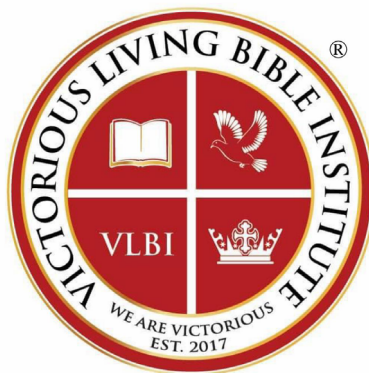


VICTORIOUS LIVING BIBLE INSTITUTE

Academic Catalog 2026-2028

**An Affiliate of Christian Bible Institute and Seminary
Making an Impact for Jesus Christ**



VICTORIOUS LIVING BIBLE INSTITUTE, INC.

Academic Catalog

January 1, 2026 – December 31, 2028

Notice of Non-discriminatory Policy as to Students

VICTORIOUS LIVING BIBLE INSTITUTE (VLBI) admits students of any race, color, sex, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Institute does not discriminate on the basis of race, color, sex, national origin, or ethnic origin in the administration of any of its policies or programs.

Terms of Catalog Use

This catalog is effective for the 2026-2028 academic years. The information in this catalog accurately represents Victorious Living Bible Institute at the time of publication. However, VLBI reserves the right to make changes in policies, procedures, faculty, curriculum, and costs. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

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979 Tebeau Street Waycross, Georgia 31501

Visit us online at: www.victoriouslbi.org or e-mail us at admissions@victoriouslbi.org

PRESIDENT'S WELCOME ADDRESS



Greetings in the name of our Lord and Savior Jesus Christ!

It is with great joy that I welcome you to Victorious Living Bible Institute, a place where your faith will flourish, your calling will be clarified, and your future will be shaped for kingdom impact. At VLBI, we are committed to educating and training men and women to live victoriously and lead courageously for Christ. Our mission is clear, our vision is strong, and our foundation is firmly rooted in the Word of God.

Whether you are just beginning your journey or seeking to deepen your knowledge and walk with God, know that you are stepping into a Christ-centered community that values character, honesty, and integrity. Here, you will be equipped not only for academic excellence but for a lifetime of ministry, leadership, and victorious living.

I believe that God has ordered your steps, and I am excited about all He will accomplish in and through you during your time with us. Your decision to pursue Christian education is a powerful step toward fulfilling the unique assignment God has placed on your life.

Welcome to Victorious Living Bible Institute — where faith, learning, and purpose come alive!

Blessings,

Renae Sellers, Th.D., President
President and Co-Founder

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BRIEF HISTORY

ABOUT US

What began as a God-given vision in the heart of President Renae Sellers has grown into a global movement of biblical education and Kingdom impact. Victorious Living Bible Institute, Inc. (VLBI) is a non-denominational Bible college based in Waycross, Georgia, operating under the Christian Education Department of The Upper Room Outreach Ministries, Inc., and affiliated with Christian Bible Institute and Seminary.

OUR FOUNDING

VLBI was founded on July 25, 2017, by Sellers, her husband, Samuel Sellers, III, and The Upper Room Outreach Ministries family, with one central mission: to equip believers with sound biblical teaching that is spiritually grounded and practically applicable. The first class launched in January 2018, held both in-person and via conference call. What began with a handful of students quickly grew, thanks to strong community and church support.

EXPANDING GLOBALLY

As the need for accessible Christian education grew, so did VLBI's reach. On April 27, 2019, we launched our Kenya Campus in partnership with Greater Victory Fellowship Kenya, led by Bishop Emmanuel B. Simiyu, a graduate of Beulah Heights University. In December 2021, the Kenya Campus celebrated its first commencement—a powerful milestone in VLBI's international journey.

In Fall 2019, VLBI launched its Online Learning Center, enabling students worldwide to access transformative biblical instruction. When the COVID-19 pandemic hit in March 2020, VLBI transitioned to a fully online model, continuing to deliver mentorship and training without interruption.

EQUIPPING LIVES THROUGH PURPOSE-DRIVEN PROGRAMS

VLBI offers a range of programs designed to empower believers in both ministry and life:

- ◆ In 2020, VLBI became a certified training center with the National Association of Christian Counselors (NACC), enabling students to earn credentials in Christian and Pastoral Counseling. In 2025, our program was honored by The Lead Pastor as one of the Top Ten Christian Counseling Programs in the nation.

- ♦ In 2024, our Certified Christian Life Coach Program launched. This program was honored by Life Coach Magazine as one of the Top Six Life Coach Training Programs in the nation.
- ♦ Also in 2024, our Single Course Enrollment portal was introduced, giving students the opportunity to take individual courses for personal enrichment or academic credit—without committing to a full degree program.

LOCAL GROWTH & DEVELOPMENT

VLBI remains deeply connected to our local roots. On November 12, 2024, renovations began on a new administrative office and training center in Waycross, Georgia, expanding our footprint and enhancing our service to the community.

ACCREDITATION & INSTITUTIONAL STATUS

Victorious Living Bible Institute (VLBI) is an independent faith-based ecclesiastical institution operating under religious exemption provisions in the State of Georgia in accordance with O.C.G.A. § 20-3-250.3(a)(6).

VLBI offers theological and ministry-based education designed to equip students for Christian leadership, ministry, biblical studies, and faith-based counseling.

VLBI is accredited through the Accrediting Commission for Biblical Higher Education (ACBHE), a faith-based organization committed to promoting biblical and academic excellence. Learn more at [ACBHE](#).

Students pursuing careers in state-licensed or government-regulated professions are encouraged to verify educational requirements prior to enrollment. Students are also responsible for confirming transferability of credits, employment qualifications, and licensing requirements with the appropriate institutions, employers, or licensing agencies.

[Directory of Institutions | Georgia Nonpublic Postsecondary Education Commission](#)

MISSION & VISION

Mission

Educating and training dedicated individuals to make an impact for Jesus Christ.

Vision

A global leader in Christian education, fostering spiritual growth and preparing individuals for Kingdom impact.

CORE VALUES

- ♦ Character – Modeling moral and ethical standards based on Scripture
- ♦ Honesty – Upholding transparency, truth, and open communication
- ♦ Integrity – Living what we teach and maintaining biblical principles at all levels

SCHOOL IDENTITY

- ♦ School Colors: Red, Gold, and White
- ♦ Motto: *We Are Victorious™*
- ♦ Foundational Scripture:

“For every child of God defeats this evil world, and we achieve this victory through our faith.” – 1 John 5:4 (NLT)

OUR MINISTRY PARTNERSHIPS

- ♦ Global Christian Schools Network (GCSN):
A worldwide alliance committed to Christian education and spiritual development.
www.gcsn.org
- ♦ National Association of Christian Counselors (NACC):
As a certified training center, VLBI offers credentialed certification programs in Christian Counseling and Life Coaching.
www.nacconline.org

FLEXIBLE ONLINE LEARNING

Our Online Learning Center offers students the flexibility to grow in faith and knowledge from anywhere in the world. With live Zoom sessions, self-paced learning, and a Bible-centered curriculum, VLBI equips students for effective ministry and purposeful living.

To learn more or inquire about enrollment, email admissions@victoriouslbi.org.

NON-DISCRIMINATION POLICY

VLBI admits students of any race, color, national or ethnic origin, gender, religious background, or physical ability. We are committed to maintaining a Christ-centered learning environment that reflects the unity and diversity of the Body of Christ.

PHILOSOPHY OF EDUCATION

Victorious Living Bible Institute upholds the belief that Christian education is both a spiritual and intellectual pursuit that fosters transformation for the glory of Jesus Christ. Our philosophy is grounded in the conviction that integrating biblical truth, character development, and academic excellence is essential for preparing individuals for meaningful service in the kingdom of God.

We affirm that true Christian leadership begins with a foundation of unwavering character, honesty, and integrity. Therefore, our educational approach vigorously emphasizes the formation of Christlike character as well as the pursuit of theological knowledge. We are dedicated to creating an environment where students are challenged to grow spiritually, think critically, and engage the world compassionately and courageously.

As a global institution, Victorious Living Bible Institute seeks to develop servant-leaders who will make a significant impact for Jesus Christ across diverse cultures and communities. Our commitment is to equip students not merely for academic success, but for lives of victorious Christian living, leadership, and ministry effectiveness, fulfilling the Great Commission.

We believe that when men and women are educated in the truth of God's Word, developed in character, and empowered by the Spirit, they are fully equipped to transform the world for Jesus Christ. If you are seeking a place where your faith will be strengthened, your calling sharpened, and your future shaped for kingdom impact, Victorious Living Bible Institute is ready to walk with you every step of the way. Your journey to making a lasting difference for Christ begins here.

WHAT TO EXPECT AS A VLBI GRADUATE

Graduating from Victorious Living Bible Institute (VLBI) signifies more than the completion of a program—it marks the beginning of a purpose-driven journey empowered by biblical truth, spiritual maturity, and practical ministry skills. As a VLBI graduate, you can expect to be equipped in the following key areas:

1. **Comprehensive Biblical Knowledge**

You will possess a strong foundation in Scripture, theology, and Christian doctrine, enabling you to interpret, apply, and teach the Word of God with accuracy and confidence.

2. **Effective Ministerial Preparation**

VLBI prepares students for active and effective service in Christian ministry. Whether called to pastor, teach, or serve in other leadership roles, you will be equipped with the tools needed for impactful ministry in the local church and beyond.

3. **Biblical Leadership Development**

Through intentional leadership training, you will gain the ability to lead with integrity, humility, and wisdom, embodying the qualities of a servant-leader in all areas of life and ministry.

4. **Christian Counseling & Coaching Competency**

In partnership with the National Association of Christian Counselors, VLBI offers specialized training in biblical counseling and life coaching. You will be prepared to provide compassionate, Christ-centered support to those in need.

5. **Global Ministry Perspective**

As part of the Global Christian Schools Network, VLBI instills a vision for global impact. You will graduate with a heightened awareness of global ministry needs and the skills to engage diverse communities with cultural sensitivity and biblical truth.

6. **Commitment to Lifelong Learning**

VLBI nurtures a mindset of continuous growth. You will be encouraged to pursue ongoing personal and professional development, remaining adaptable and effective in a changing world.

7. **Flexible Ministry Readiness**

With training available through online and correspondence formats, VLBI equips you to serve in a wide variety of ministry settings—urban or rural, local or global, traditional or innovative.

8. **Servant-Hearted Influence**

Emphasizing the model of Christ, VLBI shapes leaders who serve. You will be trained to put others first, lead with compassion, and make a meaningful difference in the lives of those you serve.

9. **Ethical Excellence in Ministry**

VLBI graduates are known for upholding high moral and ethical standards. You will be committed to excellence, accountability, and integrity in all aspects of ministry and leadership.

In summary, your education at VLBI prepares you for a life of meaningful service in the Kingdom of God—rooted in Scripture, shaped by humility, and driven by a passion to lead, counsel, and serve with excellence.

STATEMENT OF FAITH

At Victorious Living Bible Institute (VLBI), our beliefs are grounded in the inerrant, inspired Word of God. We hold to the following foundational doctrines of the Christian faith:

1. **The Triune God**

We believe in one living and true God, eternally existent in three persons: Father, Son, and Holy Spirit—equal in power and glory. God is the Creator, Sustainer, and Sovereign Ruler of all that exists.

2. **God the Father**

We believe in God the Father—an infinite, personal Spirit—perfect in holiness, wisdom, power, and love. He is mercifully involved in the affairs of humanity, hears and answers prayer, and saves all who come to Him through faith in Jesus Christ.

3. **Jesus Christ**

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit and born of the virgin Mary. We affirm His sinless life, miracles, and teachings; His substitutionary and atoning death on the cross; His bodily resurrection; His ascension to heaven; His continual intercession for believers; and His personal, visible return to earth. Jesus Christ is fully God and fully man.

4. **The Holy Spirit**

We believe in the Holy Spirit, who proceeds from the Father and the Son to convict the world of sin, righteousness, and judgment. He regenerates, sanctifies, and empowers all who believe in Jesus Christ. The Holy Spirit indwells every believer, serving as Comforter, Teacher, and Guide.

5. **The Scriptures**

We believe that all Scripture, both Old and New Testaments, is the inspired, infallible, and authoritative Word of God. It is without error in the original manuscripts and is the supreme standard for faith and life.

