

# Reformation International College

## CATALOG

*“Casting down arguments and every high thing  
that exalts itself against the knowledge of God,  
bringing every thought into captivity  
to the obedience of Christ”  
2 Corinthians 10:5*

REFORMATION INTERNATIONAL COLLEGE  
**CATALOG**

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Reformation International College

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# Reformation International College Catalog

## GENERAL INFORMATION

### Administration and Staff<sup>1</sup>

Reformation International College are post-secondary educational ministries of Reformation Christian Ministries which operates under the oversight of The King's Reformed Presbyterian Church of Fellsmere, Florida and Sharon Orthodox Presbyterian Church of Hialeah, Florida. The educational programs are overseen by an Education Board.

Education Board Members:                    *Rev. Dr. Jeffrey K. Boer, B.A., M.Div., D.Min.*  
    *Rev. Rudy E. Poettcker, B.A., M.Div.*  
    *Rev. Mike Waters, B.A., M.Div.*

College Board of Advisors (in addition to those already serving on the Education Board; some of these are inactive):

*Dr. John Byl, B.Sc., Ph.D.*  
*Dr. Chipley Bennett, M.S., Ph.D.*  
*Dr. Leonard J. Coppes, Th.M., Th.D.*  
*Dr. Carl C. Curtis, M.A., Ph.D.*  
*Rev. Richard F. Gainer, M.A.*  
*Rev. Robert E. Grossmann, M.Div., Ph.D.*  
*Rev. Raymond P. Joseph, M.Div.*  
*Dr. Michael W. Kelley, M.Div., Ph.D.*  
*Dr. Roger Schultz, M.A., Ph.D.*  
*Mr. Martin G. Selbrede*  
*Mr. Philip Stott, M.S., Ph.D.*

Dean of Studies:                                *Rev. Rudy E. Poettcker, B.A., M.Div.*

Registrar & Director of Development:    *Rev. Thomas F. Booher, B.A., M.Div.*

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<sup>1</sup> See end of catalog for listing of institutions where degrees were earned by staff.

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## Special Notes

1. Reformation International College operates first under the authority of the Church and thus under the authority of the Lord Jesus Christ. We grant degrees at the Bachelor level and a Certificate in Theology.
2. Reformation International College does not require nor desire secular accreditation but until recently, had long been certified members of the Florida Council of Private Colleges, Inc. (FCPC) which represents its member independent colleges and universities before any government and/or educational agency. Reformation International College voluntarily and without reservation submitted to the FCPC as an educational association for a thorough and rigorous FCPC Review Team examination. The examination was achieved by qualified experienced educational personnel providing quality peer review examining our faculty, verification of academic curriculum and course development with examination criteria, distance learning processes, campus operations, catalogs, brochures, advertisements, application forms, financial, student records and transcripts, and web site. Furthermore, student interviews were conducted which determined that the educational learning experience provided has achieved true learning in keeping with educational standards of excellence that equaled or exceeded the FCPC standards. FCPC standards exceed the minimum standards of the State of Florida. For verification of all FCPC standards, go to [www.fcpc.info](http://www.fcpc.info).
3. As ministries of its overseeing church, a 501(c)(3) tax-exempt corporation, Reformation International College are eligible for tax-exempt donations as determined by the Internal Revenue Service. We welcome financial contributions which are tax-deductible within the United States. Canadian donations may be tax-exempt for certain aspects of this educational program through our Canadian registered charity affiliate. Contact us for information.
4. Reformation International College admits male or female students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded to students by our administrative or educational policies.

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## Message from the Committee

Why another Christian college? The answer, quite simply, is to offer a unique perspective and program that is distinctly biblical and confessionally Reformed, in the heritage of the Protestant Reformation which so transformed the world, especially Western Civilization. There is a crisis in higher education today — even in “Christian” higher education. The crisis is theological and ethical. Many colleges today have sold out their doctrinal adherence for the sake of popularity and finances. This generally happens gradually rather than quickly and thus, sometimes imperceptibly. That which was distinctly Reformed often becomes more broadly evangelical and eventually, more liberal as cracks develop in the institution’s adherence to its confession of faith. Even today, much that passes as theology of the Reformation is contrary to the true theology of the Reformation. Many of the famous, historically Reformed and Presbyterian institutions founded early in U.S. and Canadian history are now among those which promote doctrines denying the faith they were founded to propagate. Even in many currently Reformed colleges, true Calvinism has been discarded for a modernized, modified Calvinism which agrees more with the world and thus is more acceptable to donors and students. They have discarded the absolute truth of the Bible and the sovereign Lordship of Christ Jesus in return for relative truth and a redefined Christ. Our objective is to be faithful to God first, and only after that is accomplished, to seek acceptance from men.

Secular institutions (and this includes a very large number which began as Christian entities) have rejected, openly or by disregard, the absolute truth of the Bible and the sovereign Lordship of Christ Jesus. Secular academia often delight in turning the children against the faith received from Christian homes. Most see Western Christian culture as an embarrassment and the antithesis of goodness, modernity, and progress.

In the religious sphere the situation is not much better, despite the valiant efforts of a handful of faithful institutions which carry the banner for their own groups or denominations. Many so-called “Christian” colleges pay homage to the Bible, but operate contrary to its directives, by maintaining a strict separation between biblical teaching and so-called “secular” disciplines. They may talk of a Christian worldview, but they fail to define such a perspective in terms of the only reliable standard — the Word of God. Or they promote dogmas which are opposed to the development of a unified biblical perspective.

Theology is the queen of all sciences. Through it, all the other sciences are properly perceived and promoted. Without it, man usurps God and places those things of the creature above that of the Creator. From this, comes cultural and societal decline and decay. The results of this surround us today. Yet, this is no reason for the Christian to surrender and abdicate in the face of such decay. Nay, it is but a greater reason for the Christian church, its ministers and people to be better prepared for the spiritual battle behind all of these problems that affect the church and all of society.

Christ said, “*Ye shall know the truth and the truth shall set you free.*” (John 8:32). All truth leads to Christ and is consistent with Scripture. Consequently, we have no fear of the truth nor where it will lead us. Consequently, the Reformation International College programs are designed to encourage the application of Scripture in all areas of life and offer courses that will promote this objective in each field of discipline, basing is resoundingly upon the truth of God’s Word.

