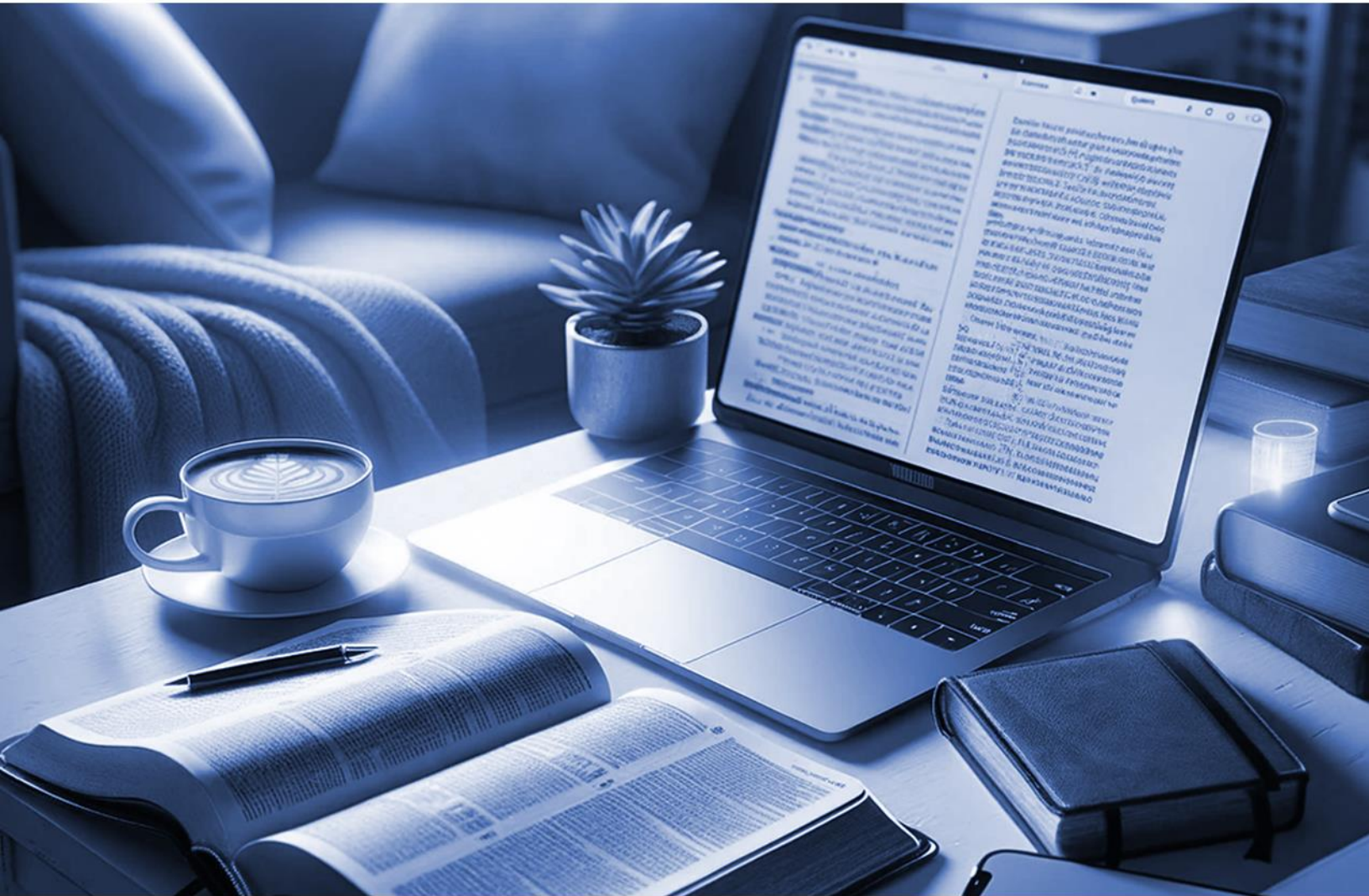


# ROCKBRIDGE SEMINARY

DEVELOPING SERVANT LEADERS FOR MINISTRY



## ACADEMIC CATALOG

### 2024 - 2025

# MESSAGE FROM THE PRESIDENT



## Welcome to Rockbridge Seminary!

One of my favorite memories is the family vacation my family and I took to the beautiful Sequoia National Forest in northern California. The sequoia tree stretches to over 250 ft. tall with a circumference up to 30 ft. The largest sequoia on record towers 275 ft. in height, has a diameter of 102 ft. and weighs 2.7 million pounds! Standing in the forest surrounded by these majestic trees was a breathtaking experience. God designed them to display his creativity and splendor. Amazingly, these giants start from a seed the size of a flake of oatmeal. When placed in the right environment, the seed takes root and grows into a marvel to behold. What starts off as small, hidden, and unnoticeable becomes everything God created it to be.

Likewise, God desires the seeds of faith planted in you to flourish and grow into spiritual maturity. Colossians 2:7 encourages us to, “Let your roots grow down into Him (Christ Jesus), and let your lives be built on Him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness.”