6. **Spiritual Gifts and Love**

We believe the gifts of the Spirit are given for the edification of the body of Christ and must be exercised in love. Love is greater than the most extraordinary gifts, and without love, all spiritual gifts are meaningless.

7. **God's Word in Its Totality**

We uphold the entirety of Scripture, embracing both God's sovereignty and human responsibility. We reject theological systems that extend beyond the Word of God and bring division to the body of Christ.

8. **Marriage and Sexuality**

We believe that marriage is ordained by God as a covenant union between one natural-born man and one natural-born woman. Sexual intimacy is designed by God to occur exclusively within this marital covenant. We believe that any sexual activity outside of this design is contrary to God's will as revealed in Scripture.

9. **Salvation and New Birth**

We believe that all people are born separated from God and are accountable for their own sin. Salvation is a free gift offered through the grace of Jesus Christ. When individuals repent and place their faith in Christ as Lord and Savior, they are born again, forgiven, sealed by the Holy Spirit, and adopted into the family of God.

10. **Compassion and Human Dignity**

We believe that every person is created in the image of God and should be treated with love, respect, dignity, and compassion. We reject hateful or harassing attitudes and behaviors as contrary to Scripture and the heart of Christ.

11. **The Church**

We believe that the church is a local body of baptized believers under the lordship of Jesus Christ and the authority of Scripture. The church is commissioned to evangelize, teach, and observe the ordinances of believer's baptism and the Lord's Supper. It functions through the spiritual gifts of its members.

12. **The Return of Christ and Eternal Destiny**

We believe in the imminent return of Christ for His Church. We believe in the final judgment: the unsaved will be eternally separated from God, and the saved will live forever in His presence.

ACCREDITATION AND AFFILIATIONS

To ensure its religious freedom and commitment to affordable Christian education, Victorious Living Bible Institute (VLBI) is not accredited by an accrediting agency recognized by the United States Department of Education.

VLBI is a registered business in good standing with the Georgia Secretary of State.

Victorious Living Bible Institute, Inc., is a member of the following religious agencies:

Accredited by the Accrediting Commission for Biblical Higher Education (www.acbhe.org)

A Certified Training Center for the National Association of Christian Counselors (www.nacconline.org)

A Member of Global Christian Schools Network (www.gcsn.org)

ACCREDITATION

Victorious Living Bible Institute (VLBI) is thankful to announce that it is fully accredited by the Accrediting Commission for Biblical Higher Education (ACBHE). This accreditation signifies VLBI's commitment to maintaining high standards of academic excellence and adherence to rigorous policies and practices.

Key Accreditation Details:

- ♦ Accrediting Body: VLBI is accredited by the Accrediting Commission for Biblical Higher Education (ACBHE), a reputable third-party organization dedicated to evaluating and ensuring the quality of biblical higher education institutions.
- ♦ Voluntary Accreditation: VLBI has voluntarily sought accreditation, showcasing a commitment to transparency and a willingness to subject its policies and practices to external scrutiny.
- ♦ Seal of Approval: Accreditation serves as a valuable “seal of approval” for individuals seeking a reliable and quality educational institution. It assures students and stakeholders that VLBI meets or exceeds established standards.

Accreditation Voluntariness:

- ♦ Voluntary Nature: It's important to note that accreditation is entirely voluntary. VLBI has chosen to undergo this process to provide prospective students with assurance regarding the quality of education offered.

More About ACBHE:

- ♦ For more information about our accrediting agency, the Accrediting Commission for Biblical Higher Education (ACBHE), please visit their official website at www.acbhe.org.

At VLBI, we are committed to providing a high-quality biblical education. Our accreditation by ACBHE underscores our dedication to excellence and serves as a testament to our mission of empowering individuals for impactful ministry and service.

U.S. DEPARTMENT OF EDUCATION ACCREDITATION

At Victorious Living Bible Institute (VLBI), we recognize the diverse goals and career paths of our students. It's important to note that while many professions may require degrees from institutions with accreditation from the U.S. Department of Education (USDE), theological degrees, as offered by VLBI, often do not necessitate such accreditation.

Accreditation Considerations:

- ♦ USDE Accreditation Not Required: The theological degrees offered at VLBI do not require U.S. Department of Education (USDE) accreditation. This is particularly relevant for individuals pursuing ministry positions where USDE accreditation is generally not a mandatory criterion.
- ♦ Government-Licensed Positions: Individuals aspiring to work in government-licensed positions, such as public school teachers, state-licensed psychologists or psychiatrists, and non-church-related counselors, may typically require USDE-accredited degrees.

Important Note for Prospective Students:

- ♦ Check with the Employer: If your educational pursuit at VLBI is driven by specific career goals or employment requirements, particularly in positions regulated by government licensing, it is advisable to check with the prospective employer or relevant organization before enrolling in VLBI.
- ♦ Liability Disclaimer: VLBI assumes no liability for any consequences arising from the accreditation status of our programs. It is the responsibility of individuals to verify the compatibility of their educational credentials with the requirements of their intended career paths.

ACCREDITATION AND AFFILIATIONS

Contact Us for Further Information:

- ♦ If you have questions or need more information regarding accreditation and its implications for your career goals, feel free to reach out to us. Our admissions team is available to provide guidance and assistance.

At VLBI, our commitment is to offer high-quality theological education and spiritual enrichment, recognizing the varied aspirations of our students. We aim to empower individuals for impactful ministry and service, and we encourage prospective students to make informed decisions aligned with their unique career paths.

MEMBERSHIPS

GLOBAL CHRISTIAN SCHOOLS NETWORK

VLBI is a member of the Global Christian Schools Network (GCSN), a global education partnership of schools and organizations committed to ensuring that students excel in an interconnected world. GCSN is an alliance of schools committed to creating a collaborative and multi-faceted approach to global education. The collective vision of GCSN is to ensure that all students have the opportunity to gain the essential knowledge, skills, and attitudes needed to impact the Body of Christ. (www.gcsn.org)

The officers of the Global Christian Schools Network, in accordance with the standards of practice and in accordance with the regulations of state, local and national laws related to Christian Education, have admitted into membership Victorious Living Bible Institute as an accredited member.

VLBI has been recorded in the record and registry of the Global Christian Schools Network as a certified member, and hereby has been recognized and approved to offer the following programs:

- ♦ Bible Diplomas
- ♦ Certificate Programs
- ♦ Undergraduate Degrees
- ♦ Graduate Degrees

In accordance with the rules, regulations, and guidelines of this Christian Educational Association.

PARTNERSHIPS

NATIONAL ASSOCIATION OF CHRISTIAN COUNSELORS

Victorious Living Bible Institute (VLBI) is in partnership with the National Association of Christian Counselors (NACC) and serves as a certified training center. The institute offers training for local pastors and other believers who sense the call of God to engage in counseling and Christian coaching. Upon completion of the training program, counselors receive credentials through the National Association of Christian Counselors.

The primary objectives of VLBI's counseling program are to provide assistance and support to those in need of counseling and coaching services while also offering training to individuals who aspire to help others through counseling and coaching. The program is designed to equip students with the necessary experiential learning and knowledge required to work effectively in the field of Christian counseling and Christian coaching. Through this partnership, VLBI aims to contribute to the development of competent and compassionate Christian counselors and vibrant, outgoing, and purpose-driven Christian coaches. (www.nacconline.org)

BOARD OF DIRECTORS AND FACULTY

Renae Sellers, Th.D

President

Renae Sellers is a dynamic and purpose-driven leader whose life's work is rooted in faith, education, and the empowerment of others. Her journey began with a passion for helping people heal, grow, and lead, which has shaped every chapter of her personal, professional, and ministry life.

Samuel Sellers, III

Vice President

Sellers is an ordained minister, entrepreneur, and ministry leader. He serves as Senior Pastor of The Upper Room Outreach Ministries, Inc., and is the Co-Founder of Victorious Living Bible Institute and Mercy Seat International. He is passionate about preaching the Gospel, developing Christian leaders, and empowering future generations through biblical teaching, discipleship, and servant leadership.

Anita M. Harris, Ed.D., D.Min.

Chief Academic Officer/Provost

Harris is the Chief Academic Officer at Victorious Living Bible Institute. She holds a Doctorate in Educational Leadership and a Doctor of Ministry in Christian Leadership. She is employed with the Pierce County Board of Education and is an active member of Delta Sigma Theta Sorority, Inc.

J. Michelle Whitaker, Ed.D.

Dean of Students

Whitaker is an educator specializing in entrepreneurship and small business. She holds a Doctor of Education in Organizational Leadership and Human Resource Development and is certified in Christian Counseling.

Jeffrey Whitaker, Ed.D.

Adjunct Professor

Whitaker is a military veteran, pastor, and educator with a Doctorate in Organizational Learning and Leadership. He has a passion for mentoring individuals in both faith and professional growth.

Emmanuel B. Simiyu, B.A., M.A.

Adjunct Professor/Kenya Campus Director

Simiyu is the Founder and Pastor of Greater Victory Fellowship Kenya and holds a B.A. in Biblical Education and an M.A. in Leadership Studies. He is dedicated to training pastors and leaders in his community.

Ronald K. Reed

Adjunct Professor

Reed is the pastor of Manna-Fest Christian Cathedral International with over 44 years of ministry experience. He is committed to training and affirming leaders through various outreach initiatives.

Barbara Maxwell-King

Board of Directors Secretary

Maxwell-King is the Secretary of the Board of Directors for Victorious Living Bible Institute and the Upper Room Outreach Ministry. She is actively involved in local community service initiatives.

Miranda White

Chief Financial Officer

White is a financial professional and community educator with over 15 years of experience. She owns Miranda Tax Prep Service and is dedicated to promoting financial literacy in her community.

Donna L. Hubbard, B.A. and M.A.

Board Member

Hubbard is a survivor advocate and human trafficking trainer. She holds a Bachelor's degree in Theology and a Master's in Christian Counseling. She founded the Woman at the Well Transition Center and is involved in key anti-trafficking committees.

Terry A. Weems, Sr.

Board Member

Weems, Sr. is the CEO of Terry A. Weems Ministries, which focuses on imparting, empowering, and impacting lives. He has over two decades of ministry experience and is known for his prophetic insight and lifelong commitment to learning.

STUDENT RIGHTS

While matriculated as a full-time or part-time student at Victorious Living Bible Institute (VLBI), students shall have the following rights:

1. To cancel their enrollment and receive a full refund of the tuition and fees paid (less non-refundable application fee), if notice of cancellation is given prior to the deadline stated in VLBI policy.
2. To receive quality instruction provided by faculty meeting the educational and experiential requirements mandated by the state regulatory agency and as described in the Institute's publications, within a climate conducive to thinking and learning, characterized by courtesy, respect, and consideration for the dignity of students and their rights as individuals.
3. To withdraw at any time and receive a refund for the part of the course not taken in compliance with applicable state laws and regulations concerning tuition and fees refund.
4. To obtain factual information concerning VLBI's educational programs.
5. To receive advising from VLBI's faculty or other qualified personnel regarding academic, financial, or placement concerns.
6. To inspect their educational records during designated hours and, if errors are detected, demand correction thereof.
7. The right to due process in any proceeding involving the possibility of substantial sanctions on their rights as students. This includes the right to be heard, the right to be notified of charges brought against them, and the right to request a hearing by impartial persons if not satisfied with disciplinary action taken. Grievance policies and processes are described below in this document.
8. To be given reasonable notice of course requirements, criteria, and methods of evaluation, and that these evaluations be given without prejudice or favoritism.
9. To be free from illegal discrimination and harassment, including sexual harassment. (VLBI prohibits prejudicial treatment or discrimination based on race, color, religion, national origin, gender, age, or disability.)
10. Subject to the rules and regulations of VLBI, the state, and the United States, students have a right to confidentiality of their personally identifiable information and records, and to the confidentiality of other information, including personal history, evaluation documents, and disability information.

STUDENT CODE OF CONDUCT

Attendance

Students are expected to attend all classes for the subjects in which they are enrolled. For virtual students, attendance is defined as active participation in Zoom sessions and completion of assignments within the allotted time frames. Virtual students must attend at least 80% of the total class time for each course. For students enrolled in self-paced courses, participation will be tracked through timely submission of assignments, regular communication with faculty mentors, and satisfactory progress toward course objectives. Unexcused absences of more than 20% of total class time for a subject will result in forfeiture of credits for that course. However, exceptions may be made if absences are due to acceptable reasons, and the student is able to complete additional assignments or fieldwork to meet the requirements. These exceptions are at the discretion of the faculty mentor.

