires the use of the latest edition of the MLA Style Manual or the latest edition of the Turabian Style Manual for formatting and documenting research sources used in the student documents. Upon request the CTS Guide for Writing Papers can be provided.

Course Completion

E-Course students are asked to study only one course at a time. As each course is completed, he/she should mail the course to the Seminary. Once a course is graded, the formal grade sheet will be sent to the student.

The goal is for the student to endeavor to complete a four hour course each month. If more time is needed by a student to complete their degree or program, they are asked to contact the Seminary for an extension of time. Under normal circumstances the extra time is granted.

Should the Seminary fail to receive any written communications from the student for 90 days, the Seminary has the right to dismiss the student.

Any student who has been dropped and desires to be reinstated must pay a reinstatement fee along with any additional occurring tuition increases.

Withdrawal from School

If a student finds it necessary to withdraw from a course of study, he/she should contact the office of the Registrar. Merely ceasing to submit the lesson assignments or attend class does not constitute a withdrawal nor does it relieve the student of his financial obligations to the school. The signing of an enrollment application is a contract with Covington Theological Seminary.

If a student decides to withdraw within thirty (30) days after acceptance, all tuition will be refunded, less a \$200 service charge to cover the expenses involved in the enrollment. Registration and enrollment, application and matriculation fees (\$100) are not refunded. Should a student withdraw without the consent of the President or Dean, the student receives no refund.

On Site Regulations

Covington Theological Seminary and Bible Institute places much emphasis on Christian deportment and believes that conduct becoming a Christian is part of the education received. Therefore, we believe that those claiming salvation in the Lord Jesus Christ should live above reproach and refrain from questionable and worldly practices.

Students of CTS must not be guilty of profanity, adultery, fornication, the use of liquor or drugs (except in the case of prescription by a physician), the wearing of immodest clothing, thievery, homosexuality or like misconduct.

Each semester is 16 weeks in duration. Attendance is very important and the following rules apply to attendance:

- Tardiness to class can be habit-forming. Three violations will constitute one absence. A student who is more than 15 minutes late for class will be counted as absent.
- The maximum number of excused absences from one class is three.
- When a class is missed, make-up work must be done for the teacher of that class. The assignment will be given by the teacher and it is the responsibility of the student to contact the teacher for the assignment. After the third absence the student's grade will be reduced one half grade point for each absence thereafter.
- After the 4th absence from any one class, the student will be placed on probation for that class.
- After the 6th absence from any one class, the student will be dropped from the class and receive a grade of "I" (incomplete).

- The student must re-enroll the following semester for the class. Failure to re-enroll will result in the incomplete becoming a permanent “F”.
- There can be no make-ups for finals.
- Exceptions and special considerations should be discussed and approved by the Dean of the extension school.

Student Internships

The Academic Council has developed specific guidelines for Internships. We feel that the standard for an Internship should be very high. The requirements for Internships are as follows:

- The student must complete 1,000 hours of logged / supervised work in his/her chosen field.
- Once the hours are completed, a ten-page paper must be submitted giving an overview of what was learned and observed during the internship.
- The mentor/supervisor must write Covington a letter accepting the responsibility for the student’s oversight as the internship begins.
- When the student’s hours are complete, the mentor/supervisor will need to write a second letter certifying that the 1,000 hours of work have been completed.
- Copies of the student’s log and the ten-page report need to be submitted as one document for the student’s final grade on this course.
- The student will receive eight hours credit for this process.

Grading System

All academic work is graded by a faculty member and assigned a letter and a number grade. The following numerical scale is used in grading a student's work:

Grading Scale	Grade	Quality Points
100	A	4.00
98	A	3.67
96	A	3.33
95	B	3.00
90	B	2.67
86	B	2.33
85	C	2.00
80	C	1.67
71	C	1.33
70	D	1.00
65	D	0.67
60	D	0.33
59	F	0.00

Summa....4.0 Magna....3.90-3.99 Cum....3.80-3.89

Grade Point Average

Covington's administration recognizes our students' academic efforts through awarding the Summa, Magna, and Cum Laude designations. These honors are computed strictly through the student's grade point average on the basis of our Grading Scale (see attached). Only a 4.00 GPA will achieve Summa Cum Laude. Magna Cum Laude is 3.90 - 3.99. Cum Laude is 3.80 - 3.89.

GPA is the basis by which we determine the Summa, Magna, and Cum Laude award designations. Please do not call the school for your GPA. You can compute it yourself by using the attached formula. For example: If you have a 98, 100, 96, and a 86, then add 3.67, 4.00, 3.33, 2.33 and divide by four to receive 3.33 which would be your GPA. To receive honors all work must be in our hands by June 1st each year so that sufficient time be allowed to compute GPA.

The student's letter grade is based on the work presented for grading on a 100 point scale. The categories of neatness, spelling, syntax, subject knowledge, and comprehensiveness of response are worth 20 points in each category, and since 5 categories are used, perfection in each would give 100 points. Errors, mistakes, incomplete or incorrect answers, and failure to follow directions all take points away.

All students' letter grades are based on the above numerical scale. Each student should realize that the work they submit for each course is the sole basis for his or her grade. It is the student's personal responsibility to make sure the work is completely correct in references to answers, margins, typing errors, spelling, neatness, etc., in order to attain the highest possible grade.

The school does not intend to discourage any student who cannot achieve honor status. We know that all of our students work hard and do their very best. We simply feel that there must be a mark of academic excellence for which all students should aim.

Academic Policy

E-Courses

Covington Theological Seminary strives to offer the best possible E-Course program. Regular college and seminary textbooks are used along with accompanying study guides. Personal attention is given to each student. The student is invited to contact Covington at any time for needed assistance.

Covington can take each student at his/her present level of education and formulate their course of study. Whether the student has much or little Bible background, the program will be set up to progress the student from their specific point of entry. Covington's broad curriculum allows for this happen, thereby eliminating the possibility of the student's having to repeat courses that they have already taken. In other words, the student's program with Covington will be tailor-made for their specific ministry.

Academic Appeals

Any student desiring to appeal a grade received may, within thirty (30) days of the grade being given, do the following:

1. An On-Site student must make an appointment with the professor of the class to discuss the issue. An E-Course student must telephone the Academic Dean to discuss the issue.
2. After discussing the issue with the professor/Academic Dean, the student must submit a written request to the Academic Dean for re-evaluation of the grade in question.
3. If the issue is not resolved satisfactorily, the student must address a written appeal to the Academic Committee.
4. The decisions of the Academic Committee are final.