One of the ways God develops the seeds of our faith is through the seminary experience. Just as a greenhouse provides superior conditions for plants to grow healthy and strong, a seminary is a spiritual greenhouse, where seeds of faith have an opportunity to take root. It is a place to strengthen your biblical foundation, develop relevant and practical ministry skills, and continue your journey of spiritual formation.

Since our beginning, we have created a unique and innovative environment for distance learning with the central purpose of developing servant leaders for Christian ministry. Our heartfelt endeavor continues at Rockbridge to prepare you for a lifetime of serving God’s Kingdom. Today more than ever, the world needs godly, loving, courageous, compassionate shepherd leaders to be the hands and feet of Jesus—fearless ambassadors who boldly proclaim the hope of the life-changing message of Jesus Christ. As we celebrate our 20<sup>th</sup> anniversary, let us thank the Lord for the blessings He has provided for all of us these past 20 years. May we, by His grace, see 20 more years in His service for His glory!

The faculty, staff, and I are honored to grow alongside of you in the spiritual greenhouse of Rockbridge Seminary. We consider it a deep privilege to support you and encourage you wherever you find yourself serving in our Savior’s Kingdom.

Looking forward to the future!

**Tommy Hilliker, M.Div.**  
President

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# MESSAGE FROM THE VICE PRESIDENT



## Welcome to Rockbridge Seminary!

As Vice President for Academic Services at Rockbridge Seminary, it is my pleasure to introduce you to an institution dedicated to equipping servant leaders for a rapidly changing world. Rockbridge Seminary stands out for its commitment to offering flexible, high-quality theological education that fits the demanding schedules of today's learners. Our fully online programs allow students to pursue their calling without needing to relocate or leave their current ministry settings. This model enables real-time application of learning while fostering personal and professional growth in the context of both life and ministry.

At Rockbridge, we prioritize not only academic excellence but also the spiritual formation of our students. Our curriculum is designed to integrate biblical knowledge with practical applications for ministry. All of our faculty members are experienced ministry practitioners as well as scholars, and are deeply committed to mentoring and supporting students throughout their educational journey.

We are excited to walk alongside you as you explore how Rockbridge Seminary can help you fulfill God's calling in your life and ministry!

In His Service,

**Mark Simpson, Ph.D.**

Vice President for Academic Services

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# ABOUT THE CATALOG

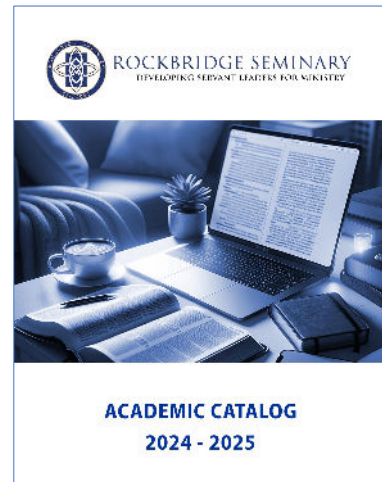
Rockbridge Seminary considers this document to be its official Catalog for the 2023-2024 academic year spanning August 1, 2023, through July 31, 2024.

This Catalog also contains the individual program handbooks. If any discrepancies exist between this document and any Rockbridge Seminary-sponsored website, this document shall have precedence.

Past Catalogs are archived and available to students in the online classroom.

## REVISIONS TO THE CATALOG

The seminary Catalog and its provisions do not constitute a contract between Rockbridge Seminary and any party or parties. Reasonable effort is made to ensure the accuracy of all Catalog information. Changes or additions may be made to the policies, procedures, rules, regulations, academic requirements, and tuition/fees set out in this Catalog. Rockbridge Seminary reserves the right to make these changes and additions to the information in this document without prior notice.



## DISCLAIMER

The fees, procedures, and policies herein supersede those published previously and are subject to change at any time when required by federal and/or state regulations, through the action(s) of Rockbridge Seminary's Board of Trustees, and/or to maintain compliance with accrediting agencies. The Seminary strives to keep faith with students who have entered under a particular Catalog. However, the Seminary reserves the right to revise programs, curriculum requirements, information, regulations, or make financial changes at any time. When changes occur, an effort will be made to notify students and any other persons who may be affected.

## NONDISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

Rockbridge Seminary is a private church-related institution and strives to attract those who espouse the Christian faith or those who would be comfortable in such a religious context and environment. If any employee or student has any suggestion, problem, or complaint regarding an equal opportunity matter, the student should communicate this suggestion, problem, or complaint to the Vice President for Academic Services: [mark.simpson@rockbridge.edu](mailto:mark.simpson@rockbridge.edu).

# CONTACT INFORMATION

## WEBSITE

[www.rockbridge.edu](http://www.rockbridge.edu)



## EMAIL

[academics@rockbridge.edu](mailto:academics@rockbridge.edu)

## PHONE

Toll-Free: 1-866-931-4300

Local: 1-417-459-4323

Please leave a message with your contact info so we can return your call.