The decline in educational institutions strongly committed to the Reformed Faith in all of its implications needs to be reversed. The doctrines of God’s sovereign grace in all their implications have too long been neglected as the foundational and fundamental components of true knowledge and wisdom.

The Reformation International College programs offer an alternative to this environment. Our goal is to offer a consistently Reformed alternative to liberalism, broad evangelicalism, secular humanism, Christian surrender, functional ignorance, dependence upon business, advertising and sociological engineering to build Christ’s church. We also seek to counter the ethical chaos which forms the base of so much of college “education” today. As you will see when you examine our catalog, the Reformation International College programs have many distinctive elements due to their thorough-going Calvinism and the consistent teaching of a Biblical and confessional theology which has a thorough-going world-view perspective. We are committed to the Pauline mission: “*For the weapons of our warfare are not carnal but mighty in God for pulling down strongholds, casting down arguments and every high thing that exalts itself against the knowledge of God, bringing every thought into captivity to the obedience of Christ.*” (2 Corinthians 10:4-5).

Many people enroll in college specifically to enhance their prospect of securing suitable employment. This is understandable and commendable. Yet the prime objective of the Reformation International College programs is *life preparation*. That is, our goal is to give our graduates a solid foundation in the Christian Faith and its application to all of life. We want to be *the* biblical worldview college in America by offering the same quality education in a campus environment or through distance learning. We trust you will see our vision for higher education and that you will recognize the beauty of our distinctives. Since only the Lord Jesus Christ and His Word are the beginning of wisdom, then we know you will agree that Reformation International College is a school to seriously consider.

*The Education Committee*  
Reformation International College

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## Location: Melbourne, Florida, U.S.A.

Reformation International College is located in Melbourne, Florida, U.S.A. However, location is not important since it has no campus. Its sole purpose at this time is Christian education by distance learning.

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## History and Founding of Reformation International College 1996 to present

Christ College of Florida was conceived in 1996 in conjunction with Christ College of Lynchburg, Virginia, in an effort to offer the excellent campus program of Christ College on a distance learning basis. Due to our desire to offer additional courses and degrees beyond those of Christ College, the Reformation International College program was brought into being and eventually, with the closure of Christ College in Lynchburg in 2007, now operates solely as Reformation International College.

Equally of concern in the above effort was that of providing affordable college and theological education for mission fields of Reformation Christian Ministries (founded in 1979). In consultation with the sessions of Bethel Orthodox Presbyterian Church and Sharon Orthodox Presbyterian Church, it was agreed that The King's Presbyterian Church would be the official overseeing church. Application was then made and approval received from the State of Florida on October 24, 1996. In September of 1997, after the passage of the new Florida statutes, it was decided that we would join the Florida Council of Private Colleges (FCPC) as part of our effort to abide by strict Christian standards of quality education.

The emphasis of Reformation International College rose from the experience of Revs. Jeffrey K. Boer and Geoffrey W. Donnan in consultation with numerous other theologians, professors and pastors including those on the advisory board. The intention was to have a thoroughly Biblical and confessional Reformed college which was not afraid to tackle tough issues and so prepare its students for living in a world full of tough issues. Furthermore, it was determined that the purpose of the college program was to counter much of the influence on the one hand of secularism, humanism, academics for the sake of academics (Romans 1:22), "philosophy and vain deceit" (Col. 2:8) and "science falsely so-called" (1 Timothy 6:20); and on the other of broad evangelicalism and modified Calvinism which has invaded so much of the Reformed community in the world. We seek a return to the ethics and theology of the Reformation (which so changed the Western world in the 1500s) in this modern era. We seek to root and ground "family values" in the Scriptures, not the polls of men's whims.

Our program, professors, and advisors demonstrate the commitment to theological excellence which is vital to the purpose of any educational institution. Furthermore, we have started this college program in a modest way without any debt and therefore our aim of affordable academic excellence is viable. We aim not at fancy and impressive buildings but at graduated students who are prepared for their future of service through their Christian activity. They will be our hallmarks.

Harvard was founded only a few years after the Puritans had established a base in America - in a virtual wilderness. What was later called Princeton began in a small log structure, giving rise to its nickname "the log college." These institutions began in extremely humble circumstances, just as is the case of Reformation International College. Nevertheless they grew and remain today, some three hundred years later. Lord-willing Reformation International College will follow this pattern, with one notable exception: unlike Harvard and Princeton, Reformation International College will, by God's sovereign grace, remain staunchly true to the Word of God as best summarized and represented by what is called Calvinism. We look forward to a bright future as the Word of the Lord spreads throughout the world and all nations, peoples, tribes, and tongues stream to "the mountain of the Lord."

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## College Government

Reformation International College is a post-secondary educational ministry of Reformation Christian Ministries which operate under the oversight of The King's Reformed Presbyterian Church of Fellsmere, Florida and Sharon Orthodox Presbyterian Church of Hialeah, Florida. The colleges are governed by Reformation Christian Ministries through a Committee it has formed for this purpose. The Committee has the final authority on all policy and administrative decisions pertaining to the colleges while the church has final authority over all doctrinal matters.

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## The Accreditation Issue

The educational program of Reformation International College is not accredited by any regional or national accreditation organization, though we are interested in affiliate membership with some Reformed associations.

It is important to note that accreditation does not guarantee success to a student nor the acceptance of credits from one institution to another. Every student who is thoroughly prepared for his or her respective ministry will generally find doors opened on the basis of proven competence rather than a degree from an accredited institution. This in no way is said to demean the role of accrediting organizations, simply to place them in proper perspective.

It is possible that many parents, students, other graduate programs, or potential employers may question the lack of traditional accreditation. Thus, some comments regarding accreditation are in order.