The College's Dean of Students will counsel students who fail to maintain satisfactory attendance and seek to resolve any issues. Continued unsatisfactory attendance may result in dismissal. Re-admission may be permitted if the student demonstrates that the issue has been addressed.

Worship

Students are expected to engage in regular worship within a church community. Church involvement provides opportunities for character development and practical learning. Students should maintain a journal documenting their church experiences and Christian service activities.

Assignments

Assignments vary depending on the course and may include essays, multiple-choice tests, fieldwork, and participation in local church activities, as outlined by the course syllabi and faculty mentor guidance. Some assignments may be mandatory, and failure to complete them satisfactorily may result in forfeiture of credits for that course. Other assignments may be optional or contribute a portion of the final grade.

Assignments are due within the deadlines set by the course syllabus, and students should expect a response from faculty within 3-5 business days after submission.

Personal or Financial Difficulties

If a student faces personal or financial difficulties, or encounters issues related to policies and procedures, they are encouraged to consult with their faculty mentor immediately. Faculty mentors are available to assist students and help resolve any problems that may hinder academic progress. Students contemplating withdrawal from the College should seek guidance from their mentor or the Dean of Students.

Dismissal

A student may be recommended for dismissal for violations of the Student Code of Conduct, significant financial delinquency, or failure to meet Satisfactory Academic Progress. In the event of dismissal, the student has the right to appeal, following the procedures outlined in the Student Rights section.

Differences

Students may not agree with every teaching within their courses but are expected to treat the views of faculty and fellow students with respect. In instances of disagreement, students should remain open-minded, giving due consideration to the guidance of the Holy Spirit.

In assignments, students are encouraged to express their views, but they must also demonstrate an understanding of alternative viewpoints. Where required, students should present differing opinions, even if they conflict with their personal beliefs. It is important to follow the instructions for all assignments to ensure they meet course expectations.

Questions

Students are encouraged to ask questions and engage with faculty for clarification. Questions should be submitted in writing, and faculty will respond to help deepen understanding. The faculty mentor serves as a senior advisor to guide students in their educational journey, offering wisdom and support.

Student Handbook

The VLBI Student Handbook provides valuable guidance on succeeding in distance learning, including tips on policies, procedures, and other aspects of the program. Students are encouraged to review the handbook carefully as it will help them navigate their educational experience effectively. A copy of the handbook is provided upon receipt of the application for admission.

Agreement with The Student Policy and Statement of Beliefs

All students must sign a statement of agreement upon application, confirming that they have read and understood the Student Code of Conduct and the Statement of Beliefs, and that they fully agree with the policies outlined.

Transcripts

Official transcripts are available for a fee of \$15.00. The first transcript is free. Transcripts will only be issued to other institutions upon request. Students with outstanding financial obligations will not receive transcripts. Processing typically takes 4-6 weeks, and all requests must be made in writing.

Non-Discrimination Policy (Title IX)

Victorious Living Bible Institute adheres to the principles of equal opportunity and civil rights, including Title IX of the Education Amendments of 1972. Discrimination based on race, sex, religion, age, color, national origin, marital status, or disability is prohibited in all College programs and activities.

STUDENT CODE OF CONDUCT

Students may report any practices inconsistent with this policy to the Title IX coordinator for investigation and appropriate action. If the student is dissatisfied with the resolution, they may appeal to the College President. The President's decision will be final.

Sexual Harassment Policy

VLBI maintains a strict policy prohibiting all forms of sexual harassment, in compliance with federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Students should report any sexual harassment incidents to the Title IX coordinator for review and action.

ADMISSIONS

ADMISSION POLICIES & PROCEDURES

Victorious Living Bible Institute (VLBI) welcomes individuals with a heart to make an impact for Jesus Christ. We invite Bible-believing Christians who are growing in their personal relationship with Him to join us on this journey. Admission requirements are as follows:

- ♦ **Undergraduate Candidates:** Must have a high school diploma or GED.
- ♦ **Master's Program Applicants:** Must have a four-year Bachelor's degree or equivalent with a GPA of 2.5 or better.
(VLBI does not offer Doctoral degrees.)

EXCELLENCE IN DISTANCE LEARNING CURRICULUM

VLBI provides Christian education through a combination of virtual Zoom instruction and online learning via the VLBI Online Learning Center, with downloadable materials available in the student dashboard.

Most classes provide a manual and syllabus in the dashboard. Lessons are structured for both independent study and instructor-led lectures when scheduled.

- ♦ **Undergraduate Courses:** Each undergraduate course offers three (3) credits and may be completed in 6 to 8 weeks.
- ♦ **Virtual Students:** Students attending via Zoom must attend at least 80% of the total class time to receive credit.

Our flexible programs are designed to equip men and women with the knowledge, character, and practical skills needed to walk effectively in their calling.

HOW TO TAKE YOUR COURSES

Students study independently and at their own pace through the Online Learning Center. Courses use textbooks/manuals, workbooks, and the Bible, primarily the KJV. Some classes feature scheduled live lectures, while others are fully self-paced.

- ♦ Instruction may include lecture-based teaching when applicable.

ADMISSIONS

- ◆ No mandatory fixed class times for online courses unless enrolled in Zoom-based programs.

COURSE REGISTRATION

Students register for courses through:

- ◆ the Admissions page (for full programs),
- ◆ the Christian Counseling page (for Christian Counseling Programs),
- ◆ or the Single Certificate page (for individual certificate courses).

VLBI offers affordable pricing, and students may register for individual courses based on their academic goals and schedule.

COURSE DELIVERY

Courses are delivered online through the VLBI Online Learning Center with downloadable materials. Students complete coursework independently and submit assignments or exams for grading.

STUDENT COMMUNICATIONS

VLBI communicates with students by phone, email, postal mail, and through the Online Learning Center. *(We do not offer live chat services at this time.)*

COURSE ASSESSMENT

Student learning is assessed through exams, assignments, and other methods outlined in each course syllabus. Participation in online forums is not required unless specified by the instructor.

FACULTY

VLBI offers a curriculum-centered learning experience, including instructor-led lectures for some courses, while emphasizing flexibility and self-directed learning as a foundation.

TRANSFER STUDENTS

Transfer credit evaluation occurs after admission, based on official transcripts.

- ◆ Maximum Transfer Credits:
 - ▶ Bachelor's Program: Up to 60 credits
 - ▶ Master's Program: Up to 15 credits

Credits are awarded for courses with a "C" or better that align with VLBI's program content.

BIBLE KNOWLEDGE EQUIVALENCY EXAM

Bachelor's degree students with significant Christian ministry or Bible study experience may take an Equivalency Exam.

- ◆ Purpose: To receive credit for prior learning outside of formal education.
- ◆ Fee: \$85 initial testing fee.
- ◆ Credit Limit: Up to one-fourth of the Bachelor's degree program.

LIFE EXPERIENCE ASSESSMENT PORTFOLIO (LEAP)

VLBI recognizes the value of life and ministry experience. The Life Experience Assessment Portfolio (LEAP) program allows students to earn college credit for real-world Christian ministry, leadership, or service.

LEAP Program Features:

- ◆ Recognition of Life Lessons:
Earn academic credit for ministry, leadership, and Christian service experience.
- ◆ Efficient Learning Path:
Students avoid duplicating lessons they have already mastered through experience.
- ◆ Decreased Time and Expense:
Applying real-life experience reduces the time and cost needed to complete a degree.
- ◆ Ongoing Practica:
Real-world experiences are clarified and validated through learning assignments and practica.

LEAP Process & Fees:

♦ **Portfolio Assessment Fee:**

A \$300.00 non-refundable fee is required to review and calculate total credits for prior learning and ministry experience. This fee must be paid at the time of application/enrollment.

♦ **Credit Award Fee:**

An additional **\$15.00 per credit** is charged for each credit hour awarded through the LEAP program. *(Example: 15 life experience credits would require an additional \$225.00.)*

♦ **Application:**

Before submitting payment, students must contact admissions@victoriouslbi.org to discuss eligibility and receive further instructions. Once payment is processed, the LEAP application is submitted via email.

LEAP Benefits:

- ♦ Earn up to 20% of your degree credits based on ministry/life experience.
- ♦ Earn up to 30 undergraduate credit hours toward your degree.
- ♦ Complete degree requirements faster by applying documented real-world experience toward academic goals.
- ♦ At VLBI, we value the experiences God has used to shape you for service. Let your journey help you fulfill your educational calling.

STUDENT PROGRESS AND ACHIEVEMENT

Incomplete Grades

Students are expected to complete all coursework within the time frame outlined by the instructor. If a student does not complete a course on time, a grade of “I” (Incomplete) will be issued until the coursework is completed.

Course Papers

Unless otherwise specified, all course papers must be typewritten and follow the guidelines outlined in *Research Writing Made Easy*.

Satisfactory Academic Progress

Students are expected to complete each course within 6 to 8 weeks.

Satisfactory Academic Progress is measured by:

- ♦ Timely completion of coursework
- ♦ Maintaining a minimum GPA

Students must:

- ♦ Undergraduate students: Maintain a minimum 2.0 cumulative GPA.
- ♦ Graduate students: Maintain a minimum 3.0 cumulative GPA.

Students who fall below the required GPA will be placed on Academic Probation.

Instructors communicate with students bi-weekly via email, and students may also receive regular updates by phone and postal mail from the Dean of Students.

Academic Probation

- ♦ After completing the first 12 credit hours of the Bachelor’s program, undergraduate students must have at least a 2.0 GPA.
- ♦ Graduate students must maintain a 3.0 GPA at all times.

GRADING AND STUDENT RECORDS

Grade Point Average (GPA)

A student's Grade Point Average (GPA) is calculated by dividing the total number of grade points earned by the total number of credit hours attempted.

Only VLBI coursework is counted in the GPA calculation; transfer credits are not included.

The letter grades and their numerical equivalents are:

Grade	Description	GPA Value
A+	Highest Passing Grade	4.0
A		4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+		2.3
C	Minimum Acceptable Grade	2.0
C-	Below College-Level Standard	1.7
D+	Unsatisfactory	1.3
D	Unsatisfactory	1.0
D-	Lowest Passing Grade	0.7
F	Failed	0.0
I	Incomplete	0.0
W	Withdrawn	0.0
NC	Non-Credit (Audit Course)	0.0
P	Pass	0.0

Note:

Students must earn a grade of "C" (2.0 GPA) or higher to receive credit toward a degree or certificate program. Grades below a C are unacceptable for college-level academic progress at VLBI.

Grade Replacement Policy

- ♦ Students who receive a non-passing grade ("F") may petition in writing to the President to retake the course.
- ♦ If approved, the second course grade will replace the original grade on the official transcript.

- ◆ The new grade becomes part of the student's permanent academic record.

Student Records

- ◆ VLBI does not release private student information without the written consent of the student.
- ◆ Public directory information that may be released without restriction includes:
 - ▶ Student's name
 - ▶ Enrollment status
 - ▶ Certificates and/or degrees awarded
 - ▶ Dates of attendance

GRADUATION REQUIREMENTS – VICTORIOUS LIVING BIBLE INSTITUTE (VLBI)

Associate of Arts (A.A.) and Bachelor of Arts (B.A.)

To qualify for graduation with an A.A. or B.A. degree from VLBI, a student must:

1. Complete all required undergraduate coursework, including any approved transfer credits.
2. Maintain an overall GPA of "C" (2.0) or higher.
3. Earn at least one-fourth of the total credit hours directly through Victorious Living Bible Institute.
4. Fulfill all financial obligations by paying all accounts in full.
5. Complete all required Student Ministry Practicum (Community Service) assignments.
6. Submit a Graduation Application to the Registrar's Office at least 90 days before the intended graduation date.
7. Receive approval from the faculty and administration.

Master of Arts (M.A.)

To qualify for graduation with an M.A. degree from VLBI, a student must:

1. Complete all required graduate coursework for the M.A. program.
2. Maintain an overall GPA of "B" (3.0) or higher.
3. Satisfy all financial obligations by ensuring all accounts are paid in full.
4. Apply for graduation through the Registrar's Office at least 90 days prior to the desired graduation date.
5. Obtain final approval from the faculty and administration.

☒ **Reminder:**

Graduation is not automatic. Students must complete the Graduation Application and meet all academic, practicum, and financial requirements to be eligible for graduation.

ATTENDANCE, WITHDRAWAL, LEAVE OF ABSENCE, AND TERMINATION POLICY

Victorious Living Bible Institute (VLBI)

Attendance

Since VLBI primarily offers online learning, there is no formal attendance policy for online courses.