## ADDRESS

Rockbridge Seminary  
c/o Second Baptist Church  
3111 E. Battlefield St.  
Springfield, Missouri 65804

## SOCIAL MEDIA

Facebook: [www.facebook.com/rockbridgeseminary/](http://www.facebook.com/rockbridgeseminary/)

Instagram: [www.instagram.com/rockbridgeseminary/](http://www.instagram.com/rockbridgeseminary/)

Twitter: [twitter.com/seminary](http://twitter.com/seminary)

## HOURS OF OPERATION

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. US Central Time Zone.

Rockbridge Seminary personnel seek to respond to emails and phone calls within 24 hours, except for observed holidays. Please consult the Academic Calendar in this Catalog for the seminary's holiday schedule.

## FACULTY AVAILABILITY

Professors seek to respond to student inquiries within 24 hours, except for observed holidays. Professors are available to meet with you via online classroom discussions, email, phone, and possibly video chat.

# WHY ROCKBRIDGE SEMINARY

Rockbridge Seminary was founded by Dr. Daryl Eldridge, Dr. Sam Simmons, and Dr. Gary Waller based on a new paradigm of global ministry training. On January 26, 2004, fourteen students from six states enrolled in the inaugural class of the fully online Rockbridge Seminary. In so doing, they became part of a movement to make seminary education available to anyone serving in Christian ministry—anywhere in the world—in a format that is ministry-focused and ministry-friendly.



Why is this important? Because churches approach ministry training differently in the 21st century.

1. Churches are more likely to look within their congregations for ministry staff rather than hiring them from a list of seminary graduates. Placement increasingly precedes training, making it unlikely that a new staff member can leave the ministry field to attend a seminary campus far-away.
2. More churches today challenge church members to think of ministry and life in terms of God's Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:16-20). The more the church membership participates in fulfilling the Great Commandment and the Great Commission, the more likely the church needs the kind of training formerly available only on a seminary campus.
3. Younger ministers are more likely to distrust seminary training, viewing it as irrelevant and unnecessary. A recent study by The Barna Group showed a significant drop in the number of younger ministers pursuing seminary education. The traditional seminary is less attractive than before.
4. Ministers are best trained on their fields of ministry where learning is immediately applied. A growing number of ministers need seminary education that is accessible to them while they serve on their church fields.
5. Ministers and missionaries overseas or in remote areas often have no other way to develop essential ministry skills under the guidance of experienced ministers and professors.
6. Online learning is good stewardship of Kingdom resources.

Rockbridge Seminary provides an innovative approach to seminary education that meets the needs of "new paradigm" churches and those serving in ministry. Our fully online academic programs make seminary education accessible to anyone anywhere in the world. And our curriculum is designed around the Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:16-20), making our academic programs practical, relevant, and focused on our students' ministry context.





# MISSION, BELIEFS, CORE VALUES, AND GOALS AND OBJECTIVES

## MISSION

Rockbridge Seminary is an accredited degree-granting institution of higher learning that exists to develop servant leaders for Christian ministry through quality distance educational experiences that allow them to study and practice without leaving their ministry field.

## STATEMENT OF BELIEFS

We believe the Bible is God's word to all people. It was written by human authors, under the supernatural guidance of the Holy Spirit. Because it is inspired by God, it is truth without any mixture of error and the supreme source of truth for Christian beliefs and living." (2 Timothy 3:16; 2 Peter 1:20-21; 2 Timothy 1:13; Psalm 119:105,160; Psalm 12:6; Proverbs 30:5)

We believe there is only one God, who is creator and ruler of the universe. He is eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1,26-27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14)

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Matthew 1:22,23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14,15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; 1 Timothy 6:14,15; Titus 2:13)

We believe that for the salvation of sinful people, regeneration by the Holy Spirit is absolutely essential. (Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (2 Corinthians 3:17; John 16:7-13, 14:16,17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:1)

We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation. (John 3:16;



John 2:25; John 5:11-13; Romans 6:23; Revelation 20:15; 1 John 5:11-12; Matthew 25:31-46)

We believe all believers are members of the body of Christ; the one true church universal. Spiritual unity is to be expressed among Christians by acceptance and love of one another across ethnic, cultural, socio-economic, national, generational, gender, and denominational lines. We believe diversity of thought can exist in the Kingdom among those who seriously seek His truth. (John 17:21; Acts 11:26; Romans 12:5; Galatians 3:28; Ephesians 4:13; 1 Peter 4:16; 1 John 1:7)

## **CORE VALUES**

### **Christ Honoring**

We affirm the ancient proclamation, “Christ is Lord.” We seek to honor Him in everything we do.

### **Biblical Instruction**

We are dedicated to a biblically based education that enables students to integrate faith and practice. We treasure the Bible and are devoted to correctly handling the word of truth.

### **Global Strategy**

We covenant to train spiritual leaders who will share the gospel of Jesus Christ to the entire world. Evangelism and missions are the heartbeat of our seminary. Our strategy includes the training of persons from every national, ethnic, and cultural background for a variety of ministries.

### **Church Supportive**

We value the Church as God’s primary strategy for redeeming the world. Our goal is to help churches become all that God intends them to be through the five purposes of the church: worship, fellowship, discipleship, ministry, and evangelism. We expect students, faculty, and staff to be active participants in the life of the local church.