First, accreditation as it exists today is a process carried out primarily by secular bureaucratic educational agencies intending to meet U.S. Federal Government guidelines to qualify their schools for receipt of federal funds. This does not guarantee quality education. Accreditation is a process whereby uniform standards are imposed on seminaries and universities which submit to it — standards which largely ignore “unconventional” educational methods. Recently the big regional accrediting organizations (SACS, North Central) have attempted to foist multiculturalism and “political correctness” on their “clients!” Reformation International College do not desire to have secular educational principles (whether by means of secular or Christian organizations) imposed on our institution since it is seeking to follow Biblical principles.

Second, accreditation is supposed to insure a minimum quality of education. This is a myth. Accreditation is concerned with uniform standards rather than outcomes. For instance, when a college has a particular student-faculty ratio, it is presumed to be acceptable. In fact, however, a wide variety of institutions which are considered to have academic quality have never been regionally accredited. Some economists and education researchers have begun to recognize that accreditation has no connection to quality and may, in fact, be counterproductive to quality since it stifles innovation and often promotes corruption within institutions in order to pass accreditation inspections. The American public school system is accredited – all America and the world know its failure.

Reformation International College rejects the secularism of conventional accreditation and the stifling of creativity by accreditation. Reformation International College in no way rejects the idea that education must be of the highest caliber, however. Our firm commitment is to ensure quality Christian higher education without a hint of secularism, and without bowing to the accrediting oversight of educational agencies that do not have the same objectives in view that we have. This means that the demands of Biblical ethics requires that in all meaningful, substantive ways we strive to do better than accredited institutions. This also means that we take our “accreditation” (recognition) from families, churches, and eventually employers who see the firm foundation we have laid. We thus do not simply reject modern secular accreditation. We offer a better alternative.

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## Doctrinal Information

### Mission and Purpose

The Reformation International College programs have several distinctives which help define our mission and purpose and which set us apart from other institutions:

**(1) High Calvinism.** The Educational Committee and the faculty of Reformation International College are committed to the full authority of Scripture as expressed in the *Westminster Confession of Faith*, the *Belgic Confession*, the *Canons of Dordt*, the *Heidelberg Catechism*, the *Second Helvetic Confession*, and to the Biblical and historic Reformed faith, including all of its social implications. “*All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work*” (2 Timothy 3:16-17).

**(2) Biblical World-view.** We are committed to teaching a comprehensive Biblical world and life view as derived from scriptural Reformed doctrine. We believe that the Bible is authoritative in all on which it speaks, and that it speaks (explicitly or by good and necessary inference) to all things — including theology, philosophy, government, economics, literature, the arts, and all else. Thus, the Bible is the foundation of all knowledge. The Bible provides the framework by which all issues are analyzed, evaluated, and understood. “*For the weapons of our warfare are not carnal but mighty in God for pulling down strongholds, casting down arguments and every high thing that exalts itself against the knowledge of God, bringing every thought into captivity to the obedience of Christ*” (2 Corinthians 10:4-5).

**(3) Gospel Optimism.** We believe in the ultimate success of the Gospel of God's sovereign grace; and we believe that this truth can and should make a difference now in every area of academic discipline and that Bible-based theology is the only proper foundation upon which other disciplines can be properly understood. *The gates of hell shall not stand before the advance of Christ's kingdom. "And I also say to you that you are Peter, and on this rock I will build My church, and the gates of Hades shall not prevail against it"* (Matthew 16:18).

**(4) Theistic Ethics.** We hold a high view of God's Biblical "Moral" Law, as contained in both the Old and New Testaments, where not altered by the advent of Christ Jesus according to New Testament revelation. The entire Bible is our standard for familial, ecclesiastical, and socio-political relationships. *"Do we then make void the law through faith? Certainly not! On the contrary, we establish the law"* (Romans 3:31).

This complex of distinctives make Reformation International College a choice worth serious consideration for students concerned in gaining an education from this biblical perspective. Our mission is to prepare Christians for life and personal ministry no matter what further education or endeavors they pursue.

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## Educational Philosophy

As indicated on the basis of the above distinctives, the educational philosophy of the Reformation International College program is firmly rooted in the Bible. The Scriptures provide the framework through which all right thinking and all proper ministry issues forth because the Scriptures are the foundation of all knowledge and wisdom.

We also believe that knowledge for the sake of knowledge is useless and heretical (1 Corinthians 8:1). In theology, there is little that is theoretical which does not have its practical consequences. While teaching that which might be considered theoretical, at all times Reformation International College will seek to demonstrate the practical implications which issue from differences at the "theoretical" level. While philosophy is important, Reformation International College will seek to keep the Bible as the basis for all philosophy which it teaches. Knowledge drawn from the reservoir of Scripture must be used to advance the Kingdom of God in this world, and that solely enabled by the grace of God. To that end we encourage our students to seek employment and/or internships while they are enrolled at Reformation International College to the degree this is practical. We emphasize that it is the responsibility of each person, when he or she graduates, to use the tools they have acquired obediently to exercise godly dominion in a profession, occupation, or endeavor. The key to the Christian life is not knowledge *per se*, but ethics (based on the standard of the Bible) for which all knowledge must be used. We desire that our students and graduates seek to obey God more fully and more efficiently, so that their lives will glorify God. This is the ultimate reason for education, as it is for all things. *"Therefore, whether you eat or drink, or whatever you do, do all to the glory of God"* (1 Corinthians 10:31).

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## Doctrinal Statement

The Staff, Committees, and Faculty of Reformation International College hold to the authority of Scripture as expressed in either the *Westminster Confession of Faith*, the *Larger and Shorter Catechisms* or the *Belgic Confession*, the *Canons of Dort*, and the *Heidelberg Catechism*. These are all Reformed or Calvinistic creeds. These Calvinist confessional statements, while man-made, are nevertheless the clearest and most thorough statements of the doctrine which we are convinced the Bible teaches. We believe, in fact, that creeds are important in that they present to the Church a systematic formulation of Biblical doctrine. We make no claim that any creedal statement is perfect and unchangeable for all time — only the Bible stands in such a position. We do, however, believe in the full authority of God's holy written Word as systematically explained and expressed in the Reformed creedal formulations.