Academic Probation, Suspension, and Dismissal

The student will be notified, in writing by the Registrar's Office, of any action involving probation, suspension or dismissal. Tuition payments are not suspended if a student is put on academic suspension.

Bachelor and Master Degree Programs

Probation: When a student fails to maintain a 2.0 (Bachelor and Master) or 3.0 (Doctoral) cumulative GPA, he will be placed on academic probation.

A student will be allowed to continue on a course-by-course basis under the condition that he maintains a "C" (Bachelor and Master) or "B" (Doctoral) each semester. When the student's cumulative GPA reaches 2.0 or better, he/she will be removed from academic probation.

Suspension: While on probation, if a student fails to maintain the stated GPA, he/she will be suspended for one semester.

After the period of suspension, a student may re-enroll on probation. The above probation procedures will be followed.

Dismissal: Upon reaching the point of being suspended the second time, the student will be dismissed from school.

A student who has been dismissed may not make application to reactivate for at least one (1) year. Reactivation is not guaranteed.

Academic Integrity

1. **Plagiarism:** Plagiarism shall include failure to use quotation marks and other conventional markings around material quoted from another source. Plagiarism shall also include paraphrasing a specific passage from a source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student's written assignment.
2. **Falsifying Information:** Falsifying information is submitting another's work as one's own or providing false or misleading documentation.
3. **Academic Dishonesty:** Academic dishonesty includes written information not specifically condoned by the instructor or syllabus. It shall further include receiving written or oral information from a fellow student. Furthermore, it shall include stealing, buying, selling or transmitting a copy of any examination.

Any student proven to have committed any of the above will receive an "F" for the course and will receive an academic warning. If the student is proven to have been guilty a second time, he or she will be dismissed.

Graduation

All graduating students are required to attend the annual two-night graduation exercises held at a named seminary location. If a graduating student is providentially hindered from attending the two-night graduation events, then that student would have to wait until the following year to graduate or write the Board of Trustees to request permission to graduate in absentia (these are rarely granted). Whether attending or not, a graduation fee is assessed at the time of graduation. All graduating students are required to have all courses completed and turned in by June 1st and all tuition and fees paid by July 1st of that year's graduation events. It is the student's responsibility to apply for graduation when their work is complete.

Course Hours

Course Hours

Department of the Bible

Courses	Credit Hours
BI-111 Genesis I (Associate)	4
BI-150 Galatians	4
BI-160 Old Testament Survey I	4
BI-169 Tabernacle I	4
BI-180 New Testament Survey	4
BI-190 I and II Thessalonians	4
BI-192 (A) 1 Timothy 1-3	4
BI-192 (B) 1 Timothy 4-6	4
BI-210 Inductive Bible Study	4
BI-235 Acts	4
BI-290 Biblical Inspiration	4
BI-311 Genesis II (Bachelor)	4
BI-330 The Gospel and Epistles of John	4
BI-338 (A) Romans 1-4	4
BI-338 (B) Romans 5-8	4
BI-339 (A) Romans 9-11	4
BI-339 (B) Romans 12-16	4
BI-350 James	4
BI-360 Old Testament Survey II	4
BI-369 Tabernacle II	4
BI-371 Joshua	4
BI-380 New Testament Survey II	4
BI-383 Nehemiah	4
BI-416 Ezekiel	4
BI-419 Daniel	4
BI-430 (A) Ephesians 1-3	4
BI-430 (B) Ephesians 4-6	4
BI-439 (A) Hebrews 1-6	4
BI-439 (B) Hebrews 7-13	4
BI-450 Pastoral Epistles	4
BI-455 Israel's History I	4
BI-461 Biblical Backgrounds	4
BI-463 Bible Types	4
BI-467 Minor Prophets	4
BI-470 Manners and Customs	4
BI-475 The Synoptic Gospels	4
BI-480 Life of Christ	4
BI-482 The Apostle Paul	4
BI-485 New Testament Survey III	4
BI-510 Exposition of Bible Book	4
BI-511 Genesis III (Master)	4
BI-530 Exposition of Galatians	4
BI-532 Exposition of Ephesians	4
BI-534 Exposition of Romans 1-8	4
BI-556 Old Testament Ethics	4
BI-560 Old Testament Panorama	4

Department of the Bible Continued

Courses		Credit Hours
BI-569	Tabernacle III	4
BI-571	Israel's Prophets	4
BI-611	Genesis IV (Doctor)	4
BI-650	Christology I	4
BI-668	Revelation	4
BI-700	Ministry Project (Indep. Study)	4

Department of Theology

Courses		Credit Hours
TH-105	Evangelism I	2
TH-110	Bible Doctrines I	4
TH-201	Bible Doctrines II	4
TH-211	Prayer I	2
TH-301	Ecclesiology I	4
TH-302	Bible Doctrines III	4
TH-306	Evangelism II	4
TH-309	Eschatology I	4
TH-310	Grace	4
TH-320	Millennialism I	4
TH-324	Prayer II	4
TH-407	Theology I	4
TH-464 (A)	Holy Spirit A	4
TH-464 (B)	Holy Spirit B	4
TH-470	Worship	4
TH-503	Eschatology II	4
TH-508	Theology II	4
TH-511	Dispensationalism	4
Th-609	Theology III	4
TH-691	Th.D. Thesis (50,000 words)	8
TH-694	M.Div. Thesis (25,000 words)	4
TH-725	Advanced Theology	4

Department of Pastoral Studies

Courses		Credit Hours
PS-101	English I	4
PS-111	Ethics I	4
PS-127	Cults I	4
PS-231	Homiletics I	4
PS-235	Mission of the Church	4
PS-237	Hermeneutics	4
PS-301	English II	4
PS-332	Homiletics II	4
PS-360	Expository Preaching I	4
PS-351	Church Growth	4
PS-360	Expository Preaching I	4

Department of Pastoral Studies Continued

Courses	Credit Hours
PS-428 The Cults II	4
PS-430 Beginners Greek	4
PS-433 Homiletics III	4
PS-440 Pastoral Theology I	4
Ps-450 Expository Preaching II	4
PS-465 Ethics II	4
PS-470 Sociology	4
PS-501 English III	4
PS-510 Biblical Archaeology and History	4
PS-534 Homiletics IV	4
PS-535 Pastoral Theology II	4
PS-560 Strategies of Administration	4
PS-720 Internship	8
PS-735 Research Project	4
PS-740 Independent Study	4
PS-770 Philosophy of Religion	4
PS-810 History of Philosophy	4
PS-820 Philosophy of Cults	4
PS-871 Philosophy of Religions II	4