### **Godly Character**

We believe the basis of true leadership is character. We are consecrated to a life of spiritual growth and moral integrity. Christian values such as obedience, faithfulness, perseverance, service, and humility are shared and modeled by faculty, staff, and students.

### **Authentic Relationships**

We believe relationships are essential for spiritual growth and effective ministry. We are committed to a community of faith in which mutually supportive relationships exist

among students and faculty. We desire to model servant leadership that communicates love and compassion to all people.

### **Professional Excellence**

God's call to ministry is worthy of our best. We are dedicated to excellence in teaching, research, and writing. We seek to provide the environment as well as the encouragement to enable students to discover and utilize their spiritual gifts. We expect students to perform with excellence in their studies and fields of ministry. We want our students to be known for personal discipline and innovation in ministering to a changing world.

### **Lifelong Learning**

We believe ministerial training is a lifelong process. We commit to provide learning experiences for ministers to update their ministry skills.

## **GOALS AND OBJECTIVES**

### **Institutional Goal**

An effective servant leader in Christian ministry will demonstrate proficiency in the purposes for which God made us: worship, fellowship, discipleship, ministry, and evangelism.

### **Institutional Objectives**

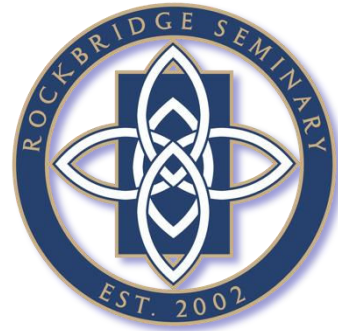
1. The student demonstrates understanding of personal and community worship. (I-1; Worship)
2. The student demonstrates understanding of the role of biblical community in the Body of Christ. (I-2; Fellowship)
3. The student demonstrates understanding of the Bible and how to help others grow in Christ. (I-3; Discipleship)
4. The student demonstrates understanding of how to minister to others in Jesus Name. (I-4; Ministry)
5. The student demonstrates understanding of approaches to missions and evangelism. (I-5; Evangelism)

These objectives can and will be achieved through quality distance education programs.

## THE SEMINARY SEAL

The Rockbridge Seminary Seal consists of five ellipses that represent the cross, with the rectangle in the center of the emblem representing the Bible, God's Word. The Bible is our authoritative source for Rockbridge Seminary.

Blue represents loyalty, commitment, and steadfastness. We are deeply committed to developing spiritual leaders who will share God's Good News to the world and build healthy, growing churches.



# ACCREDITATION AND AFFILIATION

## ACCREDITATION

Rockbridge Seminary is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA). For more information, contact:

Distance Education Accrediting Commission  
1101 17th Street N.W., Suite 808  
Washington, D.C. 20036

Phone: (202) 234-5100  
Website: [www.deac.org](http://www.deac.org)



## PARTNERSHIPS

As a non-denominational seminary, Rockbridge Seminary partners with ministries and churches globally in the Kingdom adventure of making seminary education accessible to anyone serving in ministry. One of those partnerships is with Nazarene Bible College.

## STATE AUTHORITIES

**NC-SARA:** Rockbridge Seminary has been approved to participate in the National Council for State Authorization Reciprocity Agreements ([NC-SARA](#)).



**MISSOURI:** As an accredited religious school, Rockbridge Seminary is exempt from oversight by the Missouri Department of Higher Education and Workforce Development. Exemption is subject to periodic review of eligibility for continuance.

Missouri Department of Higher Education  
Phone: (573) 751-2361  
Toll-free: (800) 473-6757  
Fax: (573) 751-6635



**EXCLUSIONS:** Because of state regulations related to online education, Rockbridge is unable to accept applicants or students from American Samoa or the US Virgin Islands.

# MINISTRY-FOCUSED CURRICULUM

## BIBLICALLY BASED

*Ministry requires focus.* Rockbridge courses are focused on preparing you to fulfill the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:16-20) in your area of ministry.

Traditionally, seminaries have focused courses around categories of knowledge, i.e., biblical studies, theological studies, historical studies, and practical theology. This organization of curriculum was carried over to seminary education from the European university system about 200 years ago. A university's primary purpose is to produce scholars.



Rockbridge Seminary, however, is called to produce theologically informed practitioners for ministry in its various forms. Therefore, the curriculum is designed to flow around the fulfillment of the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:16-20). These two focal points are the building blocks of a Rockbridge Seminary education rather than categories of knowledge.

## COMPETENCY-GUIDED

*Ministry requires skill.* Every ministry position—whether vocational or volunteer—carries with it the expectation the servant leader can do certain things effectively. For instance, ministers are expected to have the skill of appropriately interpreting the biblical text and applying its truth to daily life. But those in ministry are also expected to have other skills: help resolve conflict; provide pastoral care; reach others with the Gospel; assess the ministry needs of the local community and congregation, build an effective ministry team; and lead the church in conducting mission endeavors; just to name a few.