For those who are not familiar with the *Westminster Standards* (the *Confession of Faith*, *Larger Catechism*, and *Shorter Catechism*), these were adopted by the Churches in Britain in 1648 by the church and confirmed by the English and Scottish Parliaments. These are essentially a Reformed (Calvinistic) statement of doctrine, and were drawn up as a medium for promoting agreement and uniformity of faith and worship in the Reformed churches in Britain and beyond. In addition, we respect substantial portions of other creeds, such as the *London Confession* (Reformed Baptist), the *Savoy Confession* (Reformed Congregationalist), and the *Thirty-Nine Articles* (Reformed Episcopal), although these are not our adopted doctrinal standards.

We also believe that all social, political, economic, scientific, and cultural ideas must be derived (in a natural way) from the Biblical Reformed doctrine. A Biblical world and life view is not separate from theology. All that we hold to and teach must be an implication or application of Biblical Calvinism as it is expressed in the *Westminster Standards* and other related creeds. This helps to assure that all thought and action flow from sound doctrine and that the Church (organized) is an integral part of the advancement of God's Kingdom as it upholds sound doctrine.

With regard to the Church, the heritage of our institution is derived ultimately from the Scriptures. But in more modern times (and more systematically) it is derived from the Reformation energized by John Calvin and others, the

Continental European Reformed movements (Dutch Reformed, the basis for the Christian Reformed Church and its spin-offs, German Reformed, the basis for the Reformed Church in the United States, French Huguenots, and others), the Scottish Presbyterians (e.g., John Knox), the English and American Puritans, Southern Presbyterianism, and the recent conservative spin-offs within American Presbyterianism: the Orthodox Presbyterian Church (Dr. J. Gresham Machen) and the Presbyterian Church in America, among others.

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## Additional Position Statements

We believe that knowledge and truth regarding all affairs are directly related to and derived from theological doctrine. Thus, we believe that there are numerous social implications of Biblical doctrine, implications to which we strongly hold. In other words, there is what might be called *applied theology*. The consistent and faithful application of Biblical Reformed theology leads us to the following positions:

We believe in a literal six-day creation of the universe, as set forth in the book of Genesis. From this account we also hold to a young earth cosmology. We reject all forms of evolutionism, including theistic evolution, threshold creationism, and progressive creationism as well as such teachings which can lead in that direction such as the framework hypothesis.

We believe in a limited civil government based on God's revealed moral laws and restricted by written constitutions. We believe the functions of civil government are limited to those activities related to internal law and order and national defense.

We believe in a free market (free-enterprise) economic system. We believe that civil government economic regulations should be minimal, confining them to the prevention, prosecution, and punishment of force, fraud, or theft — absolutely nothing else. We reject all manifestations of the modern “welfare state,” the “redistributionary” state, and all forms of interventionism and the egalitarianism upon which it is based.

We believe in a strong national defense, while rejecting the modern extremes of isolationism and internationalism. We reject any and all government-to-government relationships with idolatrous totalitarian regimes, whether communist, fascist, or otherwise.

We reject and oppose all modern social idolatries such as communism, statism, socialism, pacifism, egalitarianism, majoritarianism, libertarianism, liberation theology, and pluralism (including its anti-Christian manifestations in “cultural diversity,” “multi-culturalism,” and “political correctness”). In contrast to these and other forms of idolatry, we hold up the truth of Jesus Christ and the Holy Scriptures. Pluralism (by which is meant that all religious ideas are equally valid and respectable) is repugnant to the Christian faith. The social manifestation of this pluralism amounts to political worship of many gods and, if practiced consistently, would lead to societal chaos (every man doing what is right *in his own eyes*).

We believe that the Lord Jesus Christ is the author of the Great Commission and He commissioned the Church to fulfill the Great Commission, which means that the Church is responsible for fulfilling this mandate using His Word rather than man's ideas. Consequently, we reject the methodologies of man so often employed by the church in evangelism, preaching, church-planting/growing and cross-cultural missions. These go under various names, but all emphasize the importance of numbers, statistics, decisions for Christ and growth irrespective of the soundness of the Gospel preached and the doctrines taught.

We believe that the Christian Church and its families are to form the building blocks for the construction of a godly civilization, spearheaded by evangelism, not revolution. To that end, we believe that education in Christian schools and/or Christian-home schools is the duty and responsibility of believers and is vitally important for the advancement of the Kingdom of God. We reject the notion that education is the responsibility of the state.

We believe that the problems of man can be solved by looking to the Scriptures. Thus, we believe in Biblical counseling as the means of dealing with psychological problems and that proper Biblical counseling is the domain of the church. We reject modern secular psychological theories and any attempt to synthesize them with Biblical teaching. The failed “gods” of society must be exposed, and God's laws and principles must be taught in order to lay a firm foundation for our children's children.

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## Online Study through the Internet

Students with computers (especially overseas) who wish to take advantage of the outstanding communication potential of the Internet may utilize this with Reformation International College. We are fully functional for online communication and receive students completed course materials by e-mail (electronic mail) via the Internet. Students who do not have a word-processor are strongly urged to select Microsoft® Word for Windows®, or Word for MacIntosh®. There may be some communication difficulties for students with other word-processing software, but most of these can be resolved.

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## ACADEMIC INFORMATION

### Admissions to Reformation International College Degree Programs

The following must be submitted to the college administration and be approved before an applicant is admitted to the programs of study. All application, fee, and enrollment information applies to either the Reformation International College program.

1. Completed application forms with a \$100.00 non-refundable application fee.
  - a) *Application for Admission* (required of all students)
  - b) *Proctor Application* (required by all degree students)
  - c) *Study Time Estimation* (recommended but not required)
2. Personal testimonies:
  - a) written statement of faith,
  - b) written statement giving reasons for pursuing a program of theological study.
3. Complete transcripts of all high school/college work completed. (*Applicants who seek credit for prior learning done outside the classroom may apply for credit based upon this prior learning by requesting the Prior Learning Credit Assessment form.*)
4. Two letters of recommendation clearly indicating the person's position and relationship to the applicant sent directly to the college and not through the applicant. Special attention should be given to the spiritual development of the applicant. Ordinarily, these should not be relatives. The letters should be from individuals stating their knowledge of the applicant and their recommendation of the applicant to Reformation International College.
5. A similar letter of recommendation from the applicant's church session, consistory, board of elders, or pastor.
6. A personal or telephone interview may be required in order to obtain additional information.