Department of Christian Education

Courses	Credit Hours
CH-110 Leadership I	4
CH-111 Church Missions I	4
CH-131 History of Missions	4
CH-155 Laws of Teaching	4
CH-210 World Missions	4
CH-241 Christian Apologetics I	4
CH-250 The Missionary I	4
CH-252 Missiology	4
CH-255 Teaching	4
CH-256 Teaching Methods	4
CH-258 The Missionary II	4
CH-260 Missionary Witnessing I	4
CH-262 Introduction to World Missions	4
CH-275 Missionary Methods I	4
CH-280 Church Ministry	4
CH-310 Childhood Education	4
CH-320 Youth Education	4
CH-325 Laws of Leadership	4
CH-344 Church History I	4
CH-348 Educational Administration	4
CH-350 Introduction to Christian Education	4
CH-351 Missionary Methods II	4
CH-355 Evangelism and Missions	4
CH-360 Church Planting	4

Department of Christian Education Continued

Courses	Credit Hours
CH-370 Missions in Triologue	4
CH-420 Church Missions II	4
CH-440 Leadership II	4
CH-442 Church History II	4
CH-445 Christian Apologetics II	4
CH-480 Discipleship	4
CH-547 Comparative Religions	4
CH-550 Exploring Christian Education	4
CH-624 Leadership III	4
CH-648 Day School Administration	4
CH-693 D.R.E. Thesis (25,000 words)	4
CH-755 Philosophy of Education I	4
CH-832 Education Leadership Philosophy	4

School of Biblical Counseling

Courses	Credit Hours
BC-200 Basic Principles of Biblical Counseling	4
BC-210 Effective Biblical Counseling	4
BC-300 Healing Relationships	4
BC-310 Competent to Counsel	4
BC-320 Counseling from Scripture	4
BC-350 Practical Guide Dying/Bereaved	4
BC-355 Premarital Counseling	4
BC-360 Counseling the Counselor	4
BC-365 Recovering a Biblical Worldview	4
BC-400 Theology of Christian Counseling	4
BC-410 The Psychology of Counseling	4
BC-450 Marriage Counseling	4
BC-455 Christian Approach to Child Rearing	4
BC-460 Biblical Counseling II	4
BC-500 A Pastor's Guide to Counseling	4
BC-510 Crisis Counseling	4
BC-550 Counseling for Chemical Dependency	4
BC-575 Christian Counseling Internship	4
BC-600 Counseling: Comprehensive Guide	4
BC-650 Human Sexuality	4
BC-655 Counseling for Depression	4
BC-700 Comprehensive Survey: Counseling	4

School of Christian Leadership

Courses	Credit Hours
CL-200 Spiritual Leadership	4
CL-220 Soteriology	4
CL-240 Preaching That Changes Lives	4
CL-250 Worship – Ultimate Priority	4
CL-260 Revelation – Leadership Principles	4
CL-265 The Kingdom Agenda	4
CL-300 Church Leadership I	4
CL-310 Introduction to Biblical Counseling	4
CL-325 Laws of Leadership	4
CL-340 Mission of the Church	4
CL-360 A Biblical World View	4
CL-370 Pastoral Ministry	4
CL-400 Church Leadership II	4
CL-440 Biblical Eldership	4

Course Descriptions

Course Descriptions

Department of the Bible

BI-111 - Genesis (Associate) **4 semester hours credit**

Introduction to the beginning. This course is designed to give the student a foundational understanding of the origin of life and the grace of God.

BI-150 - Galatians **4 semester hours credit**

A vital teaching by Paul on the matter of law and grace. Its applications and pertinence for the New Testament believer are examined in this course.

BI-160 - Old Testament Survey **4 semester hours credit**

Designed to give the student a working knowledge of the leading facts of Hebrew history, geography and antiquities as presented in the Old Testament.

BI-169 - Tabernacle I **4 semester hours credit**

A look at the center of worship in Israel, the tabernacle, as a lesson on how believers are to worship. Every aspect of the tabernacle foreshadows the glory of Christ.

BI-180 - New Testament Survey **4 semester hours credit**

This survey introduces the student to the New Testament itself, the life of Christ and the progress of the Christian faith. This is a preparation for further in-depth study in the doctrines of the New Testament.

BI-190 - 1 & 2 Thessalonians **4 semester hours credit**

This is a study that accentuates the local church concept and gives emphasis to the study of the church from a model church theme.

BI-192 A - 1 Timothy 1-3 **4 semester hours credit**

This is an in-depth study of the first three chapters in 1 Timothy, with a focus on the attributes of leadership in the local church.

BI-192 B - 1 Timothy 4-6 **4 semester hours credit**

This is an in-depth study of the last three chapters in 1 Timothy, with a focus on the attributes of leadership in the local church.

BI-210 - Inductive Bible Study **4 semester hours credit**

This is an introduction to the inductive approach to Bible study. It focuses on a direct interaction with the Word.

BI-235 - Acts **4 semester hours credit**

Through this verse by verse study of the book of Acts the student will understand the expansion of the early church, and suddenly become aware that if these principles of growth are applied today, they still bring results.

BI-290 - Biblical Inspiration **4 semester hours credit**

The word of God is being assailed afresh each decade with charges and accusations concerning its genuineness, authenticity and infallibility. This course examines those charges and lets the Word speak for itself, that it is what it claims to be - the inerrant, inspired, infallible Word of God.

BI-311 - Genesis (Bachelor) **4 semester hours credit**

This study provides a thorough review of the exposition of a key Bible book from an advanced study viewpoint. It is an advance study for the third or fourth year level student.

BI-330 - The Gospel and Epistles of John **4 semester hours credit**

This course is an overview of the Gospel of John and 1, 2, and 3 John with its similarities and unique features.

BI-338 A - Romans 1-4 **4 semester hours credit**

This course looks at the book of Romans from the perspective of Paul as a missionary.

BI-338 B - Romans 5-8 **4 semester hours credit**

This course looks at the book of Romans from the perspective of Paul as a missionary.

BI-339 A - Romans 9-12 **4 semester hours credit**

This course looks at the book of Romans from the perspective of Paul as a missionary.

BI-339 B - Romans 13-16 **4 semester hours credit**

This course looks at the book of Romans from the perspective of Paul as a missionary.

BI-350 - James **4 semester hours credit**

Emphasis is placed on the practical application of Bible truth.