However, for live virtual seminars or scheduled intensives, students are expected to attend all sessions unless prior approval for absence is granted by the Academic Dean. Please refer to the Student Code of Conduct for additional expectations regarding attendance and behavior.

Withdrawal (Drop Out)

Students who choose not to continue with their program must:

1. Complete a Withdrawal Form.
2. Submit the completed form to the Academic Dean.
3. Settle all outstanding financial obligations before the withdrawal is processed.

Leave of Absence

Students who are unable to maintain minimum progress toward their degree are required to request a Leave of Absence from the Academic Dean.

- ◆ Minimum Progress Requirements:
 - ▶ Undergraduate Students: Must complete at least two courses per year.
 - ▶ Graduate Students: Must complete at least one course per year.
- ◆ A Leave of Absence is typically granted for one year, with the possibility of extension for a second year at the discretion of the Academic Dean.

Termination of Enrollment

VLBI reserves the right to terminate a student's enrollment for the following reasons:

- ◆ Academic Failure: Receiving failing grades for more than 25% of coursework or assignments.
- ◆ Financial Delinquency: Failure to pay outstanding tuition or fees.
- ◆ Behavioral Misconduct: Engaging in conduct that conflicts with the mission, philosophy, and Christian values of Victorious Living Bible Institute.

⊕ VLBI will make every effort to work with students to resolve issues before termination is enforced.

BENEFITS OF VLBI PROGRAMS

1. Flexible, Self-Directed Study

VLBI offers self-paced, online learning that allows students to continue their education while managing their personal and professional responsibilities. This format is ideal for mature individuals who cannot commit to full-time, on-campus study.

2. Effective Ministry Preparation

Our programs equip students not just with academic knowledge but with practical tools to be more effective in Christian ministry. VLBI focuses on both knowledge and purpose, preparing you to serve in the Lord's work.

3. Affordable Christian Education

At VLBI, you don't need student loans or grants to get your degree! We aim to make Christian education affordable and accessible to everyone, without the financial burden of traditional institutions.

4. Measurable Progress in Biblical Truth

Students can make consistent progress by completing courses that focus entirely on God's truth. A typical 3-credit course can be completed in 6-8 weeks, offering steady advancement in biblical studies.

5. **Credit for Life and Ministry Experience**

Bachelor's degree students can receive credit for prior college-level life and ministry experience. This allows students to apply real-world experience toward earning their degree.

6. **Personalized Guidance**

Each student receives personalized attention from academic advisors, who are dedicated to helping you achieve your individual goals and fulfill your calling in Christian service.

7. **Achievable, Step-by-Step Objectives**

The program provides clear and achievable learning objectives that lead to a well-rounded, practical understanding of the Bible. Students will learn how to apply scripture to their lives and ministry in today's world.

8. **Transfer Credit Opportunities**

Students transferring from other institutions can bring their existing credits with them and continue their studies at VLBI. Our program allows you to finish your degree or pursue advanced degrees in Christian ministry.

9. **Spiritual and Personal Growth**

Each course at VLBI promotes spiritual growth, builds Christian character, strengthens family and church life, and prepares students for effective Christian ministry.

Non-Traditional Education: The New Tradition at VLBI

At Victorious Living Bible Institute (VLBI), we believe that you can earn a quality seminary degree without having to quit your job or attend traditional on-campus classes!

For those who have the privilege of ample time and financial resources to pursue a traditional college education, that path may seem appealing. However, for many who are already juggling careers, family responsibilities, and the desire to improve their lives, the costs and time commitments of traditional education can feel like insurmountable barriers. The great news is that VLBI offers a flexible, affordable solution that allows you to earn a valuable seminary degree in a reasonable amount of time—without the burden of student loans or years of study.

Why Choose VLBI's Non-Traditional Education?

At VLBI, we recognize that education is not solely defined by time spent in the classroom. Our focus is on demonstrable knowledge through evaluations of both your coursework and real-world experience. We understand that learning doesn't only take place in a traditional classroom. Your life experiences, ministry involvement, and professional work all have intrinsic value.

We take into account what you have already learned throughout your life and work, then combine this with your coursework and research projects at VLBI to determine your level of

knowledge. Based on this evaluation, we award degrees that reflect both your educational achievements and your practical experience.

Much like prestigious institutions such as Harvard, Yale, and the University of the State of New York, we value and award credit for life and work experience that has educational and experiential value. This method of granting degrees is becoming the new standard in advanced education, and we are proud to be at the forefront of this movement.

The Value of a Non-Traditional Degree

A U.S. Government-sponsored study [Sosdian, Carol P., and Shart, Laure M., "The External Degree as a Credential: Graduates' Experience in Employment and Further Study," Washington D.C., U.S. Department of Health, Education, and Welfare] reviewed the outcomes of both traditional and non-traditional degrees from accredited and unaccredited institutions. The study sought to answer key questions about the value of non-traditional degrees in the job market and further education opportunities. Here's what the study found:

1. **Employment Opportunities:** In a survey of Human Resources officers from 81 large corporations, an overwhelming majority reported that a non-traditional degree was just as valuable as a traditional degree, regardless of the institution's reputation. Employers indicated that the degree holder's skills, experience, and character were more important than where the degree was earned.
2. **Accreditation vs. Non-Accreditation:** The study found no significant disadvantage for graduates of non-accredited institutions, suggesting that what matters most is the knowledge and experience gained, rather than the specific label of accreditation.
3. **Graduate Satisfaction:** Graduates with non-traditional degrees expressed high levels of satisfaction with their education and the opportunities they were able to pursue.

Conclusion

VLBI's non-traditional approach to education ensures that you can earn your degree on your terms—without sacrificing your career, family time, or financial stability. Our unique model allows you to gain practical knowledge while honoring your existing commitments. The world is changing, and non-traditional degrees are becoming a respected option for those looking to advance in their careers and ministries.

At VLBI, we are proud to offer a modern, flexible path to higher education that prepares you for success in Christian ministry and leadership.

DEGREE PROGRAM REQUIREMENTS AT VLBI

Associate Degree:

Applicants must have a **High School Diploma** or **GED** to pursue an Associate Degree at VLBI.

- ◆ **Credit Hours Required:** 60 credit hours (20 courses)
- ◆ **Tuition:** \$3,600.00

Bachelor Degree:

Students must have earned an Associate Degree in Biblical Studies or Bible Theology to qualify for the Bachelor Degree program.

An additional 20 courses (60 credit hours) are required beyond the Associate Degree to complete the Bachelor Degree program, for a total of 120 credit hours.

- ◆ **Tuition:** \$4,600.00

Master Degree:

Applicants must have earned a Bachelor Degree in a religious field to enter the Master's Degree program.

Official transcripts from all colleges where undergraduate degrees were conferred are required for admission.

- ◆ **Tuition:** \$5,600.00

Important Notes:

- ◆ Only degrees of a religious nature are awarded through Victorious Living Bible Institute, Inc. (VLBI).
- ◆ **Life Experience Credit:** Some credit may be granted for applicable life and ministry experience. Students seeking life experience credit must submit a complete ministry and secular résumé for evaluation.

For more information about our academic programs, please visit: **VLBI Academics** at www.victoriouslbi.org/Academics.

CERTIFICATE AND DIPLOMA PROGRAM REQUIREMENTS

Victorious Living Bible Institute, Inc. (VLBI)

At Victorious Living Bible Institute, our Certificate and Diploma Programs offer flexible, high-quality Christian education designed to deepen theological knowledge, strengthen leadership skills, and prepare individuals for effective ministry service.

General Requirements:

- ♦ **Educational Prerequisite:**

Applicants must possess a High School Diploma or equivalent (GED) for admission into any certificate or diploma program.

- ♦ **Application Process:**

Applicants must complete the VLBI application for admission and submit all required documentation.

- ♦ **Academic Standards:**

Students must successfully complete all required courses with a minimum passing grade to be awarded a certificate or diploma.

- ♦ **Tuition and Fees:**

Full payment of tuition and any applicable fees is required. Tuition varies by program (see specific program details).

- ♦ **Textbooks:**

Some programs require students to purchase textbooks separately.

- ♦ **Completion Timeline:**

Programs are self-paced; however, students are encouraged to complete their program within two years from the date of enrollment.

- ♦ **Graduation Requirement:**

Upon successful completion of all course requirements and financial obligations, students will be awarded a Certificate or Diploma from VLBI.

- ♦ **Important Notes:**

- ♦ Life experience credit does not apply to Certificate and Diploma programs.
- ♦ Only religious degrees, certificates, and diplomas are awarded by Victorious Living Bible Institute.
- ♦ Tuition does not include the cost of textbooks unless otherwise specified.
- ♦ *Program costs are subject to change.

SPECIFIC PROGRAM DETAILS:

Certificate in Christian Ministry (CCM)

- ◆ **Credit Hours:** 12 (4 Courses)
- ◆ **Tuition:** \$500.00*
- ◆ **Focus:** Foundational theological understanding and essential ministry skills.

Certificate in Christian Leadership (CCL)

- ◆ **Credit Hours:** 18 (6 Courses)
- ◆ **Tuition:** \$750.00*
- ◆ **Focus:** Advanced leadership training for ministry, Christian organizations, and beyond.

Ministry Preparation Program (MPP)

- ◆ **Credit Hours:** 30 (10 Courses)
- ◆ **Tuition:** \$1,500.00
- ◆ **Focus:** Preparation for effective leadership and service in local church ministry.

Bible Diploma in Christian Ministry (BDCM)

- ◆ **Credit Hours:** 24 (8 Courses)
- ◆ **Tuition:** \$1,000.00*
- ◆ **Focus:** Comprehensive theological and practical ministry training.

ACADEMIC PROGRAMS

ASSOCIATE DEGREE

Associate of Arts in Biblical Studies

Prerequisite: A High School Diploma or Equivalent

The Associate of Arts in Biblical Studies (A.A.B.S.) at Victorious Living Bible Institute is a comprehensive two-year degree program designed to equip students with a solid foundation for various roles in ministry, missions, or personal spiritual development. The curriculum places a strong emphasis on Christian values, ensuring that every course contributes to the cultivation of a Christ-centered character, demonstrated through servanthood to God and others.

Key Features:

1. **Duration:** Two-year program
2. **Focus:** Biblical Studies
3. **Objective:** Prepare students for ministry, missions, or personal spiritual development
4. **Emphasis:** Christian values integrated into every course
5. **Character Development:** Cultivation of a Christ-centered character visible through servanthood

This program is structured to provide students with a well-rounded understanding of biblical principles, fostering a deepened spiritual insight and practical application. Graduates will be equipped to serve effectively in various capacities within the realm of ministry and missions.

BI101	Old Testament Survey	3 Credit Hours
BI102	New Testament Survey	3 Credit Hours
RS100	Power Principles	3 Credit Hours
EVAN101	Leaven-Like Evangelism	3 Credit Hours
CED112	Biblical Management Principles	3 Credit Hours
CC101	Introduction to Christian Counseling	3 Credit Hours
BTH106	Basic Doctrines I	3 Credit Hours

ACADEMIC PROGRAMS

BTH107	Basic Doctrines II	3 Credit Hours
CED101	Teaching Tactics	3 Credit Hours
RS110	Strategic Spiritual Warfare	3 Credit Hours
BPA111	Foundations of Faith	3 Credit Hours
RS111	Kingdom Living	3 Credit Hours
BPA112	Developing Intimacy with God	3 Credit Hours
BPA132	Intercessory Prayer	3 Credit Hours
BI201	The Gospel of John	3 Credit Hours
RS205	Knowing God's Voice	3 Credit Hours
LEAD210	Leadership	3 Credit Hours
BPA211	Creative Bible Study Methods	3 Credit Hours
RS211	History of Christianity	3 Credit Hours
BPA261	Local Church	3 Credit Hours

ASSOCIATE OF ARTS IN BIBLICAL STUDIES (60 Credit Hours) - \$3,600.00*

Courses are subject to change at the suggestion of your academic advisor. A total of 60 semester hours is required, with a minimum of thirty semester hours from VLBI. A 2.5 GPA is required on a scale of 4.0.

BACHELOR OF ARTS IN BIBLICAL STUDIES

Prerequisite: A earned Associate Degree (60 credit hours) from an accredited College, Institute, University, or Seminary.

The Bachelor of Arts in Biblical Studies (B.A.) degree program at Victorious Living Bible Institute is designed to equip students with the skills and knowledge necessary to interpret the Bible effectively for personal growth and ministry.