Applicants who submit all relevant materials will be notified as to acceptance or non-acceptance. Following notification of acceptance, the applicant will receive information relevant to registration, classes, courses, and their requirements.

### Home Schoolers

Reformation International College is quite interested in encouraging enrollment of students who have been home-schooled. While some religious colleges look with doubt on home-schooling, and while many public institutions erect difficult procedural barriers to admission, we at Reformation International College enthusiastically welcome home-schoolers from Christian families. In the application process we simply would ask that you send us any and all information that you believe is relevant to assessment, not only of academic skills, but also of potential contribution to the advancement of the Kingdom of God. See the preceding "Admissions" section.

### OPTION FOR YOUNG ADULTS SEEKING DEGREES/COURSES FROM REFORMATION INTERNATIONAL COLLEGE WHILE STILL A STUDENT OF HOME EDUCATION:

1. Fees must be paid in advance for each course.
2. The student must maintain an 80% (C) or better in each course (i.e.: 79% is considered a failure).
3. These rules apply to anyone under age 17 without a high school diploma.
4. The college degree will not be awarded until a high school diploma (or its equivalent) is awarded; thus classes may be taken simultaneously.
5. If a student is enrolling with parents or siblings, at the school's discretion, a twenty-five percent (25%) reduction in tuition may be offered for any immediate family member residing in the same residence.

## Transfer Students

A transfer student must make application for enrollment in the same manner as a new student. Students with credits from other colleges which they would like considered for credit at Reformation International College should send transcripts of relevant courses with their application. *(If an enrollment application fee is not sent, a \$25.00 non-refundable transfer credit evaluation fee will need to be included with this information.)* Transcripts must accompany any requests for transfer credit along with a catalog of the school from which the credits were received which describes the course, the instructor, textbooks, and/or readings. The transfer student must not have been expelled (or otherwise removed) from the previous institution for a moral infraction recognized as such by the Bible and the historic Reformed faith, unless this infraction has been repented of and/or successfully dealt with by the church.

Evaluation of transfer credit will be on a case-by-case basis. Since the Reformation International College curriculum is unique in its perspective, there is no guarantee that the institution can accept credit even where course titles are similar and descriptions are apparently equivalent. No course with a grade lower than a "C" will transfer. The student must complete his/her last thirty (30) credit hours for the Bachelor degree or fifteen (15) credit hours for the Associate degree at Reformation International College, unless otherwise exempted or qualified through Prior Learning Assessment.

## Inactive Student

A student will be processed as inactive if he has passed the one year date for any course with the school (other than those excepted), is not actively enrolled in any class or other courses at the school, and has made no effort to pursue a time extension. *Inactive students will not be eligible for verification by the school as currently active and enrolled to any person or organization requiring such verification (e.g., auto-insurance student discount status).* Efforts will be made to contact the student prior to processing for inactive status; however, the college reserves the right to process students who fail to keep contact with the college beyond one year without notice. A reactivation fee of \$30.00 and \$150.00 per course late fee is required to resume studies after being placed on inactive status. All fee amounts are subject to change.

## Disenrollments

If a student fails to submit course materials after two years (an additional year beyond being placed on inactive status), he will be processed for disenrollment. Should a student desire to resume studies after disenrollment, he will be required to complete the entire enrollment process, including enrollment fees. Completed courses will be retained. The student will be required to restart any incompleting courses. Efforts will be made to contact the student prior to processing for disenrollment; however, the college reserves the right to process students who fail to keep contact with the college beyond the two years without notice.

### Classification of students:

- Freshman:** A student who has completed no more than thirty credit hours.
- Sophomore:** A student who has completed between thirty and sixty credit hours.
- Junior:** A student who has completed between sixty and ninety credit hours.
- Senior:** A student who has completed over ninety credit hours.
- Special:** A student who does not have a standard high school diploma. If admitted, the student may pursue a degree as if he/she had a diploma. (Applicants who may not fully satisfy all admission requirements may be admitted to take selected regular courses. Acceptance is given on a course-by-course basis. The student must re-apply for each course. Such a student is *not* a degree candidate.)
- Audit:** Any person who purchases course texts and lectures but who will not be completing required course submissions or receiving a degree. Syllabi, questions, quizzes, and exams are only issued to enrolled students taking courses for credit. Enrollment is not required to audit courses. If a person desires to complete the course for credit, he will be required to complete the enrollment process, pay tuition, and successfully complete all required course work.

### College-Level Examination Program (CLEP Tests)

The Reformation International College programs will accept credit from exams in English composition (with essay), mathematics, and other exams related directly to English writing and math. Credit will *not* be accepted from CLEP exams in social sciences, humanities, or related specialized exams.

### Testing Out

Incoming students or already-enrolled students may “test out” of up to twelve (12) credit hours of credit (in addition to CLEP) by successfully completing special examinations in Religion, Philosophy, Political Economy, History, or Literature. These exams are developed by our faculty and may include extensive essay questions and an oral interview component. The student should keep in mind that such exams are likely to be extremely difficult. A student may also receive a limited amount of credit for life experience by making a request, substantiated by documentation (e.g., on-the-job training, non-credit post-secondary programs or seminars, etc.). The student may earn a maximum of six (6) credit hours for life experience.

### Other Degrees offered

Students interested in other theological degrees or seminary level courses should contact the college for information on additional degree programs available through Reformation International Theological Seminary.

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## Credits and Grades

### Grades

All work is graded by letters, which are assigned quality points.

Grade	Meaning	Percentages	Quality Points/Semester
A	Excellent	95-100%	4
B	Good	85-94%	3
C	Average	75-84%	2
D	Poor	70-74%	1
F	Failing	0-69%	0
I	Incomplete		0
W	Withdrawn		0
AU	Audit		0

### IMPORTANT INFORMATION ON GRADES

Incomplete (I) grades are awarded only when work is turned in with incomplete or omitted work. Any work omitted will involve a \$10.00 notification fee which must be sent in with the omitted work. Any work marked incomplete (I) which is not completed within six months will receive a failing grade (F). If a student withdraws from a course after a course deadline or fails to respond within the one-year time frame allowed for any course, he will receive a “withdrawn” (W) on his transcript. Withdrawn (W) and Failing grades can only be removed from the records by retaking the course and paying the normal course fees associated with those courses. Any student who does not notify the school of withdrawing from a course, will be subject to the full extent of the late fees before they will be allowed to take any additional courses. All notification of withdrawal should be done by certified mail to the administration office and dated no later than the last date on which the course is regularly due.