*Skills need upgrading.* Many professions like law, medicine, and teaching recognize the importance of upgrading skills by requiring annual re-certifications. According to Reggie McNeal, ministry skills are not immune to becoming outdated and ineffective over time:

Many men and women who entered the ministry with a clear sense of call to make a difference feel overwhelmed, bewildered, defeated, and generally under-prepared for the challenges they face. Having packed their bags for the journey of the church age, they now have no idea what should be in their leadership backpack for the current excursion. The portfolio of skills that once gave them standing in the community of faith no longer distinguishes them, ensures their

effectiveness, or guarantees their continued leadership position. (*The Present Future*, pp. 7-8)

Do your ministry skills need updating? Below is a list of ministry competencies identified by Rockbridge as helpful for ministry in the 21st century. Each course designates which of the competencies are a focal point in the course learning experience.

### **Worship Competencies – Celebrating God’s Presence**

- Leads and/or works with other people in planning and facilitating worship. (W-1)
- Performs baptisms, weddings, funerals, and other ordinances of the church in an appropriate manner. (W-2)
- Designs creative worship experiences that involve music, media, and the arts. (W-3)
- Educates the congregation in worship. (W-4)
- Communicates Scripture in a way that leads an intended audience to worship and to experience life transformation. (W-5)
- Leads a congregation in making prayer a vital element of the church’s life. (W-6)
- Leads the church in practicing worship through stewardship of life and resources. (W-7)

### **Evangelism Competencies – Sharing God’s Word**

- Communicates biblical truth through preaching, personal witness, teaching, speaking, writing, music, and other ways as may be appropriate to fulfill the Great Commission. (E-1)
- Leads the church in an effective program of evangelism. (E-2)
- Leads the church in planning and conducting cross-cultural missions. (E-3)
- Builds relationships with unbelievers that lead to opportunities to share the Gospel. (E-4)
- Interprets the culture and plans appropriate strategies for sharing the Gospel in that culture. (E-5)
- Respects persons of different cultural, social, and religious backgrounds. (E-6)
- Articulates the Christian message and contrasts that message with other worldviews and major world religions. (E-7)

### **Fellowship Competencies – Nurturing God’s Family**

- Builds and maintains healthy relationships with others. (F-1)
- Sensitive to the needs and feelings of others. (F-2)
- Develops relationships within and external to the ministry organization for accountability and personal support. (F-3)
- Works effectively with others. (F-4)
- Listens and responds in ways that let people know they have been heard. (F-5)
- Develops small groups and leads them to birth new groups. (F-6)
- Leads the church in developing a process for connecting new members into the life and purposes of the church. (F-7)

## Discipleship Competencies – Maturing God’s People

- Interprets the biblical text and applies its truth to life situations. (D-1)
- Effectively employs Bible study tools and basic biblical language skills for personal Bible study and Bible teaching. (D-2)
- Evaluates current ministry programs and issues in light of church history and theology. (D-3)
- Leads the church in planning, conducting, and evaluating a comprehensive program of discipleship and Christian maturity. (D-4)
- Demonstrates a vibrant spiritual life through the implementation of spiritual disciplines including prayer, Bible study, holiness of life, and communion with God. (D-5)
- Models the role of an effective teacher and communicator. (D-6)
- Functions as a resource person in discipleship curriculum. (D-7)

## Ministry Competencies – Living God’s Word

- Exercises the administrative skills of strategic planning, organizing, leading, and evaluating the work of ministry that leads to achievement of defined goals and the mission of the New Testament church. (M-1)
- Provides spiritual guidance in helping others analyze how God has shaped them for ministry. (M-2)
- Recruits, trains, and supervises individuals to fulfill the purposes of the church (M-3)
- Assesses the needs of the ministry community, designs appropriate actions to meet those needs, and effectively markets the church’s ministry in the community. (M-4)
- Develops and administers budgets for ministry programs and organizations. (M-5)
- Provides pastoral care, counseling, and appropriate referrals for the sick, hurting, and grieving. (M-6)
- Demonstrates godly humility and sacrificial love for those in the church. (M-7)

## A WHOLE PERSON APPROACH TO FULFILLING OUR MISSION

There is more to teaching than conveying information. We view teaching and learning as transformational, changing the entire being of a person. Just as chairs have four legs, there are four elements to transformational teaching and learning.

### Head

The first element is the head. Cognitive information is important in the process of understanding God, our world, and others. We want our students to be knowledgeable about theology, the work of the church, and the principles of effective ministry.

### Heart

The second element is the heart. We can feed the head and help the hands, but if we fail to nurture the soul, we fail as teachers and as a seminary. Parker Palmer writes:



We are obsessed with manipulating externals because we believe that they will give us some power over reality and win us some freedom from its constraints. Mesmerized by a technology that seems to have done just that, we dismiss the inward world. We turn every question we face into an objective problem to be solved—and we believe that for every objective problem there is some sort of technical fix.

That is why we train doctors to repair the body but not honor the spirit; clergy to be CEOs but not spiritual guides; teachers to master techniques but not to engage their students' hearts—or their own. That is why our students are cynical about the efficacy of an education that transforms the inner landscape of their lives: when academic culture dismisses inner truth and pays homage only to the objective world, students as well as teachers lose heart. (*The Heart of the Teacher.*)

## **Hands**

The third element is the hands. We understand the role of the seminary is to equip men and women with the practical skills to perform ministry. Therefore, our curriculum is applied ministry. We ask what skills you need for ministry and help you develop them through corresponding ministry competencies.