Delivery Formats:

- ♦ **Correspondence Program:** Study materials sent by mail.
- ♦ **Online Option:** Flexibility to complete assignments according to your schedule.
- ♦ **Virtual Facilitation:** Engage with instructors and peers through virtual classes.

Curriculum Highlights:

1. **Biblical Interpretation:** Enhance your ability to interpret and apply the Bible through historical and contextual exploration of scripture.
2. **Flexibility:** Online and virtual options provide convenient completion of assignments, accommodating various schedules.
3. **Servant Leadership:** Emphasis on being mastered by the Bible and becoming a servant of God in your interactions with others.

Career and Ministry Opportunities:

- ♦ **Ministry Positions:** Prepare for roles in pastoral ministry, teaching, and leadership.
- ♦ **Missions:** Develop a foundation for engaging in mission work.
- ♦ **Personal Spiritual Development:** Strengthen your understanding and connection with the Bible.

The Bachelor of Arts in Biblical Studies program offers a holistic approach to biblical education, providing students with a solid foundation for a range of ministry opportunities and personal spiritual growth.

BTH121	Systematic Theology I	3 Credit Hours
BS200	Bible History I	3 Credit Hours
BS201	Bible History II	3 Credit Hours
BPR201	Prophecy	3 Credit Hours
CHR201	Christian Worldview	3 Credit Hours
LEAD201	Leader Strong Churches	3 Credit Hours
RS201	Church History I	3 Credit Hours
RS202	Church History II	3 Credit Hours
BTH221	Systematic Theology II	3 Credit Hours
BTH300	God's Kingdom Principles	3 Credit Hours
CC301	Christian Home	3 Credit Hours
BPA310	Discipleship	3 Credit Hours
BNT321	Romans I	3 Credit Hours
BNT332	Romans II	3 Credit Hours
BPA360	Ethics and Excellence	3 Credit Hours
BPA370	Homiletics I	3 Credit Hours

BPA371	Homiletics II - Speech Communications	3 Credit Hours
BTH425	Bible Theology	3 Credit Hours
RS439	Pneumatology	3 Credit Hours
BTH460	Interpreting the Scriptures: Hermeneutics	3 Credit Hours

BACHELOR OF ARTS IN BIBLICAL STUDIES (60 Credit Hours) - \$4,600.00*

Courses are subject to change at the suggestion of your academic advisor. A total of 60 semester hours is required, with an earned Associate Degree and a minimum of thirty semester hours from VLBI. A 2.5 GPA is required on a scale of 4.0.

MASTER'S DEGREE

Master of Arts in Christian Leadership

Prerequisite: An Earned Bachelor's Degree from an accredited Bible college or university.

The Master of Arts in Christian Leadership at Victorious Living Bible Institute is a comprehensive program designed for individuals aspiring to lead in various church, ministry, and organizational contexts. This multidisciplinary degree equips students with the academic, spiritual, and professional tools necessary for effective 21st-century leadership.

Key Focus Areas:

1. **Administrative Skills:** Enhance your administrative capabilities for effective leadership.
2. **Spiritual Development:** Deepen your spiritual understanding and connection.
3. **Professional Wisdom:** Acquire practical skills for guiding others in church and community contexts.

Program Delivery:

- ♦ **Multidisciplinary Approach:** Integrates theological, practical, and leadership components.
- ♦ **Flexible Learning:** Accommodates students through a mix of online and correspondence programs.
- ♦ **Career and Ministry Opportunities:**
- ♦ **Church Leadership:** Prepare for roles such as pastors, church administrators, and ministry directors.

- ♦ **Community Transformation:** Learn to apply leadership skills to make a positive impact in your local community.
- ♦ **Organizational Leadership:** Develop the expertise to lead effectively in various Christian organizations.

The Master of Arts in Christian Leadership program at VLBI is designed to empower leaders with the knowledge and skills needed to excel in their roles, making a significant impact on the church, community, and beyond.

BPA240	Preparation for Ministry I	3 Credit Hours
BPA250	Preparation for Ministry II	3 Credit Hours
BPA460	Workings of the Five-fold Ministry	3 Credit Hours
GBTH570	Understanding and Ministering in the Anointing	3 Credit Hours
CED211	An Introduction to Christian Education	3 Credit Hours
GCED610	The Importance of Christian Education	3 Credit Hours
GBPA520	Leadership Roles and Responsibilities	3 Credit Hours
GADM651	Building Strong Leaders	3 Credit Hours
GADM510	Principles of Leadership	3 Credit Hours
BPA360	Ethics and Excellence	3 Credit Hours
GBPA650	Integrity	3 Credit Hours
THE412	Thesis	3 Credit Hours

Master of Arts in Christian Leadership: (36 Credit Hours) - \$5,600*

Classes are subject to change at the direction of your advisor.

A total of 36 credit hours is required, and a 3.0 GPA on a scale of 4.0 is also required.

MINISTRY PREPARATION PROGRAM

Prerequisite: High School Diploma or Equivalent

The Ministry Preparation Program (MPP) is a comprehensive educational initiative designed to prepare individuals for effective leadership roles within local church ministry. The program emphasizes both practical skills development and spiritual growth, aiming to equip students with the necessary knowledge and tools to excel in their ministry endeavors.

The curriculum consists of 10 courses, each focusing on a specific aspect of ministry and biblical studies. We highly recommend that students purchase textbooks for each course, which serve to enrich their learning experience and contribute to building a valuable ministry resource library.

ACADEMIC PROGRAMS

Through engaging with these materials, students deepen their understanding of the subject matter and enhance their ability to apply biblical principles in practical ministry contexts.

BI101	Old Testament Survey	3 Credit Hours
BI102	New Testament Survey	3 Credit Hours
BTH106	Basic Doctrines I	3 Credit Hours
BTH107	Basic Doctrines II	3 Credit Hours
BPA240	Preparation for Ministry I	3 Credit Hours
BPA250	Preparation for Ministry II	3 Credit Hours
BTH460	Hermeneutics: Interpreting the Scriptures	3 Credit Hours
BPA370	Homiletics	3 Credit Hours
BPA360	Ethics and Excellence	3 Credit Hours
BPA475	Understanding Prayer	3 Credit Hours

MINISTRY PREPARATION PROGRAM(30Credit Hours/10Courses) - \$1,500.00

The Ministry Preparation Program is an online, self-paced study.

BIBLE DIPLOMA PROGRAM

BIBLE DIPLOMA IN CHRISTIAN MINISTRY: EMPOWERING THROUGH THEOLOGICAL UNDERSTANDING

Prerequisite: High School Diploma or Equivalent

The Bible Diploma in Christian Ministry (BDCM) at Victorious Living Bible Institute is a comprehensive 24-credit hour academic program designed to deepen your understanding of theology and equip you for effective ministry. This diploma program focuses on eight fundamental courses that explore key chapters, important persons, places, and events in both the Old and New Testaments.

Versatile Ministry Preparation:

The BDCM program is designed to prepare individuals for various roles within church and ministry settings. Whether you are looking to enhance your current ministry position or explore new avenues of service, this program equips you with the knowledge and training needed for success.

Transferable Credits:

Course credits earned through the BDCM program may be transferred to an undergraduate degree program at Victorious Living Bible Institute. This flexibility allows you to continue your educational journey and build upon the foundational knowledge gained in the diploma program.

BI101	Old Testament Survey	3 Credit Hours
BI102	New Testament Survey	3 Credit Hours
BPA211	Creative Bible Study Methods	3 Credit Hours
RS100	Power Principles	3 Credit Hours
EVAN101	Leaven-Like Evangelism	3 Credit Hours
LEAD210	Leadership	3 Credit Hours
CED112	Biblical Management Principles	3 Credit Hours
CC101	Introduction to Christian Counseling	3 Credit Hours

BIBLE DIPLOMA IN CHRISTIAN MINISTRY (24 Credit Hours/8 Courses) - \$1,000.00*

*Application and enrollment fees not included.

CERTIFICATE PROGRAMS

CERTIFICATE IN CHRISTIAN MINISTRY

Prerequisite: High School Diploma or Equivalent

Embark on a transformative journey with our Certificate in Christian Ministry (CCM) program at Victorious Living Bible Institute. This 12-credit hour academic program is meticulously crafted to deepen your understanding of theology and empower you for effective ministry.

The credits earned through the Certificate in Christian Ministry program are transferable to an undergraduate degree program at Victorious Living Bible Institute. This flexibility allows you to seamlessly continue your educational journey and build upon the foundation laid in this certificate program.

Your Path to Success: Elevate your ministry skills, deepen your theological insights, and step into a more impactful role within your community. The Certificate in Christian Ministry at VLBI is designed to empower you for success in your current ministry and beyond.

What is Christian ministry?

Christian ministry involves witnessing to nonbelievers and helping believers grow in their walk with Christ. As a ministry leader, you can have the opportunity to serve as the hands and feet of Jesus in a variety of settings. There are many different ministry opportunities for you to choose from, depending on your skills, calling, and interest. By working in Christian ministry, you can help meet people's spiritual and temporal needs, with the goal of pointing them to Christ.

Enroll now and experience the transformative power of theological education at Victorious Living Bible Institute.

CED112	Biblical Management Principles	3 Credit Hours
RS100	Discipleship	3 Credit Hours
RS111	Kingdom Living	3 Credit Hours
EVAN101	Leaven-Like Evangelism	3 Credit Hours

CERTIFICATE IN CHRISTIAN MINISTRY (12 Credit Hours/4 Courses) - \$500.00*

CERTIFICATE IN CHRISTIAN LEADERSHIP

Prerequisite: *High School Diploma or Equivalent*

Empower your leadership journey with our Certificate in Christian Leadership (C.C.L.) program at Victorious Living Bible Institute. This 18-credit hour academic program is tailored to provide advanced training for pastors, ministry leaders, managers in Christian organizations, business-as-mission entrepreneurs, missionaries, teachers, and administrators.

Whether you are currently in a leadership role or aspire to lead in various capacities, the Certificate in Christian Leadership program equips you with the knowledge and skills needed for success. Lead with confidence, integrity, and a deep commitment to advancing the mission of Christ.

Enrollment is Open: Embark on a transformative leadership journey by enrolling in the Certificate in Christian Leadership program at VLBI. Take the next step in your leadership growth and impact for Christ and His kingdom.

LEAD210	Leadership	3 Credit Hours
BPA360	Ethics and Excellence	3 Credit Hours
BPA261	The Local Church	3 Credit Hours
CED112	Biblical Management Principles	3 Credit Hours
MIS340	Church Planting	3 Credit Hours
GBTH500	Pastoral Ministry	3 Credit Hours

CERTIFICATE IN CHRISTIAN LEADERSHIP (18Credit Hours/6Courses) - \$750.00*

TUITION AND FEES

CERTIFICATE THROUGH DEGREE PAYMENT OPTIONS (TUITION AND FEES) FOR THE 2024-2026 SCHOOL YEAR:

Earn Life Experience Credit with L.E.A.P. – Life Experience Assessment Program***

Enrollment Fee: \$125.00 (Degree Programs); \$75.00 (Diploma/Certificate Programs)

***Visit our website for information on L.E.A.P.

Certificate in Christian Ministry (12 Credit Hours / 4 Courses) – \$500.00 Prerequisite: High School Diploma or Equivalent

- ♦ Plan A – Payment in Full: \$500.00
- ♦ Plan B – Five-Month Payment Plan: \$100.00 per month
- ♦ Plan C – Eight-Month Payment Plan: \$62.50 per month

Certificate in Christian Leadership (15 Credit Hours / 5 Courses) – \$750.00 Prerequisite: High School Diploma or Equivalent

- ♦ Plan A – Payment in Full: \$750.00
- ♦ Plan B – Five-Month Payment Plan: \$150.00 per month
- ♦ Plan C – Eight-Month Payment Plan: \$93.75 per month
- ♦ Plan D – Twelve-Month Payment Plan: \$62.50 per month

Bible Diploma in Christian Ministry (24 Credit Hours / 8 Courses) – \$1,000.00 Prerequisite: High School Diploma or Equivalent

- ♦ Plan A – Payment in Full: \$1,000.00
- ♦ Plan B – Quarterly Payment Plan: \$250.00 per quarter
- ♦ Plan C – Five-Month Payment Plan: \$200.00 per month
- ♦ Plan D – Ten-Month Payment Plan: \$100.00 per month

Ministry Preparation Program (30 Credit Hours / 10 Courses) – \$1,500.00 Prerequisite: High School Diploma and Pastor's Recommendation

- ♦ Plan A – Payment in Full: \$1,500.00
- ♦ Plan B – Quarterly Payment Plan: \$375.00 per quarter
- ♦ Plan C – Five-Month Payment Plan: \$300.00 per month
- ♦ Plan D – Ten-Month Payment Plan: \$150.00 per month

ASSOCIATE DEGREE IN BIBLICAL STUDIES (60 Credit Hours) – \$3,600.00

Prerequisite: A High School Diploma or GED is required and should be completed before beginning college courses. Twenty courses are required for a total of 60 credit hours to attain an Associate Degree.