### All Courses are Taken at a Distance

All courses at Reformation International College are taken at a distance and may be taken one or more at a time (though, with the exception of some of the language courses, it is recommended that only one course be taken at a time). No more than three courses should be taken simultaneously without special permission from the administration.

## Study Hours and Reports

In order to encourage students to develop a realistic approach to the completion of their degree program, each student will be encouraged to complete a *Study Hours Estimation Form* as part of their enrollment process.

In order to develop and maintain strong and effective study habits which are especially important for those studying at a distance and not with regular classroom schedules, each student will be encouraged to maintain a *Monthly Study Report* scheduling the hours of each day of the week set aside for study and how effectively they have been followed.

## Course Time Allocations and Active Student Status

It is estimated that an average student working full-time (eight hours per day) on one course at a time will complete one 3 credit hour course every three weeks (one week per credit hour). While a full-time student will average one week for each credit hour, many students are not able to work full-time. **Every course has a time limit of one year for completion.** If the student fails to complete a course in one year, he will have to pay the tuition fees for the course if he intends to complete it. If the course is paid for, the student will be given an incomplete (I) for that course until the work is completed. If the course is not paid for, then the student will receive a failing grade (F) for that course. If the student wishes to avoid the late fees, he may withdraw from the course any time prior to the course deadline and receive a “withdrawn” (W) on his transcript. To maintain “active student status” in the college, a student must be taking at least one course. If a student withdraws or fails a course and is not enrolled in any other courses, he will be processed for Inactive status..

## Group Study Classes

Presbyteries, classes, churches, schools, mentors, or professors who wish to establish a group study center for training groups of students should contact the college for details. Such groups are encouraged to consider this as a means of outreach in their community, as well as a way of making this training available for their own congregation. Group tuition rates may be made in such circumstances.

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## Financial Information

### General

All tuition and fees are subject to change without advance notice. However, the college will make every effort to keep costs low and to make increases tolerable and predictable. Unless otherwise stated in any announcement, fees shall be subject to change immediately upon the decision of the college to make such changes. Any increase in tuition and fees is not retroactive, but shall become effective for any student the next time a payment would normally be due.

### Books, Audio/Video Resources, Syllabi, and Supplies

The purchase of all resources and supplies is solely the responsibility of the student. Where possible, the college bookstore will maintain a supply of used books at a reduced price. The price for these items will vary from course to course, but a student should budget for an additional \$100.00-175.00 per course for these materials (though some courses may be higher). All sales to students are final. All recordings remain the property of their copyright holder and no recording may be reproduced or duplicated in any fashion without the permission of Reformation Christian Ministries. Some students may wish to buy and then resell their recordings to other students. Copyrighted electronic media purchased through the bookstore is only leased and may not be resold without prior permission from Reformation Christian Ministries.

### Reading Only Courses:

Some courses may be reading only courses. In such cases, a transcript of the recordings may be purchased in printed form along with the syllabus. Some courses do not require recorded lectures and in other cases, recorded lectures may not be available, in which case, written materials will be substituted. Students preferring a reading only approach should contact the college in advance of ordering materials for each course. Some courses may not be available on a reading only basis at this time due to lack of transcripts or acceptable textbook alternatives.

## Other

If otherwise qualified, and at the discretion of the school, immediate family member(s) (spouse, sibling, children, etc.) of an enrolled student may also study at Reformation International College at a rate of twenty-five percent discount off tuition. This discount applies only to immediate family members living in the same residence as the student. The discounted family member(s) may not be taking more courses than the student who is taking courses at the normal fee. Other fees will be the same in most cases.

## Important Notes

1. Work may be done by some students in some courses as a form of a work scholarship. Limited scholarships may be available. Inquiries should be made with the Administrator by letter followed by a phone call from the student.
2. Because we believe that the responsibility for education lies with the student, the family, and/or the Church and *not* with the State, Reformation International College will *not* accept payments from any government agency, local, state, or federal.

We are convinced that it is not a legitimate function of the government to provide educational services or assistance of any kind. Certainly, it is not feasible for Christians to separate themselves from every illegitimate governmental function or service (otherwise we could not live in the world); yet it is feasible to refuse participation in educational financial assistance programs which essentially are legal plunder.

## Work

Employment should be limited to a schedule which will not regularly interfere with the student's ability to complete at least one course per year.

## Tuition

Tuition is \$75 per credit hour. After the initial application fee, payments may be made on a course-by-course basis. Payments should be made by

U.S. dollar checks drawn on banks within the United States, made out to "Reformation International College", and sent to our administrative office.

## College Tuition:

***Credit Transfer Evaluation Fee*** \$25.00 if credit transfer evaluation is requested any time prior to enrollment.

***Application Fee:*** \$100.00 (payable at initial enrollment and is non-refundable)

**Course Tuition** (*refundable for the first course as indicated below*): \$75.00 per credit hour

**Late Course fees** (*non-refundable, applicable only to actively enrolled students*): \$100.00 per course (paid within thirty (30) days after the course due date)

**Reactivation Fee** (*non-refundable*): \$100.00 (for previously enrolled students who have not withdrawn but have been inactive and now wish to become an active student again.)

**Transcript Fee:** \$10.00. Transcript provided will only show successfully completed courses that have had all fees paid.

**Courses for audit:** There is no charge for students to audit courses, they simply need to purchase the books and materials and proceed with their studies. See the audit student description on page 12 for more information.

**Prior Learning Credit Assessment Fees** (*non-refundable*):

**Preliminary Assessment:** \$50.00 per course (*may be applied to cost of credit received*)

**Full Assessment:** \$100.00 per course (*may be applied to cost of credit received*)

**Credit Applied:** \$25.00 per credit hour (*Preliminary and full assessment fees may be deducted from this amount.*)

## Refund of Tuition policy

A student who withdraws from the college because of illness or other sufficient cause, may receive a refund as follows:

100% within three business days of acknowledgement of receipt of fees by administration.