## **Habits**

The fourth element is the habit of community. Spiritual maturity and the fullest range of learning cannot take place in isolation. We believe you not only learn with interaction with the instructor, but with interaction with each other. Instructors are really facilitators of learning and they in turn learn from students. Skeptics claim community cannot exist in an online environment, but our experience has been just the opposite. Intimate relationships can develop online if both students and instructors view the habit of community as part of their responsibility.

We utilize the latest technologies in helping students with transformational learning. Technologies change. Our current model involves online learning, but that may change with technologies we are not even aware of today. Technology is simply a tool we use to equip students for servant leadership. We therefore encourage our faculty members to engage in research, the practice of ministry, practice personal spiritual development, and build relationships with students and our constituents.

## **ONLINE LEARNING**

A growing number of learners are finding that online learning opens educational opportunities that normally would not be available to them. That is why Rockbridge has chosen to offer all courses fully online.

## Anytime, Anywhere Learning—You Decide

Fitting your schedule around campus-based studies is increasingly difficult if not impossible. Work or ministry responsibilities can keep you from being able to attend a campus-based course that meets at a scheduled time and location. Online learning allows you to study according to your schedule and the place of your choosing.

Attending a campus-based course also involves additional costs sometimes overlooked. Travel time, travel expenses, lost income if you must take time off from work, time away from family or ministry, etc. Online learning eliminates those hidden costs. Attending online courses only requires you to have access to a computer or mobile device, and a connection to the Internet.

## Benefits of Online Learning

Rockbridge online courses offer additional benefits through anytime, anywhere learning.

- Your courses are relevant, ministry-focused, and designed for the online environment—they are not simply streaming video from a traditional seminary class.
- Your professor is a qualified educator and experienced ministry professional whose role is to support and engage you in your learning.
- You become part of an active and vibrant community of learning in every course that helps motivate, encourage, stimulate, and challenge you to complete your studies.
- You can apply what you learn immediately—assignments are almost always completed within the context of your ministry role.
- You benefit from the ministry perspectives of fellow learners from all over the world. A global student body builds a global perspective of what God is doing in the world.

Rockbridge Seminary's online learning is designed to make seminary education accessible and relevant for you.

## Features of the Online Classroom

In the online classroom, you join others from around the world who have also enrolled in the course. Together you embark on a learning journey that begins with a Module to introduce you to the course, follows up with one Module of study each week, and concludes with a Module to help you assess your learning. Along the way you are supported by a seminary professor who mentors you in your studies, and a local mentor you select to help you reflect on what you are learning and how to apply it in your ministry.

The online classroom provides you with ways to: communicate with your professor, interact with the other students, ask questions, participate in surveys, take assessments, view multimedia, read resources, access materials in the Eldridge Theological Library, utilize the Logos app resources, and upload assignments. Each course Module is embedded with instructional materials, online discussions, and other web-based resources.

## **Eldridge Theological Library**

As a Rockbridge student, you have 24/7/365 access to the Daryl Eldridge Theological Library housed in Rockbridge's Canvas Learning Management System (LMS). Resources in this virtual library include downloadable eBooks, links to full-text journal articles, book reviews, and collections of essays.

You can also connect through the library to pre-selected websites providing original documents and learning community resources in the fields of Bible, theology, church history, church ministry, evangelism, leadership, management, missions, and religious studies. A theological librarian is also available to assist you with your research.

At Rockbridge Seminary, learning resources and research support are conveniently accessible to you anytime and anywhere you choose to study.

## **Build Your Own Library with Logos**

Through an arrangement with FaithLife, Rockbridge students receive at no cost the academic version of Logos Bible Software. Most course textbooks are then provided in digital format at no cost to you through Logos. These textbooks, and any other purchases you make yourself through Logos, are yours for life! If you have an existing account, it can be merged with the Rockbridge account with no loss of any resources you may have acquired.

# ACADEMIC PROGRAMS

Rockbridge Seminary currently offers a diploma program, two master's programs, and one doctoral program. Each program is designed to meet specific learning and ministry needs.



## DIPLOMA IN MINISTRY STUDIES

The Diploma in Ministry Studies (DMS) is a 39-credit hour non-degree program requiring a minimum of 2 years and a maximum of 5 years for completion. The DMS is designed for men and women over the age of 25 who are serving on a church staff or in other ministry positions, and who do not wish to pursue a degree or do not have an earned bachelor's degree. The diploma provides

you with the opportunity to develop servant leadership skills for local church ministry, as well as competencies in Bible and church history. The curriculum may be completed in two years, although students may take longer due to family, church, and job responsibilities. You can find details about this program in the section of this Catalog dedicated to the [Diploma in Ministry Studies](#).