- ♦ PLAN A – Payment in Full: \$3,600.00
- ♦ PLAN B – Quarterly Payment Plan: \$1200.00 per quarter
- ♦ PLAN C – 24 Month Payment Plan: \$150.00 per month
- ♦ PLAN D – 36 Month Payment Plan: \$100.00 per month

BACHELOR'S DEGREE IN BIBLICAL STUDIES (120 Credit Hours) – \$4,600.00

Prerequisite: An earned Associate degree (60 credit hours) from an accredited College, Institute, University, or Seminary. A transcript from college/colleges where degree/degrees were conferred are required. A total of 120 credit hours is needed to attain a Bachelor's Degree. ^

- ♦ PLAN A: Payment in Full: \$4,600.00
- ♦ PLAN B – Quarterly Payment Plan: \$1,533.33 per quarter
- ♦ PLAN C – 24 Month Payment Plan: \$191.67 per month
- ♦ PLAN D – 36 Month Payment Plan: \$127.78 per month

MASTER OF ARTS IN CHRISTIAN LEADERSHIP (36 Credit Hours) – \$5,600.00*

Prerequisites: Earned Bachelor's Degree from an accredited institution.

The Master of Arts in Christian Leadership is a unique multidisciplinary program designed for those who desire to lead as Christians across a variety of church, ministry, and other settings. The masters in Christian leadership degree program equips you academically, spiritually, and professionally to navigate the challenges of 21st century leadership.

TUITION AND FEES

Enhance your administrative skills and knowledge. Transform your church or local community by developing effectiveness as a corporate or community leader. Enroll and learn the Christian leadership development practices necessary to guide others with wisdom in church and community contexts.

Fee Summary

1. Application Fee
Amount: \$50 (Degree Programs); \$50 (NACC Programs)
2. Enrollment Fee
Amount: \$125 (Degree Programs); \$75 (Certificate/Diploma Programs)
3. Tuition Fee
Amount: Based on program of study.
4. Master's Thesis Fee
Amount: \$600.00
5. Reinstatement Fee
Amount: \$150.00
6. Insufficient Funds Fee
Amount: \$25.00 per check
7. Transcript Fee: \$15.00
8. Degree Replacement Fee
Amount: \$75.00
9. Graduation Fee
Amount: \$125.00 (Degree Students); \$50.00 (Certificate/Diploma Students)
10. Student ID Card: \$10.00
11. L.E.A.P. - Life Experience Assessment Portfolio Fee
Amount: \$300.00
12. Life Experience Credit Fee: \$15.00
13. Bible Knowledge Equivalency Exam Fee
Amount: \$100.00

14. Annual Renewal Fee (NACC Graduates)

Amount: \$50

MASTER'S THESIS GUIDELINES

Thesis Guidelines for Victorious Living Bible Institute

The thesis is a significant academic undertaking, and adherence to specific guidelines ensures the quality and professionalism of the work. Below are the guidelines for writing a thesis at Victorious Living Bible Institute:

Length and Formatting:

- ♦ The thesis should generally be 50–80 pages, excluding the bibliography.
- ♦ All work must be typed in 12-point font, double-spaced, with one-inch margins.
- ♦ Pages should be numbered, and the document should follow Chicago (Turabian) style guidelines.
- ♦ Include a table of contents at the beginning of the submission.
- ♦ A bibliography should be provided at the end of the submission.
- ♦ Cover and Submission:
- ♦ The thesis must be bound in an acceptable cover.
- ♦ All submissions must be on an approved subject, presented and accepted by the assigned professor.
- ♦ The work must be judged worthy of publication by the Thesis-Dissertation Committee.
- ♦ Two copies are required for submission and become the property of Victorious Living Bible Institute.

Style Manuals:

Choose one of the following style manuals:

- ♦ *The Chicago Manual of Style* by University of Chicago (Library of Congress location: Z 253, U58c, 1993).
- ♦ *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian (Library of Congress location: LB 2369, T929m, 1987).

TUITION AND FEES

Submission of Proposal:

Mail a detailed proposal of your thesis to:

Victorious Living Bible Institute

Attn: Master's Thesis Committee

979 Tebeau Street, Waycross, Georgia 31501

- ♦ The proposal should include the chosen style manual.
- ♦ Prior approval from the Committee is necessary before starting the thesis.
- ♦ No thesis will be accepted without Committee approval.
- ♦ Notification and Feedback:
 - ♦ You will be notified of the status of your proposal request.
 - ♦ The Committee provides guidance and feedback throughout the thesis process.

Research Paper Resources:

- ♦ Refer to recommended books such as *The Chicago Manual of Style* or *A Manual for Writers of Term Papers, Theses, and Dissertations*.
- ♦ Conduct online searches for additional resources on how to write a research paper.

Adhering to these guidelines ensures that your thesis meets the academic standards set by Victorious Living Bible Institute. If you have any questions or need clarification, please reach out to the Master's Thesis Committee.

Notice:

All fees and tuition rates are subject to change without prior notice.

Spousal Discount Plan

Victorious Living Bible Institute offers a Spousal Discount Plan for married couples who enroll and study during the same time period. Under this plan:

- ♦ The spouse enrolled in the higher-level degree program will pay the full tuition rate.
- ♦ The spouse enrolled in the lower or same level of study will receive a 50% discount on tuition only.

Please Note:

- ♦ The discount does not apply to fees such as the Application Fee, Graduation Fee, Matriculation Fee, or Portfolio Learning Assessment Fee.
- ♦ The Spousal Discount Plan does not apply to Certification Programs.

Restrictions:

1. To qualify for the discount, the discounted spouse must enroll within 30 days of the paying spouse's initial enrollment.
2. If the paying spouse withdraws from the program, the discounted spouse must either withdraw or convert to a regular paid tuition plan.

Tuition Payment Policy

At Victorious Living Bible Institute, the following tuition policies apply:

- ♦ **Initial Payment Requirements:**
The applicable tuition for your selected program should be submitted with your application or at the same time your application is submitted. Your application will be processed, and an Admission Letter will be issued only after full payment is received or monthly payment arrangements have been established.
- ♦ **Monthly Payment Schedule:**
Monthly tuition payments are due on or before the 5th of each month.
- ♦ If a student fails to make the required payment by the due date, a \$25.00 late fee will be assessed.
- ♦ **Delinquent Accounts and Expulsion:**
Failure to make payments for two (2) consecutive months will result in expulsion from the enrolled program.
Students expelled for financial reasons may appeal for reinstatement but must first pay the outstanding balance in full, including late fees and reinstatement fees.
- ♦ **Communication:**
If you are experiencing financial difficulties, please contact the administration immediately to discuss available options.
- ♦ **Accepted Forms of Payment:**
We accept Credit Cards, Personal Checks, Cashier's Checks, MoneyGram, and PayPal Invoices for tuition payments.
- ♦ **Completion Requirements:**
All academic and financial obligations must be fulfilled before any certificate, diploma, or degree is awarded.

TUITION, REFUND, AND FINANCIAL POLICY

TUITION PAYMENT

Full tuition is due upon enrollment unless alternative arrangements have been approved by Admissions in advance. No student will be considered officially enrolled until satisfactory payment arrangements have been made.

Recognizing that some students may require installment payments for tuition, Victorious Living Bible Institute (VLBI) offers the option to pay tuition in installments, after making a required down payment. Students who wish to utilize installment payments must contact Admissions to discuss and finalize payment arrangements, which must be approved by Admissions.

INSTALLMENT AGREEMENT REQUIREMENT

To qualify for an installment payment plan and begin a degree program, the student must:

1. Make the required minimum down payment.
2. Complete and sign an Installment Agreement, which details the financial obligations and monthly payment schedule.
3. Agree to make monthly tuition payments until the tuition is paid in full. Payments must be received by the 5th of each calendar month. Failure to make timely payments will result in a late charge.

Diplomas or transcripts will not be issued until the student's tuition is paid in full. All students are required to comply with their installment agreement terms.

REFUND AND REINSTATEMENT POLICY

At Victorious Living Bible Institute (VLBI), we are committed to transparency and fairness regarding tuition and program access. Because our courses are delivered through a self-paced or structured online format, our refund and reinstatement policies reflect the nature of digital content access and program administration.

Tuition Refund Policy (Self-Paced, Online Programs)

Due to immediate access to digital learning materials, our refund policy is based on time of access and course engagement:

- ♦ **Full Refund:** A 100% refund (excluding non-refundable registration or material fees) is available if the student requests withdrawal **within 7 calendar days** of enrollment and has accessed **no more than one module or lesson**.
- ♦ **Partial Refund:** A 50% refund is available if the student requests withdrawal **within 14 calendar days** of enrollment and has accessed **less than 25%** of the course content.
- ♦ **No Refund:** No refund will be issued after 14 calendar days from enrollment or after accessing **25% or more** of the course content—**whichever comes first**.

Refund requests must be submitted in writing via email.

Installment Plan Students

Students on installment plans remain financially responsible for tuition proportional to the content accessed at the time of withdrawal. Future installment payments will be canceled once official withdrawal is confirmed. Missed or late payments may result in restricted access to course content.

Reinstatement Policy

Students who withdraw, are inactive for **60 consecutive days or more**, or wish to return after an extended absence must pay a **\$150 reinstatement fee** to restore access to course materials. Reinstatement requests are subject to administrative approval and may require a revised completion plan.

Policy for 10-Week Virtual Certification Programs

The following programs are delivered virtually over a structured 10-week period:

- ♦ Board Certified Christian Counselor
- ♦ Board Certified Pastoral Counselor
- ♦ Loss and Grief Counselor Training Certification
- ♦ Certified Christian Life Coach Training

Students enrolled in these certification programs must adhere to the following financial and participation policies:

- ♦ Tuition must be **paid in full by the end of the 10-week program** in order to receive a certificate of completion and/or credential.
- ♦ Installment payments are available and must follow a scheduled plan approved by Admissions.
- ♦ Students must remain in good financial standing throughout the 10 weeks; failure to meet installment obligations may result in removal from the program or delayed certification.
- ♦ Students who withdraw prior to week 3 may request a refund under the general refund policy. No refunds will be issued **after the start of week 3** of the certification course.
- ♦ Reinstatement after withdrawal or inactivity requires a **\$150 fee** and is subject to availability in a future cohort.

STUDENT LOANS AND FINANCIAL AID

Victorious Living Bible Institute (VLBI) is an independent faith-based ecclesiastical institution operating under the religious exemption provisions of the State of Georgia in accordance with O.C.G.A. § 20-3-250.3(a)(6).

VLBI offers theological and ministry-based education designed to equip students for Christian leadership, ministry, biblical studies, and faith-based counseling. The Institute maintains faith-based accreditation through the Accrediting Commission for Biblical Higher Education (ACBHE), an organization committed to promoting biblical and academic excellence.

Because VLBI is a religiously exempt ecclesiastical institution, it does not participate in federal or state financial aid programs, including federal or state student loans. Students are fully responsible for tuition and fees through personal funds or private financing options. Any private loan obtained is solely the responsibility of the student, including all interest and repayment obligations. Refunds, when applicable, are issued directly to the student and not to any lending institution.

STUDENT RIGHTS & GRIEVANCES

SCOPE AND PURPOSE

Introduction

Students have the right to appeal decisions that affect them. Victorious Living Bible Institute (VLBI) strives to establish policies and practices that minimize the need for grievances. However, recognizing that not all students will perceive policies as equitable, we have implemented these processes to address any concerns that may arise.

Objectives

1. Students will be treated respectfully throughout the grievance process.
2. The issue will be resolved as quickly as possible, at the most accessible administrative level, with minimal disruption to the student's educational progress and without negative consequences for any party involved.
3. Filing a grievance will not delay the student's academic goals or result in bias against them.
4. The process will lead to a fair resolution for all parties.
5. The outcome will align with the mission of the Institute, uphold educational standards, and not diminish the student's educational experience.