BI-360 - Old Testament Survey II **4 semester hours credit**

This course is a continuation of BI-160 and is intended to provide the student with an in-depth look at the leading facts of Hebrew history, geography, and antiquities as presented in the Old Testament.

BI-369 - Tabernacle II **4 semester hours credit**

The wilderness tabernacle is studied from the viewpoint of God's revelation to man concerning worship and sacrifice. Every detail of the tabernacle points to some aspect of the person and work of our Savior.

BI-371 - Joshua **4 semester hours credit**

This is a study of how to have victorious Christian living as shown in the Book of Joshua.

BI-380 - New Testament Survey II **4 semester hours credit**

This course is a continuation of BI-180. It is intended to provide the student with an in-depth look at the life of Christ, the progression of the Christian faith, and the doctrines of the New Testament.

BI-383 - Nehemiah **4 semester hours credit**

This course is designed to take the student through the life, culture, and writings of Nehemiah.

BI-416 - Ezekiel **4 semester hours credit**

A study of the captivity prophecies of Ezekiel, with applications. The times of Ezekiel, his message and his style constitute the content of this course.

BI-419 - Daniel **4 semester hours credit**

The prophecies of Daniel in the time of the captivity form the basis of Revelation and other prophetic books. This is a necessary study for a proper understanding of subsequent revelations.

BI-430 A - Ephesians 1-3**4 semester hours credit**

This course is set on fundamental doctrines in the context of the church as the body of Christ as delineated in the first three chapters of Ephesians.

BI-430 B - Ephesians 4-6**4 semester hours credit**

This course is a continuation of BI-430 (A) and is set on fundamental doctrines in the context of the church as the body of Christ as delineated in the last three chapters of Ephesians.

BI-439 A - Hebrews 1-6**4 semester hours credit**

This course provides an overview study of the first six (6) chapters of Hebrews and takes a major look at how to properly approach the warnings throughout the epistle.

BI-439 B - Hebrews 7-13**4 semester hours credit**

This course is a continuation of BI-439 (A) and takes a major look at the high priestly ministry of Christ as well and the remaining warnings of the epistle.

BI-450 - Pastoral Epistles**4 semester hours credit**

This study is a look at the three Pastoral Epistles of 1 and 2 Timothy and Titus. It will give the student a broad overview of the ministry principles implored by Paul to his young protégés Timothy and Titus.

BI-455 - Israel's History I**4 semester hours credit**

Fifteen poignant chapters explore the question of Israel and her prominence in the course of human events. Maps, charts and diagrams guide the student into a personal and provocative gleaning of Israel's history.

BI-461 - Biblical Background**4 semester hours credit**

From the time of Abraham to Jesus and the apostles, the course describes the lands of the Bible and indicates the historical happenings in them.

BI-463 - Bible Types**4 semester hours credit**

From the Old Testament through the New Testament, types are pictured and compared. The definition and application of Bible types afford the student a panorama of Biblical truths.

BI-467 - Minor Prophets**4 semester hours credit**

This course includes an expositional essay on each of the twelve prophets. It is a look into the life and times of each of the Minor Prophets and their ministry.

BI-470 - Manners and Customs**4 semester hours credit**

Manners and customs of Biblical practices and precepts are studied to shed light on many misunderstood passages. The Bible is an oriental book and must be viewed and studied as such.

BI-475 - The Synoptic Gospels**4 semester hours credit**

This is a look at the three New Testament gospel books of Matthew, Mark, and Luke, and the similarities and differences that are included in each in the presentation of Christ.

BI-480 - Life of Christ**4 semester hours credit**

The events of the life of Christ are traced from His lowly birth to His glorious ascension. This is presented from the view that Christ is the eternally preexistent Son of God who came in the flesh.

BI-482 - The Apostle Paul**4 semester hours credit**

The life, doctrines and main themes of Paul are studied, offering the student an understanding of this apostle who was so greatly used by God.

BI-485 - New Testament Survey III**4 semester hours credit**

This course is a continuation of BI-380. It is intended to provide the student with an even more in-depth look at the life of Christ, the progression of the Christian faith, and the doctrines of the New Testament.

BI-510 - Exposition of Bible Book**4 semester hours credit**

Any book of the Bible is approached on a chapter and verse basis with the student commenting on each passage. It is especially informative for those interested in writing and research. **(This course must be requested and topic submitted by the student for approval.)**

BI-511 - Genesis (Master's)**4 semester hours credit**

This is a fully expanded study of this foundational book of Scripture. It is an essential for the mature development of a theological perspective. It is an advanced study for the master's level student.

BI-530 - Exposition of Galatians**4 semester hours credit**

The student provides an exposition of the New Testament book of Galatians on a chapter and verse by verse basis with the student commenting on each passage.

BI-532 - Exposition of Ephesians**4 semester hours credit**

The student provides an exposition of the New Testament book of Ephesians on a chapter and verse by verse basis with the student commenting on each passage.

BI-534 - Exposition of Romans 1-8**4 semester hours credit**

The student provides an exposition of the New Testament book of Romans 1-8 on a chapter and verse by verse basis with the student commenting on each passage.

BI-556 - Old Testament Ethics**4 semester hours credit**

The ethics of the Old Testament are reviewed along with morals. The content of such ethics is explored and also moral difficulties.

BI-560 - Panorama of the Old Testament**4 semester hours credit**

Each book of the Old Testament is reviewed in relation to structure and chronological order. Each is also looked at from a Biblical theological perspective.

BI-569 - Tabernacle III**4 semester hours credit**

This is a comprehensive study of the tabernacle and its workings as given to Moses by God. It is an enlightening study for the Bible student that strengthens the doctrine of the incarnation.

BI-571 - Israel's Prophets**4 semester hours credit**

This is a study into the continuity that exists between Israel's earlier non-writing prophets and its later prophets. The course concentrates on the prophets themselves rather than their writings.

BI-611 - Genesis IV (Doctorate)**4 semester hours credit**

This is an advanced study on the Genesis account for the student in the doctoral program.

BI-650 - Christology I**4 semester hours credit**

The ministry and person of the Savior is viewed from the Old Testament and then pursued through the New Testament.

BI-668 - Revelation**4 semester hours credit**

The climactic book of the Bible – Revelation - is viewed with charts and illustrations of John's vision on Patmos. A most interesting and applicable course, it will enrich the student's comprehension of the latter days.

BI-700 - Ministry Project**4 semester hours credit**

This course is an independent study where the student will design, implement, evaluate, measure, and make adjustments to an on-going project of ministry in their local church or congregation.