## MASTER OF MINISTRY LEADERSHIP DEGREE

The Master of Ministry Leadership (MML) a 52-credit hour degree requiring a minimum of 2 years to a maximum of 7 years for completion. The MML is a professional degree designed for men and women who have an earned bachelor's degree and are serving on a church staff or in other ministry positions. In this degree program, you develop your servant leadership skills for local church ministry. It is particularly suited for you if you have studied Bible and theology in your bachelor's program. The curriculum may be completed in two years, although many students take longer due to family, church, and job responsibilities. You can find details about this program in the section of this Catalog dedicated to the [Master of Ministry Leadership degree](#).

## MASTER OF DIVINITY DEGREE

The Master of Divinity (MDIV) is an 76-credit hour degree requiring a minimum of 3 years to a maximum of 8 years for completion. The MDIV is designed for men and women with a bachelor's degree who serve or desire to serve in such roles as ordained pastor, career missionary, or chaplain. In this degree program, you develop competencies in Biblical studies, church history, theology, pastoral care, counseling, and preaching/teaching. The curriculum may be completed in three years, although many students take longer due to family, church, and job responsibilities. You can find details about this program in the section of this Catalog dedicated to the [Master of Divinity degree](#).

## DOCTOR OF MINISTRY DEGREE

The Doctor of Ministry (DMIN) is a 39-credit hour degree requiring a minimum of 3 years and a maximum of nine years for completion. The DMIN is a professional doctorate designed for men and women who hold the MDIV or its educational equivalent and who have engaged in substantial ministry leadership. In this degree program, you develop transformational leadership competencies in areas such as spirituality, spiritual community, transformational discipleship, organizational leadership, and missional leadership. The degree requires at least three years but not more than six years to complete. The curriculum may be completed in three years, although many students take longer due to family, church, and job responsibilities. The required Applied Research Project topic you choose can also encourage you to take longer to complete the degree. You can find details about this program in the section of this Catalog dedicated to the [Doctor of Ministry degree](#).

## BIBLICAL STUDIES EMPHASIS

Rockbridge offers courses toward a Biblical Studies Emphasis in the MML and MDIV programs. The Biblical Studies Emphasis consists of 24-credit hours requiring a minimum of 1 year to complete. The emphasis includes courses in Old Testament studies, New Testament studies, and interpreting the Bible. Elective courses in this emphasis include areas such as practicing the spiritual disciplines, and how to use Bible language tools and apps. Individuals interested in these courses must qualify for admission at the program level for which the courses are offered. Students can opt to receive a certificate for completing the emphasis if they do not wish to complete the full program. The courses in this emphasis appear in this Catalog under the MML and MDIV Program Handbooks.

## LEADERSHIP STUDIES EMPHASIS

Rockbridge offers courses toward a Leadership Studies Emphasis in the MML and MDIV programs. The Leadership Studies Emphasis consists of 24-credit hours requiring a minimum of 1 year to complete. The emphasis includes courses in leading like Jesus, building an effective ministry team, and building a small group ministry. Elective courses in this emphasis include areas such as practicing the spiritual disciplines, contemporary evangelism, and understanding other cultures. Individuals interested in these courses must qualify for admission at the program level for which the courses are offered. Students can opt to receive a certificate for completing the emphasis if they do not wish to complete the full program. The courses in this emphasis appear in this Catalog under the MML and MDIV Program Handbooks.

## PASTORAL CARE STUDIES EMPHASIS

Rockbridge offers courses toward a Pastoral Care Emphasis in the MML and MDIV programs. The Pastoral Care Studies Emphasis consists of 24-credit hours requiring a minimum of 1 year to complete. The emphasis includes courses in personal counseling skills, recovery ministry, and pastoral care. Individuals interested in these courses must

qualify for admission at the program level for which the courses are offered. Students can opt to receive a certificate for completing the emphasis if they do not wish to complete the full program. The courses in this emphasis appear in this Catalog under the MML and MDIV Program Handbooks.

## **RECOVERY MINISTRY STUDIES EMPHASIS**

Rockbridge offers courses toward a Recovery Ministry Emphasis in the DMS, MML, and MDIV programs. The Recovery Ministry Studies Emphasis consists of 15-credit hours (DMS) or 20-credit hours (MML and MDIV), requiring a minimum of 1 year to complete. The emphasis includes courses in personal counseling skills, leading like Jesus, and recovery ministry. Individuals interested in these courses must qualify for admission at the program level for which the courses are offered. Students can opt to receive a certificate for completing the emphasis if they do not wish to complete the full program. The courses in this emphasis appear in this Catalog under the DMS, MML, and MDIV Program Handbooks.

## **AUDITING CLASSES**

Rockbridge Seminary's online course design is not conducive to auditing. Therefore, we are not able to offer students the option to audit courses.

# APPLYING FOR ADMISSION

Rockbridge Seminary assumes you, as the applicant, is a follower of Jesus Christ and is committed to serving Him through ministry. Further, the seminary assumes that you have a life honoring to Jesus Christ with unqualified church approval.

As a Christian educational institution, the Seminary is redemptive but not rehabilitative in nature. Therefore, you should not apply to Seminary with serious family, health, emotional, or financial problems. The pressures of study, family, finances, and other such factors weigh heavily upon a seminary student and the student's family. These pressures can be a vital factor affecting your well-being, physical and mental health.