PROCESSES FOR RESOLUTION

General Guidelines

1. Review Relevant Information: Before filing a grievance, students are encouraged to review the catalog and course syllabus to ensure they are fully aware of relevant requirements and expectations.
2. Voice Communication: If possible, students should first attempt voice communication with the faculty member or staff involved. While voice communication is a helpful part of both informal and formal resolution processes, only written communication will be considered binding.

3. Timeliness: All complaints must be filed within 30 calendar days of the incident being grieved. A response must be filed within 15 working days. Timelines may be adjusted for compelling reasons.

Informal Resolution

1. Initial Communication: The student begins the grievance process by sending written communication to the relevant faculty member or staff. This written communication should include:
 - ▶ A clear description of the perceived issue or injustice.
 - ▶ The reasons the student believes this judgment or action is unfair.
 - ▶ A proposed resolution to the issue.
2. Response: The faculty member or staff member responds to the student's grievance.
3. Review Process: If the student is not satisfied with the response, they may request a review of the communication by the immediate supervisor or administrative overseer of the faculty or staff member involved. The overseer will provide a ruling based on the review.

ADMISSIONS PROCEDURES

Victorious Living Bible Institute (VLBI) admits students of any race, color, sex, national, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the Institute. VLBI does not discriminate on the basis of race, color, sex, national, or ethnic origin in the administration of its policies or programs.

ADMISSION REQUIREMENTS

Certificate Program

Students applying for the Certificate Program must meet the following requirements:

1. Possess a high school diploma or its equivalent.
2. Submit a completed Application for Admission.
3. Submit a brief personal statement or essay outlining their goals or interests in pursuing the certificate.

Bible Diploma Program

Students applying for the Bible Diploma Program must meet the following requirements:

1. Possess a high school diploma or its equivalent.
2. Submit transcripts from all high school and/or prior college work, with a grade point average (GPA) of at least 2.0 (on a 4.0 scale) or its equivalent from an accredited institution.
3. Submit a completed Application for Admission.
4. Submit a brief personal statement or essay outlining their call to ministry or interest in pursuing Bible study.

Associate Degree Program

Students applying for the Associate Degree Program must meet the following requirements:

1. Possess a high school diploma or its equivalent.
2. Provide transcripts from all high school and/or undergraduate work, with a grade point average (GPA) of at least 2.5 (on a 4.0 scale) or its equivalent from an accredited institution.

3. Submit a completed Application for Admission.

Bachelor's Degree Program

Students applying for the Bachelor's Degree Program must meet the following requirements:

1. Possess a high school diploma or its equivalent.
2. Provide transcripts from all high school and/or undergraduate work, with a GPA of at least 2.5 (on a 4.0 scale) or its equivalent from an accredited institution.
3. Submit a completed Application for Admission.

Master's Program

Students applying for the Master's Program must meet the following requirements:

1. Possess a bachelor's degree (or its foreign equivalent) from an accredited college or university.
2. Provide transcripts from all high school and/or undergraduate work, with a GPA of at least 2.5 (on a 4.0 scale) or its equivalent from an accredited institution.
3. Provide transcripts of any graduate-level courses, showing a grade of B or higher (3.0 on a 4.0 scale) or its equivalent from an accredited institution. (See "Transfer of Credits" for more information.)
4. Submit a completed Application for Admission.
5. Provide a professional resume.

TRANSFER STUDENTS

Victorious Living Bible Institute (VLBI) welcomes transfer students who are called to grow in their knowledge of the Word and prepare for effective ministry. Students who have previously attended another college, university, or seminary may apply to transfer into one of VLBI's academic programs.

Transfer Application Process

Students seeking to transfer must complete the following steps:

1. Submit a Completed Application for admission online at victoriouslbi.org (Admissions).
2. Request Official Transcripts to be sent directly to VLBI from all post-secondary institutions attended after high school.
 - ▶ Transcripts should include all courses attempted, grades received, and any degrees awarded.
 - ▶ Transcripts must be official and sent directly from the issuing institution to be considered valid.
3. Provide Additional Documentation, if applicable, such as standardized test scores or evaluation reports for prior learning assessments.

Transfer Credit Policy

VLBI considers transfer credit from other accredited or approved institutions, provided the following criteria are met:

- ◆ Courses must be equivalent in academic level, quality, and content to courses offered at VLBI.
- ◆ Courses must not have already been used to fulfill the requirements of a degree previously awarded.
- ◆ Courses must have been completed with a letter grade (not pass/fail).
- ◆ The originating institution must be regionally accredited, nationally accredited, or approved by a recognized accrediting body.

Undergraduate students must petition the Academic Dean within the first 90 days of acceptance for formal review and approval of transfer credits.

Credit Limits and Residency Requirements

- ♦ For Baccalaureate Degrees, at least 25% of the required credits must be completed directly through VLBI.
- ♦ For Master's Degrees, no more than six (6) credit hours may be transferred from other institutions.

Credit for Life Experience and Examinations

VLBI may grant credit for prior learning, ministry experience, or credit-by-examination, where applicable and approved. Students must submit documentation for evaluation, which may include portfolios, resumes, or letters of verification from ministry leaders.

Victorious Living Bible Institute is committed to recognizing the valuable learning experiences students have gained through prior education and ministry while maintaining the integrity and standards of our academic programs.

For further information or to begin the transfer process, contact the Admissions Office at admissions@victoriouslbi.org.

COURSE DESCRIPTIONS

Certificate in Christian Ministry (CCM)

1. **CED112 – Biblical Management Principles (3 Credits)**
Management as stewardship from a biblical perspective, focusing on spiritual resource management.
2. **BPA310 – Discipleship (3 Credits)**
Basic disciplines of the Christian life to develop spiritually mature disciples.
3. **RS111 – Kingdom Living (3 Credits)**
Exploration of how to live according to the principles of God's Kingdom.
4. **EVAN101 – Leaven-Like Evangelism (3 Credits)**
Equipping believers to fulfill the Great Commission through evangelism and church planting.

Certificate in Christian Leadership (CCL)

1. **LEAD210 – Leadership (3 Credits)**
Biblical leadership principles and practices for effective ministry.
2. **BPA360 – Ethics and Excellence (3 Credits)**
The role of character, ethics, and spiritual integrity in Christian service.
3. **BPA261 – The Local Church (3 Credits)**
Study of the purpose, structure, and function of the local church.
4. **CED112 – Biblical Management Principles (3 Credits)**
(See CCM course description)
5. **MIS340 – Church Planting (3 Credits)**
Biblical and practical framework for church planting and leadership.
6. **GBTH500 – Pastoral Ministry (3 Credits)**
Responsibilities and foundations of pastoral ministry in a local church setting.

Ministry Preparation Program (MPP)

1. **BI101 – Old Testament Survey (3 Credits)**
A survey of the Old Testament through the book of Malachi.
2. **BI102 – New Testament Survey (3 Credits)**
A survey of the New Testament through the book of Revelation.
3. **BTH106 – Basic Doctrines I (3 Credits)**
Overview of biblical doctrines: Scripture, God, Satan, Man, and Sin.
4. **BTH107 – Basic Doctrines II (3 Credits)**
Covers doctrines of Christ, Angels, Church, Holy Spirit, Heaven, Hell, and Eschatology.
5. **BPA240 – Preparation for Ministry I (3 Credits)**
Foundational preparation for practical, spiritual, and ethical ministry.
6. **BPA250 – Preparation for Ministry II (3 Credits)**
Personal development, servant leadership, and ministry application.
7. **BTH460 – Hermeneutics: Interpreting the Scriptures (3 Credits)**
Teaches students how to accurately interpret and apply Scripture.
8. **BPA370 – Homiletics (3 Credits)**
Introduces sermon design, structure, and biblical delivery methods.
9. **BPA360 – Ethics and Excellence (3 Credits)**
(See CCL course description)
10. **BPA475 – Understanding Prayer (3 Credits)**
Explores the purpose, types, and power of prayer in the believer's life.

Bible Diploma in Christian Ministry (BDCM)

1. **BI101 – Old Testament Survey (3 Credits)**
(See MPP course description)
2. **BI102 – New Testament Survey (3 Credits)**
(See MPP course description)
3. **BPA211 – Creative Bible Study Methods (3 Credits)**
Teaches students to study the Bible with practical and creative strategies.

4. **RS100 – Power Principles (3 Credits)**

Teaches students how to live and minister with God’s power and authority.

5. **EVAN101 – Leaven-Like Evangelism (3 Credits)**

(See CCM course description)

6. **LEAD210 – Leadership (3 Credits)**

(See CCL course description)

7. **CED112 – Biblical Management Principles (3 Credits)**

(See CCM course description)

8. **CC101 – Introduction to Christian Counseling (3 Credits)**

Introduces biblical approaches to counseling, helping individuals through God’s Word.

SPIRITUAL FORMATION AND BIBLICAL FOUNDATION

BPA131 – Prayer and Personal Bible Study

A 12-lesson exploration of two key disciplines in the life of every believer, coupled with a study of the basic tools and methods for studying the Bible, particularly as it pertains to the personal devotional life of the believer.

BI202 – Acts of the Apostles

An overview of the book of Acts.

BOT400 – Genesis

An exploration of the foundational themes in the Book of Genesis, including creation, the fall, and God’s covenant with His people.

GBNT620 – Life of Christ

A study of Jesus from birth through His ascension.

MIS200 – Women: A Biblical Profile

This course summarizes all the Bible teaches regarding women. It is not only a study guide, but a reference tool as it lists all the passages about women and references to all the individual women mentioned in the Word of God.

ASSOCIATE OF ARTS IN BIBLICAL STUDIES - COURSE DESCRIPTIONS

BI101 - Old Testament Survey

A survey of the Old Testament through the book of Malachi.

BI102 - New Testament Survey

A survey of the New Testament through the book of Revelation.

BTH106 - Basic Doctrines I

An introduction and overview of the basic Bible doctrines of Scripture, God, Satan, Man, and Sin.

BTH107 - Basic Doctrines II

A continuation of Basic Doctrines I, covering the doctrines of Christ, Angels, the Church, Holy Spirit, Heaven, Hell, and Eschatology. These studies help establish a biblical worldview.

CED101 - Teaching Tactics

Learn how to effectively preach and teach God's Word using it as the sword of the Spirit. This course covers the tactics of biblical teaching, focusing on harmonizing the teacher, subject, and methods with Scripture.

CED112 - Biblical Management Principles

A study of biblical principles of management or stewardship, focusing on our responsibility as stewards over the resources entrusted to us by God.

CC101 - Introduction to Christian Counseling

An introduction to Christian counseling, focusing on teaching, mentoring, comforting, encouraging, and correcting. This course equips students to serve in comforting, healing, and instructing people in need.

EVAN101 - Leaven-Like Evangelism

Designed to mobilize and equip believers to fulfill the Great Commission. The course covers three sections: the mandate to preach the Gospel, the healing and deliverance ministry accompanying the Gospel, and church planting.

BPA111 - Foundations of Faith

An introduction to the doctrines of Christ-centered Faith, along with studying for success. Textbook: *You Are Destined to Win* by John Chacah.

RS100 - Power Principles

This course equips you to experience the spiritual power taught in the Bible, moving you from being a spectator to a demonstrator of God's power.

RS110 - Strategic Spiritual Warfare

Learn spiritual strategies for effective spiritual warfare, including a 15-step interactive program to face life's battles.

RS111 - Kingdom Living

Explores living by the laws and principles of the Kingdom of God.

BPA112 - Developing Intimacy with God

This course delves into developing a personal, intimate relationship with God through His Word, the Holy Spirit, and by modeling Jesus' relationship with the Father.

BPA132 - Intercessory Prayer

Learn how to effectively practice intercessory prayer using dynamic spiritual resources. The course covers what to pray for, how to overcome hindrances, and how to sustain your prayer life.

BI201 - The Gospel of John

Study of the fourth Gospel, focusing on its historical context, evangelistic purpose, and the testimony of Jesus Christ's deity and saving work.

RS205 - Knowing God's Voice

This course teaches how to hear God's voice and find His will for your life, including guidelines on knowing His voice and understanding His will.

LEAD210 - Leadership

A study on biblical qualifications for leadership, key success principles, and timeless leadership principles that serve as a foundation for ministry leadership.

BPA211 - Creative Bible Study Methods

Introduces methods for studying the Bible, including outlining, making study notes, and creating simple charts for interpreting and applying God's Word.