Department of Theology

TH-105 - Evangelism I**2 semester hours credit**

This course gives a basic look at the issues and principles of evangelism.

TH-110 - Bible Doctrines I**4 semester hours credit**

Fourteen vital Bible doctrines are examined in this study. The truths of these doctrines are presented in a simple and popular manner and form the foundation upon which to build Christian lives.

TH-201 - Bible Doctrines II**4 semester hours credit**

Studies in theology comprise this course. The doctrines of God, Christ, the Holy Spirit, church, angels, last things, etc., are among the topics of study.

TH-211 - Prayer I**2 semester hours credit**

As a vital element in the life of the believer, prayer must never cease to be foremost. The course carries the student into a self-examination of prayer and its Biblical application.

TH-301 - Ecclesiology I**4 semester hours credit**

This course takes up the task of defining the mission and function of the local church from a biblical perspective.

TH-302 - Bible Doctrines III**4 semester hours credit**

This is a continuation of Th-201 with a more in-depth look at the major Bible themes.

TH-306 - Evangelism II**4 semester hours credit**

The course is a challenging and informative study of the Great Commission to Christ's disciples. The student is taught the basics and truths of what the church's responsibility is toward the lost.

TH-309 - Eschatology I**4 semester hours credit**

Seven major eschatological events are examined. They are: The Rapture, The Great Tribulation, The Church Spared from the Tribulation, The Antichrist, Israel in the Tribulation, The Close of the Tribulation, and the Millennium.

TH-310 - Grace**4 semester hours credit**

The inexhaustible grace of God is extensively studied from many angles and affords the student an opportunity to carefully scrutinize the glorious majesty of God.

TH-320 - Millennialism**4 semester hours credit**

This comprehensive Biblical and historical treatment of the doctrine of the millennium is a study of the three leading millennial views, namely, post-millennialism, a-millennialism, and pre-millennialism.

TH-324 - Prayer II**4 semester hours credit**

A close look at personal prayer life is the basis of this study. Prayer is approached as a limitless reach available to all.

TH-407 - Theology I **4 semester hours credit**

The nature of theology and the definition and existence of God are among the many channels of study in this course. Bibliology, the attributes of God, the Trinity, the decrees of God, angels and man constitute the core of this study.

TH-464 A - Holy Spirit A **4 semester hours credit**

This is an extensive treatment of the entire doctrine of the Holy Spirit. The Person, work and ministry of the Holy Spirit are but the key points of this detailed study in the third person of the Trinity.

TH-464 B - Holy Spirit B **4 semester hours credit**

This is a continuation of TH-464 (A). The study looks specifically at the work of the Holy spirit as defined in Romans 8.

TH-470 - Worship **4 semester hours credit**

The course looks at worship from both the “free church” and the traditional church expression. An attempt to rediscover the importance of worship is analyzed.

TH-503 - Eschatology II **4 semester hours credit**

This course takes the student from the fountainhead of proper interpretation to the culminating eternal state of the believer and the lost person. The covenants and their relation to eschatology are analyzed; the future of the church, the doctrines of mid-tribulation, pre-tribulation and post-tribulation are among the many subjects that will be studied.

TH-508 - Theology II **4 semester hours credit**

A look at the account of the unfolding of the mind of God in history, through the successive agents of His special revelation is taken. This is basically a historical approach to Theology.

TH-511 - Dispensationalism **4 semester hours credit**

An insight into God’s dealing with men in respect to sin during a particular time period. It is an apologetical approach to the authenticity of the doctrine of Dispensationalism.

TH-609 - Theology III **4 semester hours credit**

This is a detailed and involved study of Biblical Theology. The attributes, decrees and doctrines of the Bible are intricately examined.

TH-691 - Doctoral Thesis (50,000 words) **8 semester hours credit**

A dissertation following the prescribed form disclosed in the study guide will enable the student to complete this requirement on Theology.

TH-694 - M.Div. Thesis (25,000 words) **4 semester hours credit**

A dissertation following the prescribed form disclosed in the study guide will enable the student to complete this requirement on Theology.

TH-725 - Advanced Theology **4 semester hours credit**

This is an advanced study of theology which explores all of the details of the major doctrines and attributes of God and the Bible.

Department of Pastoral Studies

PS-101 - English

4 semester hours credit

A study of the fundamentals of English composition, grammar, parts of speech, punctuation, mechanics, spelling, and the actual construction of sentences, paragraphs, and compositions.

PS-111 - Ethics I

4 semester hours credit

This study is an introductory course in apologetics with answers to many so-called contradictions in Christianity. The course delves deeper than the surface, into the current of tough questions about Christianity.

PS-127 - Cults I

4 semester hours credit

Modern cults are examined according to their official dogma and compared with the Bible. What they falsely believe and what the Bible correctly teaches is the subject matter.

S-231 - Homiletics I

4 semester hours credit

This is a course on the practical approach to homiletics. It is a valuable help to the preacher in preparing himself and the message that he preaches. The text is well outlined for clear and concise preparation of sermons.

PS-235 - Mission of the Church

4 semester hours credit

Church life and mission is found in the heart of God. Success will not come from copying others' ideas or methods. God offers us His focus on the nature and mission of the Church.

PS-237 - Hermeneutics

4 semester hours credit

This course is a must for every Bible student. Hermeneutics is the science of interpreting the Scriptures and this course offers the student insights into rightly dividing the Word of God.

PS-301 - English II

4 semester hours credit

The mechanics of writing and revising is the basic core of this study.

PS-332 - Homiletics II

4 semester hours credit

This offers the preacher a more advanced study into the preparation and delivery of sermons. The text offers a more critical and analytical exposure to sermon building and delivery.

PS-351 - Church Growth

4 semester hours credit

This subject is approached from a Scriptural and theological point. The Biblical framework for defining strategic and operating principles for church growth is explored.

PS-360 - Expository Preaching

4 semester hours credit

This course is designed to help the pastor develop sermons and messages from an expository perspective and then presenting that information in an expository manner in the sermon.

PS-428 - The Cults II

4 semester hours credit

This is a key study of the beliefs and practices of various cults and their precepts. Thirteen cults are examined and the approach to these cults from the Christian stance is presented to the student.

PS-430 - Beginners Greek (Extensions Only)

4 semester hours credit

This new, innovative Greek grammar utilizes the best modern linguistic principles for equipping students to read the Greek New Testament.

PS-433 - Homiletics III**4 semester hours credit**

Expository preaching is the main subject in this course. It teaches the need, development and delivery of expository messages.