75% at the end of one week after the course work has been delivered.

50% at the end of two weeks after the course work has been delivered.

25% at the end of three weeks after the course work has been delivered.

0% any time later than three weeks after the first course work has been delivered.

## Transferability of Credits:

All credits earned through Reformation International College are transferable to other institutions only at the discretion of the receiving institution.

## Purpose of Degrees at Reformation International College

The purposes of the degrees obtained through the Reformation International College programs are for religious and church purposes only. This fact does not preclude their acceptability by those outside the immediate Christian community, but that is ancillary to our immediate purposes to promote and build up those within the Church of our Lord Jesus Christ.

## Donations

Reformation International College are part of a local Florida church and as such are automatically tax-exempt for donation purposes according to U.S. Internal Revenue Tax Codes. All donations to Reformation International College should be made out to "Reformation International College" and are tax-exempt. Donations are encouraged.

## Fee and Charges Policy

Reformation International College are entirely non-profit in their ministry. All fees and charges are designed to cover the costs of the college and also to assist in spreading the Reformation internationally. Therefore, any financial surpluses experienced by the college will be used to further expand the educational offerings of the college and to provide the educational benefits for those in need of education but without the financial abilities afforded to others.

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## Course Material Usage and License:

All recordings from Reformation International College are copyrighted. They may be sold, loaned out or shared, *but they may not be copied, duplicated or electronically stored in any form unless otherwise authorized in writing by the college.*

The college will offer some course materials on audio in the form of computer files. *This material is copyrighted and may be used only by the student to complete his course, but may not be shared, sold, loaned out, copied, duplicated or electronically stored in any other form unless authorized in writing by the college.* Students who order computer files are licensed to use these for themselves alone and may not transfer them to any other student in any form or convey them by electronic means, including e-mail.

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## Mentors

All students taking courses for credit or a degree are strongly encouraged (though not required) to have mentors to assist in overseeing their study program. Any costs related to the services of a mentor are between the student and the mentor and are not the responsibility of the college.

### Student Mentors Are Most Helpful if:

1. Each mentor has a recognized degree either equivalent to or beyond the degree which the student is pursuing.
2. The student discusses each course with his mentor(s) as frequently as agreeable to the mentor. Whenever possible, the mentor should look over all work prior to submission and make constructive comments on it.
3. Mentors review every course taken by the student.
4. Mentors assist in reviewing the students degree thesis where required.

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## Professor Contact and Tutoring

Contact with the professor in charge of a particular course is possible by appointment by email (where possible). Students who are on scholarship or any discounted tuition program, will need to check with the administration concerning additional charges.

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## Course Work, Grading and Submissions

All work submitted to the college — courses and projects, tests and theses projects — becomes the property of the college (students should keep copies of their original work).

Students will be required to sign that the work they submit is their own work and that they understand that any cheating in any form may be cause for dismissal from the college without refund of fees.

Course work submissions shall be based upon guidelines which will be received by all first course students, entitled *Course Work Submission Instructions*.

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## Proctoring of Examinations

Many courses will require the taking of proctored (supervised) examinations. It will be necessary for the student to provide the college with one or more reliable and reputable persons who are willing to supervise examinations for courses. Your supervisor or mentor should be in agreement with your proctor choices. Each proctor applicant will need to fill out a *Proctor Application* form. These also are to be included with your application. Proctors may be any person or institution which can provide a secure location and situation for testing. However, a proctor *must be someone other than your mentor or a family member, and may not be employed with the same institution where you work*.

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## Programs

### Degrees and Certificates offered through Reformation International College

Bachelor of Arts in Education (4 years: 130 credits)

Bachelor's Certificate in Theology (1 year: 33 credits)

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### **Bachelor of Arts in Education**

Course descriptions will be added in the future. Be sure to check for updated catalogs or contact administration.

#### **Reformation International College (RIC) Bachelor of Arts in Education (Elementary) {B.A.E.}**

#### COURSE DESIGNATION:

EDGE = Education General Ed.

EDEL = Education Elementary.

EDSE = Education Secondary.

EDPR = Education Practical; in either Elementary or Secondary,

**FEES:** Contact Office [Email: [rep@reformation.edu](mailto:rep@reformation.edu) ]

**NOTE:** The courses listed for the 4 years are subject to change, so that as much as possible graduates will be prepared for the Florida State Teachers Certification Exam. However, students may have to take additional courses for Florida Certification. While RIC does prepare students for the Florida State Teacher's Certification Exam, it is not certified for this purpose by the State of Florida.

**Year One – Freshman**

Course Number	Course Title	Credit Hours
EDGE 101	Foundations for Education	3
EDGE 102	Human Growth and Development	3
THEO 101	New Testament Studies	3
EDGE 103	Educational Psychology	3
PHIL 101	Introduction to Philosophy	3
EDGE 104	Effective Teaching	3
HIST 101	Survey of World History	3
EDGE 105	Concepts of Leadership	3
THEO 102	Christian Doctrine 1	3
ENGL 101	English Composition	4
EDPR 101	Practice Teaching – Seven Laws	2

**Total Required Hours First Year = 33**

**Year Two – Sophomore**

Course Number	Course Title	Credit Hours
PHIL 201	Philosophy of Education	3
EDGE 201	Behavioral Problems in the Classroom	3
HIST 201	Survey of Western Intellectual History	3
THEO 201	Old Testament Studies	4
EDGE 202	Assertive Discipline	3
HIST 202	American Government	3
PHIL 202	Christianity and Culture	3
EDGE 203	Effective Teacher	2
THEO 202	Christian Doctrine 2	3
ENGL 201	English Literature—Shakespeare	4
EDPR 201	Practice Teaching – Principles	2