RS211 - History of Christianity

An overview of the 2,000-year history of the Church, including significant periods in religious history that every believer should understand.

BPA261 - Local Church

A study of the local church in God's eternal purpose, focusing on its biblical pattern, structure, and ministries that contribute to the success of the local church today.

BACHELOR OF ARTS IN BIBLICAL STUDIES - COURSE DESCRIPTIONS

BTH121 - Systematic Theology I

An introduction to Systematic Theology, starting with Bibliology and Basic Theology. Suggested textbook: *Foundations of Pentecostal Theology* by Nathaniel M. VanCleave.

BS200 - Bible History I

A rich, stimulating, and thorough survey study of Old Testament history and geography of Bible events and lands. Covers from Genesis to Deuteronomy, with an emphasis on creation, history of the Hebrew family, history of the Hebrew nation, and geography of the Old Testament world.

BS201 - Bible History II

An overview of the Old Testament history from Joshua through Malachi. The lives of the Judges, Kings, and Prophets are examined in light of God's providential working to bring the Seed promise to fruition.

BPR201 - Prophecy

Students will learn what prophecy is, how God commissioned His prophets, the source, purpose, and importance of biblical prophecy, and keys for understanding biblical prophecy. The Introduction to Revelation provides an overview of the book and keys to interpreting it.

CHR201 - Christian Worldview

This course is designed to help students build a Christian worldview by learning what the Bible teaches about theology, philosophy, ethics, anthropology, science, and history.

LEAD201 - Leader Strong Churches

This course focuses on what makes a church a leader-strong church and how a leader-strong church is God's chosen place for developing leaders after His own heart.

RS210 - Church History I

From Christ to the Pre-Reformation, this course explores topics related to the Bible, theology, church history, and ministry. Required Textbook: *Church History: Volume One* by Everett Ferguson.

RS211 - Church History II

From the Reformation to the Present Day. This study discusses the rise and growth of the Church in its cultural, intellectual, and political context. Required Textbook: *Church History: Volume Two* by John D. Woodbridge and Frank A. James, III.

BTH221 - Systematic Theology II

A continuation of Systematic Theology I, studying Angelology, Demonology, Anthropology, and Christology. Suggested textbook: *Foundations of Pentecostal Theology* by Nathaniel M. VanCleave.

BTH300 - God's Kingdom Principles

An explanation of the Kingdom Principles as given in the Sermon on the Mount. Suggested textbook: *Studies in the Sermon on the Mount* by D. Martyn Lloyd-Jones.

CC301 - Christian Home

The goal of this course is to biblically define a Christian home, to explore its values, and to motivate students to make such a home their goal.

BPA310 - Discipleship

A study of the basic disciplines of the Christian life intended to strengthen and deepen the believer, producing a true, reproducing disciple of Christ.

BNT321 - Romans I

A study of Paul's letter to the Romans, chapters one through eight. Suggested textbook: *The Epistle to the Romans* by Kevin Conner.

BNT332 - Romans II

A study of the latter half of Paul's letter to the Church at Rome, chapters nine through sixteen. Suggested textbook: *The Epistle to the Romans* by Kevin Conner.

BPA360 - Ethics and Excellence

This course covers ethics as a set of principles regarding human character, conduct, and moral duty, approached from a biblical basis. The focus is on Biblical ethics, and how they relate to secular ethics.

BPA370 - Homiletics I

A study on the art and skill of Biblical presentation and sermon building. This course covers the fundamental methods of sermon preparation, focusing on structure and delivery. It also emphasizes audience type, voice use, and public speaking principles.

BPA371 - Homiletics II - Speech Communications

A continuation of Homiletics I. This course continues to focus on sermon preparation, with an emphasis on structure, delivery, audience type, and public speaking.

BNT300 - Ephesians

An in-depth study of the Book of Ephesians, enabling students to understand the place of the church in the purpose and planning of God.

RS439 - Pneumatology

This course examines the nature and personality of the Holy Spirit, discussing His titles, emblems, ministry, purposes, gifts, and fruit. Practical guidelines are given for experiencing the baptism of the Holy Spirit, identifying spiritual gifts, and developing the fruit of the Holy Spirit.

BTH460 - Interpreting the Scriptures: Hermeneutics

A study of the basic principles governing accurate interpretation of Scripture and how to use them effectively.

MASTER OF ARTS IN CHRISTIAN LEADERSHIP - COURSE DESCRIPTIONS

BPA240 - Preparation for Ministry I

A study on two basics of Christian preparation for ministry, including the believer's attitude and the responsibilities of the armor-bearer in the Body of Christ. Suggested textbook: *The New Testament Church and Its Ministries* by Bill Scheidler.

BPA250 - Preparation for Ministry II

A study of two basics of Christian preparation for ministry, including Motivation gifting and the ministry of helps. Suggested textbook: *The New Testament Church and Its Ministries* by Bill Scheidler.

BPA360 - Ethics and Excellence

A study of the importance of ethics and excellence in the Believer and ministry, including excerpts from the Old and New Testament. Suggested textbook: *An Introduction to Biblical Ethics* by Robertson McQuilkin.

BPA460 - Workings of the Five-fold Ministry

A study of the call to a five-fold ministry office with an emphasis on fulfilling that call with excellence. Suggested textbook: *Understanding the Fivefold Ministry* by Matthew D. Green.

CED211 - An Introduction to Christian Education

An introduction to Christian Education, surveying the teaching methods of Jesus and demonstrating the need for Christian Education in the local Church. Suggested textbook: *7 Laws of the Learner* by Bruce Wilkerson.

GBPA520 - Leadership Roles and Responsibilities

A study of practical ministry activity that will enhance the overall effective ministry of the local church. Suggested textbook: *The New Testament Church and Its Ministries* by Bill Scheidler.

GBPA650 - Integrity

A look at integrity and the believer, stressing the importance of integrity in the believer's life. Suggested textbook: *Successful Christianity* by Dr. Roger Price.

GBTH570 - Understanding and Ministering in the Anointing

A complete study of the anointing and how to minister in it. Suggested textbook: *Merchandising the Anointing* by Rick Renner.

GADM510 - Principles of Leadership

A study of developing right habits, being a team player, and developing the character of a leader according to Jesus' leadership model.

GADM651 - Building Strong Leaders

This course studies practical issues in ministry, counseling in ministry, financial management, and the dynamics of Christian ministry.

GCED610 - The Importance of Christian Education

This study covers the history and methodologies of Christian Education. Suggested textbook: *The Pillars of Christian Character* by John MacArthur.

THE412 - Thesis

See Master's Thesis Guidelines at www.victoriouslbi.org (Admissions). Each course is worth 3 credit hours and is subject to change at the discretion of your advisor.

COUNSELING AND PASTORAL CARE STUDIES

CCS101 - Christian Counseling 100

Introduction to the local Church, the role of the Christian counselor, and the Christian community. *Suggested Textbook: Competent to Counsel* by Jay Adams.

CCS211 - Christian Counseling 200

Introduction to the Bible as the most valuable tool in counseling. *Suggested Textbook: Christian Counseling* by Gary R. Collins.

CCS301 - Building Strong Marriages and Families

Exploration of the importance of communication and factors that impact marriages.

CCS340 - Pastoral Counseling

Foundational exploration of pastoral counseling ministry, both historically and practically. *Required Textbook: Pastoral Counseling: An Introduction to Pastoral Care* by Dr. Tony V. Lewis. Available for purchase at Pastoral Counseling - Dr. Tony V. Lewis.

GCCS530 - Conflict Management and Resolution

Examines principles for addressing conflict within ministry, mission fields, and the business world. *Suggested Textbook: The Eight Essential Steps to Conflict Resolution* by Dudley Weeks.

GCCS610 - Crisis Counseling I

Exploration of the biblical perspective on crisis and the application of biblical principles to the counseling process. *Suggested Textbook: Crisis and Trauma Counseling* by Dr. H. Norman Wright.

GCCS620 - Crisis Counseling II

In-depth study of crises related to death, divorce, transitions, children and adolescents, and the Type A Personality. Examination of Scriptures for counseling, prayer, and confidentiality issues. *Suggested Textbook: Crisis and Trauma Counseling* by Dr. H. Norman Wright.

GCCS623 - Counseling for Change

Comprehensive coverage of counseling issues with strategies for bringing about positive change in the counselee.

GCCS629 - Counseling, Psychology, and the Christian

In-depth study of the Christian composite, emphasizing the contrast between mind, will, emotions, and human spirit.

GCCS635 - Dealing with Anger

Explores strategies for believers to effectively deal with and overcome anger, preventing its hindrance to spiritual growth.

GBPA540 - Anger's Slippery Slope

Utilizes Biblical truths and psychological perspectives to address the slippery slope of a person's anger.

GCCS605 - God's Perspective on Marriage

This course examines mate selection and preparation for marriage with principles to have a successful marriage from God's viewpoint.

GCCS630 - Marriage Counseling

A study of the process and critical issues of pre-ceremony and post-ceremony marriage counseling.

GCCS650 - Suicide and the Evil Force Behind It

A comprehensive study of suicide in both biblical and secular history.

CC112 - The Basics of Christian Counseling

An introduction to the principles and practices of Christian counseling, focusing on biblical foundations and the role of the counselor in the church community.

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To find us on the web, visit us at www.victoriouslbi.org

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Books for Required Reading (Listed Alphabetically)

1. **Christian Counseling**
Author: Gary R. Collins
(For the Christian Counseling 200 course)
2. **Christian Coaching: Helping Others Turn Potential into Reality**
Author: Dr. Gary Collins
(For the Coaching program)
3. **Competent to Counsel**
Author: Jay Adams
(For the Christian Counseling 100 course)
4. **Coaching Questions: A Coach's Guide to Powerful Asking Skills**
Author: Tony Stoltzfus
(For the Coaching program)
5. **Pastoral Counseling: An Introduction to Pastoral Care**
Author: Dr. Tony V. Lewis
(For the Pastoral Counseling course)
6. **Ten Steps to Overcoming Trauma and Abuse**
Author: Dr. Brenda R. Bingham
(For the course on trauma and abuse)
7. **The Eight Essential Steps to Conflict Resolution**
Author: Dudley Weeks
(For the Conflict Management and Resolution course)

Books for Suggested Reading (Listed Alphabetically)

1. **7 Laws of the Learner**
Author: Bruce Wilkinson
 (For the Christian Education course)
2. **An Introduction to Biblical Ethics**
Author: Robertson McQuilkin
 (For the Ethics and Excellence course)
3. **Biblical Hermeneutics: Five Views**
Authors: Stanley E. Porter & Beth M. Stovell (Editors)
 (For the Hermeneutics course)
4. **Church History: Volume One – From Christ to the Pre-Reformation**
Author: Everett Ferguson
 (For the Church History I course)
5. **Church History: Volume Two – From Pre-Reformation to the Present Day**
Authors: John D. Woodbridge & Frank A. James III
 (For the Church History II course)
6. **Foundations of Pentecostal Theology**
Author: Nathaniel M. Van Cleave
 (For the Systematic Theology I & II courses)
7. **Grasping God’s Word: A Hands-On Approach to Reading, Interpreting, and Applying the Bible**
Authors: J. Scott Duvall & J. Daniel Hays – Zondervan Academic
 (For the Hermeneutics course)
8. **How to Read the Bible for All Its Worth**
Authors: Gordon D. Fee & Douglas Stuart – Zondervan
 (For the Hermeneutics course)

9. Living by the Book: The Art and Science of Reading the Bible

Authors: Howard G. Hendricks & William D. Hendricks – Moody Publishers
(For the Hermeneutics course)

10. Merchandising the Anointing

Author: Rick Renner
(For the Understanding and Ministering in the Anointing course)

11. Successful Christianity

Author: Dr. Roger Price
(For the Integrity course)

12. Studies in the Sermon on the Mount

Author: D. Martyn Lloyd-Jones
(For the God's Kingdom Principles course)

13. The Epistle to the Romans

Author: Kevin Conner
(For the Romans I & II courses)

14. The New Testament Church and Its Ministries

Author: Bill Scheidler
(For the Preparation for Ministry courses)

15. The Pillars of Christian Character

Author: John MacArthur
(For the Christian Education course)

16. You Are Destined to Win

Author: John Chacah
(For the Foundations of Faith course)

17. Introduction to Biblical Interpretation

Authors: William W. Klein, Craig L. Blomberg, & Robert L. Hubbard Jr. – Zondervan
(For the Hermeneutics course)