PS-440 - Pastoral Theology I**4 semester hours credit**

The importance of every preacher believing very strongly in and using his own God-given talents is stressed in this look at preaching and preachers.

PS-450 - Expository Preaching**4 semester hours credit**

This course is a continuation of PS-360 and provides the student with a more in-depth approach for developing expository messages.

PS-465 - Ethics II**4 semester hours credit**

Alternatives and issues constitute the mainline of thinking in this course. Modern ideas about Christianity are examined and compared with the Bible. Contemporary issues are analyzed also.

PS-470 - Sociology**4 semester hours credit**

This course establishes a framework from which to critically analyze the current state of the world. Christians, must be proactive rather than reactive in integrating the gospel and Christian perspectives both into their lives and into the surrounding culture in which they live.

PS-501 - English III**4 semester hours credit**

Practical writing skills are emphasized in the study to help both in the workplace as well as school.

PS-510 - Biblical Archaeology & History**4 semester hours credit**

This study looks at recent secular discoveries and archaeological excavations, which shed light on biblical times, enhancing and furthering the student's knowledge of the Bible.

PS-534 - Homiletics IV**4 semester hours credit**

Preaching and the preparation of sermons are further studied. Sermon foundation, classification, elements, style, and delivery are covered in this course.

PS-535 - Pastoral Theology II**4 semester hours credit**

This course is a continuation of PS-440. A historical sketch of preaching lays the foundation of this course and proceeds into a comparison with modern day preaching and its ills.

PS-560 - Strategies of Administration**4 semester hours credit**

This study covers advanced details of effective administration.

PS-720 - Internship**8 semester hours credit**

(This Course Must Be Requested and Topic Submitted by Student for Approval.)

PS-735 - Research Project**4 semester hours credit**

This project consists of the student's selecting an area of theological study to do research and writing. **(This Course Must Be Requested and Topic Submitted by Student for Approval.)**

PS-740 - Independent Study**4 semester hours credit**

This is an opportunity for the creative person to take advantage of any special gifts, talents, or desires for development. **(This Course Must Be Requested and Topic Submitted by Student for Approval.)**

PS-770 - Philosophy of Religion**4 semester hours credit**

The various aspects of the religions systems are studied from a philosophical perspective to acquaint the student with other religions.

PS-810 - History of Philosophy**4 semester hours credit**

This subject covers the history of philosophical thought, and a close study of men behind the ideas.

PS-820 - Philosophy of Cults**4 semester hours credit**

This course examines the philosophy and thought behind the cults that are in the world today.

PS-871 - Philosophy of Religions II**4 semester hours credit**

This course is a continuation of PS-770. It takes an in-depth look at the various aspects of the religious systems from a philosophical perspective.

Department of Christian Education

CH-110 - Leadership I**4 semester hours credit**

The principles of leadership are explored along with efficient ways of leading as well as discovering, enlisting and developing leaders.

CH-111 - Church Missions I**4 semester hours credit**

This course is an introductory study which looks at the call of the church to the mission field in fulfillment of the Great Commission.

CH-131 - History of Missions**4 semester hours credit**

A survey of missions from AD 30 to the present is conducted in this study. It offers a panoramic view of Christian missions and prepares the committed Christian for a working knowledge of the Great Commission.

CH-155 - Laws of Teaching**4 semester hours credit**

Teaching fundamentals and basics of classroom techniques are offered for the teacher. Laws of teaching offer the educator a concise guideline for instruction.

CH-210 - World Missions**4 semester hours credit**

The changing scene of Christian missions affords the foundation of this study. Problems and issues confronting the missionary effort comprise the core of this course.

CH-241 - Christian Apologetics I**4 semester hours credit**

This is a study of various defenses and proofs of the faith enabling one to be ready to answer the critics of God and His people.

CH-250 - The Missionary I**4 semester hours credit**

An orientation into what the missionary will encounter in today's world setting. It includes a look at the mission, the man and the task.

CH-252 - Missiology**4 semester hours credit**

A comprehensive survey of the progress of Christian missions from Pentecost to the 21st century. Recent advances and political developments are incorporated into the course to offer a historical and contemporary view of missions.

CH-255 - Teaching**4 semester hours credit**

Teaching goals and Christian action comprise the basis for this study. It is designed for teacher training.

CH-256 - Teaching Methods**4 semester hours credit**

Various methods of teaching are covered in this course preparing the student for a versatile ministry in presenting the Word of God in the classroom or the pulpit.

CH-258 - The Missionary II**4 semester hours credit**

This study involves a look at the call, growth, failure, restoration and triumph of the missionary.

CH-260 - Missionary Witnessing I**4 semester hours credit**

The theology of missions is examined from the points of the church's mission and message to the world and who is to proclaim it.

CH-262 - Introduction to World Missions**4 semester hours credit**

This course provides an introductory look at the need for World Missions and many of the problems associated with cross cultural missions.

CH-275 - Missionary Methods II**4 semester hours credit**

The missionary is given a full view of his call concerning the strategy, the presentation of the Gospel, the training of converts, and dealing with churches.

CH-280 - Church Ministry**4 semester hours credit**

A comprehensive look at various ministries normally functioning in the local church and how to properly administer those ministries in a local setting.

CH-310 - Childhood Education**4 semester hours credit**

A complete look at childhood education in the church prepares the student for a fuller ministry with children.

CH-320 - Youth Education**4 semester hours credit**

This course gives the student an in-depth survey of the types of youth most commonly encountered, their needs, how they think, and how we as youth leaders should approach an effective ministry.

CH-325 - Laws of Leadership**4 semester hours credit**

This course involves a simple, clear and easy-to-grasp study on leadership from a biblical perspective. It serves as a leadership reference guide.

CH-344 - Church History**4 semester hours credit**

The church in retrospect is considered from its first outreach to modern day movements. Personages, places and events inform the student as to the history of the Christian church.

CH-348- Educational Administration**4 semester hours credit**

A basic introduction to the administration of the educational ministry of the church is covered. The why, what, who, and how are discussed.

CH-350 - Introduction to Christian Education**4 semester hours credit**

An emphasis is placed on the need for the biblical basis of Christian education. It is a comprehensive introduction to the realm of Christian teaching.

CH-351 - Missionary Methods**4 semester hours credit**

This course involves a look at the life and work of the missionary on the field. Also covered are topics such as how to raise support, embrace the cultural shock, maintain health, etc.