**Total Required Hours Second Year = 33**

**Year Three – Junior**

Course Number	Course Title	Credit Hours
EDGE 301	Successful Christian School	2

PHIL 301	Counseling	3
EDEL 301	Elementary Classroom Management	3
EDEL 302	Teaching Mathematics in Elementary	3
EDGE 302	Teaching Reading and Writing	3
EDGE 303	Learning Disabilities	3
PHIL 302	Apologetics	3
EDGE 304	Leadership and Admin.	3
EDGE 305	What Every Teacher Should Know-1	3
EDGE 306	What Every Teacher Should Know-2	3
EDPR 301	Supervised Practice Teaching-1	2

**Total Required Hours Third Year = 31**

**Year Four – Senior**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
EDGE 401	Multicultural Education	3
EDGE 402	Adapting Instruction	3
EDEL 401	Curriculum and Instruction	3
EDGE 403	Classroom Assessment	3
EDEL 402	Teaching Science in Elementary	3
EDGE 404	The Principalship	3
EDEL 403	Teaching Social Studies in Elementary	3
EDPR 401	Supervised Practice Teaching-2	3
	<b>3 ELECTIVE COURSES (see below)</b>	9
<b>EDEL 491</b>	<b>Curriculum Development</b>	3
<b>EDGE 491</b>	<b>Schools that Work</b>	3
<b>EDGE 492</b>	<b>Learning to Teach-Resource</b>	3
<b>NOTE:</b>	<i>Other elective courses to be added.</i>	

**Total Required Hours Fourth Year = 33**

**TOTAL REQUIRED HOURS FOR B.A.E. Degree = 130 hrs.**

## Bachelor Certificate in Theology

### COURSE DESIGNATION:

First number indicates normal year of study (for B.A. degree)

Third number is sequential number for courses for that year.

**FEES:** Contact Office [Email: [tfb@reformation.edu](mailto:tfb@reformation.edu) ]

**NOTE:** The credits gained in this Certificate program can be eventually credited towards a B.A. degree in Christian Thought (BACT) or the Bachelor of Arts in Education (**B.A.E.**)

{The BACT program is not set up yet}

Course Number	Course Title	Credit Hours
THEO 101	NT Studies	3
PHIL 101	Intro to Philosophy	3
HIST 101	Survey of World History	3
THEO 102	Christian Doctrine 1	3
THEO 202	Christian Doctrine-2	3
PHIL 201	Philosophy of Christian Education	3
HIST 201	Survey of West Intellectual History	3
THEO 201	OT Studies	3
PHIL 202	Christianity and Culture	3
PHIL 301	Counseling	3
PHIL 302	Apologetics-Bahnsen	3

**Total Required Hours = 33**

### **Explanation:**

Courses are taken “online” via email. You will be sent Study Guides to work through, submit, and receive back when graded.

All tests are sent to a proctor who supervises the test, so you will need an approved proctor (with email).

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### **Academic Standings**

Courses are passed upon satisfactory completion of all required course work, projects and passing the examinations. This work will be applied toward the graduation requirements on the basis of credit hours completed.

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## Professors and Lecturers

The following have recorded or have granted permission to use their materials for Reformation International College:

Greg L. Bahnsen (Ethics, Apologetics, Philosophy) Deceased\*

B.A., Westmont College; M.Div., Th.M., Westminster Theological Seminary; Ph.D., University of Southern California

Jeffrey K. Boer (Evangelism)

B.A., Dort College; M.Div., Westminster Theological Seminary; D.Min., Whitefield Theological Seminary

Geoffrey W. Donnan (Evangelism) Deceased\*

B.S., University of Kansas; M.A.C.S., Whitefield Theological Seminary; M.Div., Reformation International Theological Seminary

Richard Gainer (Greek)

B.A., M.A., Bob Jones University

Rev. Dr. Daniel R. Morse (Hebrew)

B.A., Belhaven College; M.Div., Reformed Theological Seminary; Th.D., Whitefield Theological Seminary

Tom Rose (Economics)

B.A., Washington University; M.A., University of Tennessee

Rev. Dr. Jack Scott (Hebrew, Old Testament Studies)

B.A., Davidson College; M.Div., Columbia Theological Seminary; Ph.D., Dropsie University.

Rev. Dr. Morton H. Smith (New Testament Studies) Deceased\*

B.A. University of Michigan; B.D. Columbia Theological Seminary; Th.D. Free University of Amsterdam (*in progress*)

Carl Bogue (Christian Doctrine, Reformed Missions)

M.Div., Pittsburgh Theological Seminary; Drs., Free University of Amsterdam

Kevin L. Clauson (Political Economy)

B.A., B.S., M.A., Marshall University; J.D., West Virginia University

Mark A. Clauson (History, Philosophy)

M.A., (Political Science) Marshall University; M.A., (Theological Studies), Th.M., Liberty University; J.D., West Virginia University; Ph.D., (History of Philosophy) University of Kentucky

Jerry W. Crick (Theology, Philosophy)

B.D., Th.M., Th.D., Greenville Presbyterian Theological Seminary

Carl C. Curtis (Literature: "Great Books")

M.A., Ph.D., University of Dallas

Timothy Harris (Science)

M.S. (Physics), M. Engineering, Ph.D. (ABD) (Physics), University of Virginia; M.A. work, Bahnsen Theological Seminary

John Jamison (Mathematics, Bible, Theology)

M.Div., Reformed Theological Seminary (Jackson, MS); M.S., Mississippi State University

Richard Knodel (Theology, Philosophy)

M.Div., Gordon-Conwell Seminary

Steve Samson (History, Political Economy)

M.A. (Political Science), M.A. work (History), University of Colorado; Ph.D., University of Oregon

Gene Satler (Science)

M.S., Ohio State University; Ph.D., University of Maryland

Roger Schultz (History)

M.A., Trinity Evangelical Divinity School (Church History); Ph.D., University of Arkansas

Hilton Terrell (Psychology)

M.A., Ph.D., M.D., University of South Carolina

Timothy Terrell (Economics)

M.A., Clemson University; Ph.D., Auburn University

## Reformation International College

Attn: Registrar

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Melbourne, FL 32901 U.S.A.

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E-Mail: [registrar@reformation.edu](mailto:registrar@reformation.edu)

Web Site:

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& [www.reformation.edu](http://www.reformation.edu)