CH-355 - Evangelism and Missions **4 semester hours credit**

Dealing with topics such as choosing a missionary agency, strategies for evangelism, organizational structure and maintaining intimacy with God are logically set out, walking both the seasoned expert and the novice through the biblical foundations for mission, the role of the church, and every aspect of the active mission field.

CH-360 - Church Planting **4 semester hours credit**

Instructions for planting biblically-faithful and culturally-relevant churches. It addresses the “how-to” and “why” issues of church planting by providing practical guidance through all the phases of a church plant with a missionary look at existing and emerging cultures.

CH-370 - Missions in Triologue **4 semester hours credit**

The interaction, past and present, between Theology, Anthropology, and Missions is studied as to the need for a thorough re-evaluation of mission strategy.

CH-420 - Church Missions **4 semester hours credit**

This study examines current trends in missiological thought. This course calls the church to renewal in missions based on the model of Jesus the Messiah.

CH-440 - Leadership II **4 semester hours credit**

Organization and leadership in the local church is the theme of this study. It is a study on the prerequisites and structure of leadership in the local church.

CH-442 - Church History II **4 semester hours credit**

More studies in the history of the church covering a broad perspective of people and events.

CH-445 - Christian Apologetics II **4 semester hours credit**

A survey of various tests for truth is given in order to face the various world views of Christianity and how to apply these truths to prove the validity of Theism.

CH-480 - Discipleship **4 semester hours credit**

This course takes a look at making disciples using the lessons and patterns in the ageless management principles employed by Christ and His disciples.

CH-547 - Comparative Religions **4 semester hours credit**

A look at the religions of the world is the basis of this course. Covered are the origins and the teachings of the major non-Christian faiths.

CH-550 - Exploring Christian Education I **4 semester hours credit**

The foundations, curricula, and structures of Christian Education are explored. The scope, principles and methods are examined.

CH-624 - Leadership III **4 semester hours credit**

The student is introduced to the methods of leadership in the church in order to become a more effective leader and administrator.

CH-648 - Day School Administration **4 semester hours credit**

This course provides administrative training for teachers and school administrators. The principle and practice of a Christian Day School are explored.

CH-693 - D.R.E. Thesis (25,000 words) **4 semester hours credit**

A 25,000 word dissertation following the prescribed form disclosed in the study guide will enable the student to complete this requirement.

CH-755 - Philosophy of Education**4 semester hours credit**

An analytical study of Christian Education and thought is presented to the student to understand the philosophy behind the various concepts of Christian education.

CH-832 - Educational Leadership Philosophy**4 semester hours credit**

This course covers the various aspects in the areas of: Educational Leadership, Foundations of Christian Education, The Nature of Leadership in the Local Church, Roles and Responsibilities of church leaders, Administrative process in the church, leaders working with people, and the leader training other leaders. A research paper of 10,000 words is required.

School of Biblical Counseling

BC-200 - Basic Principles of Biblical Counseling**4 semester hours credit**

Counseling in its basic sense is presented along with techniques and procedures in helping those with problems. This is a good starting point for the serious-minded who are called to help others.

BC-210 - Effective Biblical Counseling**4 semester hours credit**

A comparison of Christianity and Psychology is made in looking at the goal of counseling. Basic concepts and strategies are examined.

BC-300 - Healing Relationships**4 semester hours credit**

This course is a fresh approach to counseling for the layman. Guidelines and approaches to counseling techniques prepare the student for a ministry in counseling.

BC-310 - Competent to Counseling**4 semester hours credit**

A deeper look into the problems encountered in counseling. Scriptural techniques and principles are offered to assist the student in his preparation for Christian counseling.

BC-320 - Counseling from Scripture**4 semester hours credit**

This course presents God's Word as the counseling authority of Christians, the use of Bible stories and Scriptural teaching to help people understand their problems and the solutions, and the work of the Holy Spirit in Biblical Counseling.

BC-350 - Practical Guide to Caring for Dying/Bereaved**4 semester hours credit**

In a positive way this course addresses the situations and circumstances surrounding death. The text is a practical guide to caring for the dying and bereaved.

BC-355 - Premarital Counseling**4 semester hours credit**

This course will equip the student to help his clients understand how to be free from their past, how to communicate with their mate, how to control anger and resolve conflicts, how to forgive each other and how to pray together.

BC-360 - Counseling the Counselor**4 semester hours credit**

This course is designed to equip the student to help prepare a church for a Bible-based counseling ministry. It will provide the student with the insight to guide the Pastor and staff in the proper methodology concerning the implementation of a Pastoral and Lay counseling ministry.

BC-365 - Recovering a Biblical Worldview**4 semester hours credit**

The text issues a serious call to recover a Biblical worldview that is absolute and exclusive. These essays are intended to reaffirm and restore a biblically-based view of life's reality from God's perspective. The authors provide models for cultivating a biblical mind-set on worship, psychology, gender, science, education, history, government, economics, and literature.

BC-400 - Theology of Christian Counseling **4 semester hours credit**

This study approaches Biblical counseling from a Theological perspective. This course incorporates rich relevant insights of Biblical counseling into a meaningful theological framework of disciplined understanding in practical applied theology.

BC-410 - The Psychology of Counseling **4 semester hours credit**

A course designed to meet the needs of pastors and other Christian counselors who seek to help those with problems of a private and personal nature.

BC-450 - Marriage Counseling **4 semester hours credit**

This study provides principles and techniques of marriage counseling from the Biblical viewpoint. It is a study of the adjustment problems of marriage and counseling strategies for couples including the courtship process.

BC-455 - Christian Approach for Child Rearing **4 semester hours credit**

The student will learn how to help parents meet their challenge with new skills, new confidence and new energy.

BC-460 - Biblical Counseling II **4 semester hours credit**

This course is an in-depth look at further techniques and procedures for those who are called into a biblical counseling ministry.

BC-500 - Counseling for Rural Churches **4 semester hours credit**

This course provides counseling instruction for pastors who are located away from conventional counseling resources. It will provide information that will enable the student to handle basic counseling issues when professional counseling is not available.

BC-510- Crisis Counseling **4 semester hours credit**

This course will help the student to prepare ahead of time for a crisis situation. It contains practical solutions to specific problems as well as biblically based strategies that will equip the student to face life's emergencies.

BC-550 - Counseling for Chemical Dependency **4 semester hours credit**

This course deals with alcohol and chemical dependency problems and how to overcome the dependency habits.

BC-575 - Christian Counseling Internship **4 semester hours credit**

This is a practical course on developing counseling skills through internship with an experienced counselor.

BC-600 - Christian Counseling: Comprehensive Guide **4 semester hours credit**

A guide to the ministry of (Care) counseling with the development of Biblical faith. A study in the care of people, beginning by confronting one's self as a Christian counselor, then facing and learning to resolve behavioral issues through Scriptural approaches. This course reviews ways of enriching faith so as to make it a major resource in Christian therapy.

BC-650 - Human Sexuality **4 semester hours credit**

A Christian approach to human sexuality. An examination of the scriptural record regarding human sexuality and its relationship to contemporary concepts toward sex that have resulted in changing attitudes and patterns of sexual behavior.

BC-655 - Counseling for Depression **4 semester hours credit**

The dynamics of the causes and cures of depression. This course is designed to study how depressed individuals can be helped in understanding themselves and recovering favorably from depression.

BC-700 - Comprehensive Survey: Christian Counseling 4 semester hours credit

This course is a continuation of *Competent to Counsel*, course number BC-310. This course is a Scriptural approach to nouthetic counseling principles for the Christian counselor, pastor and other Christian laymen.

School of Christian Leadership

CL-200 - Spiritual Leadership 4 semester hours credit

This course is a guide to understanding god's design for spiritual leaders.

CL-220 - Soteriology The Gospel According to Jesus 4 semester hours credit

A study of the biblical teaching of Salvation; what it is, why it is important, and how to get it.

CL-240 - Preaching That Changes Lives 4 semester hours credit

With the goal of changing lives, this study addresses planning, preparation, presentation and pastoral follow-through of every sermon.

CL-250 - Worship – Ultimate Priority 4 semester hours credit

Nothing is more important than worship. It is personal before it is public. The study surveys the biblical teachings about worship.

CL-260 - Revelation – Leadership Principles Unveiled 4 semester hours credit

No leader is fully prepared that does not understand the great messages of the Revelation. This study is both basic and essential leadership training.

CL-265 - Kingdom Agenda 4 semester hours credit

The study provides insights into the approaches of Oak Cliff Bible Fellowship as a positive change in an urban community.

CL-300 - Church Leadership I 4 semester hours credit

This course deals with the organization and leadership of the church as revealed in Scripture.

CL-310 - Introduction to Biblical Counseling 4 semester hours credit

Tracing the history of biblical counseling from Bible times until today, this course helps prepare pastors, elders, and lay people to minister to those in need.

CL-325 - Laws of Leadership 4 semester hours credit

Understanding the foundational laws of leadership is essential to being a successful leader. This course equips the student with the necessary tools for leadership.

CL-340 - Mission of the Church 4 semester hours credit

This course is designed to acquaint the student with the biblical mission of the New Testament church

CL-360 - Biblical World View 4 semester hours credit

What we think shapes who we are. This study guides us in our commitment to "think biblically." This is critical leadership training to equip us in confronting the false worldviews that dominate our postmodern world.

CL-370 - Pastoral Ministry 4 semester hours credit

The Lord equated the work of the pastorate to that of a shepherd. This is a course on how to shepherd biblically.

CL-400 - Church Leadership II**4 semester hours credit**

Leadership in the church is not a status symbol, a prize to be won, nor a right due to one who has certain advantages. If not, then what is it? A revealing course for modern times.

CL-440 - Biblical Eldership**4 semester hours credit**

A course teaching the meaning of eldership from a biblical perspective, it re-introduces a subject long forgotten, misinterpreted, or ignored by the church in modern times.

F.A.Q.

Frequently Asked Questions about Covington Seminary

Who profits from the programs of Covington Theological Seminary?

- Those who want to receive a Bible centered education and be more effective in serving God. Those who are called to be theologically sound and biblically conservative, staying consistent with a historical and grammatical approach to the Scriptures while maintaining a gospel focus.
- Those who want to learn how to study the Bible with accuracy and confidence no matter what their calling is: layperson, Sunday School teacher, homeschooler, pastor, missionary, theologian.
- Those that have had some training and want to further their education, but they cannot leave their current assignment, mission field, or commitments.
- Those who have graduated from other schools, who desire additional Bible centered training, may profit from Covington's programs.

Is Covington a regionally accredited institution?

Covington Schools were established strictly for the purpose of religious education. Covington Theological Seminary was chartered in 1977 for the purpose of providing conservative biblical and theological training for students applying to this religious institution. Our mission is to prepare Christian leaders for Christian service. We have not nor will we seek governmental acceptance, accreditation, or funding for the effectiveness of our programs. We have maintained that posture throughout these almost forty years and will continue to do so. Our purpose is clear - we do not seek to prepare our students for secular work or denominational service. We will seek to provide a sound theological foundation and standing from which our students may build their life and an effective Christian ministry. While we value, promote, and require academic excellence, it is not our expressed value or goal to train students in the liberal arts. Please see our President's statement on accreditation under the "About Covington" section of the catalog.

What courses are offered through E-Course (old distance-learning) training?

All courses and programs listed in the online catalog (found on the bottom-right of the homepage) may be taken through the E-Course study program unless otherwise noted.

Does Covington allow monthly payments?

Covington no longer administers or finances the monthly payment option for students. We do, however, provide opportunities to collaborate with other organizations that will finance a monthly payment option such as PayPal (currently providing a six month interest-free option). We also encourage students who are faithful in their local church to share their desire to further their education with their church and see if their local church might be willing to support their education in some way.

Does Covington offer classroom studies?

Yes, Covington offers classroom studies which are currently conducted in 12 extensions throughout the southeastern United States, allowing the students an opportunity to have daytime jobs while earning a Bible education. Selected extensions offer some morning classes, but the primary focus of the CTS Extension Program is to offer courses in the evenings.

Will Covington accept credit from other colleges and seminaries?

Yes, Covington will accept credits by evaluation on an individual basis.

Can a pastor get credit for past practical experience?

A student cannot receive credit for past practical experience at any program level. There is an Internship Program that provides the opportunity for eight credit hours. Please see the policy on student internship under the "Policies" tab.

When may a student enroll?

If the applicant desires to study by the CTS Online or E-Course program, they may enroll at any time of the year regardless of the program. Should the student desire to attend the On-Site Classes, please refer to the school calendar for designated dates.

Can a student use the VA Assistance, Pell Grant, or other Federal Grants?

Covington Schools are established strictly for the purpose of religious education. We do not prepare our students for secular roles of denominational positions. We do not receive government funds or grants as such. Covington provides its own scholarship system on a limited basis or relies upon the support of churches and individuals who choose to provide tuition support for specific needs.



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