As an applicant, you must be actively serving in a local church ministry role, either as a lay ministry volunteer or as a paid staff member. You also must be affirmed by local church leadership through a Church Endorsement Form.

## ADMISSION REQUIREMENTS FOR EMPHASIS ONLY COURSES

You must apply at the appropriate program level to take only the courses in an emphasis area offered by Rockbridge Seminary, even if you do not intend to pursue the full program. You must apply for the DMS if you have not completed a bachelor's degree—the MML or MDIV if you have completed a bachelor's degree.

Students who complete only the emphasis courses will receive a certificate of completion for the emphasis. The tuition rate for emphasis only studies is the current tuition per the course level.

Currently Rockbridge offers the following emphases at the program levels indicated. In addition to the emphasis courses, students must *also* take the appropriate program level Touchstone course *first* to be eligible to take the courses in the chosen emphasis.

Emphasis Areas	DMS	MML or MDIV
Biblical Studies Emphasis		24 hrs
Leadership Studies Emphasis		24 hrs
Recovery Ministry Studies Emphasis	15 hrs	20 hrs
Pastoral Care Studies Emphasis		24 hrs

## **ADMISSION REQUIREMENTS FOR THE DIPLOMA IN MINISTRY STUDIES (DMS)**

If you are applying for the Diploma in Ministry Studies program, you must be at least 25 years of age and only hold a high school diploma or its equivalent. If you have completed an undergraduate degree or higher, you must apply for the Master of Ministry Leadership degree (MML), not the DMS.

## **ADMISSION REQUIREMENTS FOR A MASTER'S DEGREE (MML OR MDIV)**

If you are applying to the Master of Ministry Leadership degree (MML) or Master of Divinity Degree (MDIV), you must hold a bachelor's degree from an accredited college or university.

## **ADMISSION REQUIREMENTS FOR THE DOCTOR OF MINISTRY DEGREE (DMIN)**

If you are applying to the Doctor of Ministry degree (DMIN) program, you must hold a bachelor's degree from an accredited college or university, a Master of Divinity degree (MDIV) or its equivalent from an accredited seminary, and at least three years of ministry experience post-MDIV or at least a total of ten years of ministry experience.

## **AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS**

Upon request, faculty members will provide reasonable accommodation for you if you have a documented disability.

Rockbridge complies with the provisions of the Americans with Disabilities Act (ADA) and applicable state and local laws that provide for non-discrimination against qualified individuals with disabilities. Therefore, it may provide reasonable accommodation for such individuals in accordance with these laws if such reasonable accommodation does not create an undue hardship for the Seminary.

If you need accommodation, please notify the Vice President for Academic Services of this need. Where appropriate, Rockbridge may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

## **NON-DISCRIMINATION POLICY**

Within the context of its theological convictions and mission, Rockbridge Seminary is inclusive and does not discriminate on the basis of race, sex, color, disability, age or national or ethnic origin, in the administration of its educational policies, admissions policies, scholarships, discounts, and other school-administered programs. If you



believe you are being discriminated against, please contact the Vice President for Academic Services: [mark.simpson@rockbridge.edu](mailto:mark.simpson@rockbridge.edu).

## APPLICATION PROCESS

To apply for admission to Rockbridge Seminary, you will need to complete the following tasks.

1. Complete the online application form found on the Seminary website: [www.rockbridge.edu/apply](http://www.rockbridge.edu/apply).
2. Pay the \$30 application fee. If you withdraw from a program within 5 days of signing the enrollment agreement, your application fee will be refunded.
3. Request official copies of all your previous higher education transcripts be sent directly to Rockbridge Seminary using one of the following options. This includes institutions where you took courses but did not complete a degree. If you are applying for the diploma program, you may mail or email a copy of your high school diploma.

[admissions@rockbridge.edu](mailto:admissions@rockbridge.edu)

Rockbridge Seminary  
3111 E. Battlefield Rd.  
Springfield, MO 65804

4. Request that your church leadership complete and submit the Church Endorsement Form.
5. Complete the setup of your online classroom profile.
6. Sign the Learning Community Agreement form.
7. Sign the Enrollment Agreement form.

You will be given access to an online classroom to access the appropriate forms. Your application and submitted documents will be reviewed to determine if you are qualified and ready for the program of study you have selected. You will then be notified by email of your admission standing with Rockbridge Seminary.

## Government-Issued Photo ID

Rockbridge requires applicants to upload a copy of an official government-issued photo ID to confirm their identity, e.g., current driver's license, current passport, etc. This is used for purposes of satisfying the accreditation requirement of verifying the identity of an online student. This government-issued photo ID should also be used for identity verification in select courses. Student identity verification also occurs in the requirement of a course mentor for each course.

## Non-U.S. Applicants

Rockbridge Seminary welcomes international learners. If you are a non-U.S. applicant, for your application to be considered you must complete two additional tasks in addition to the normal application procedures: a non-U.S. transcript evaluation, and a test for English language proficiency.

## International Transcript Evaluation World Education Services (WES)

If you hold an international transcript, you must submit the transcript for evaluation by World Education Services (WES). The evaluation of your transcript by WES will help Rockbridge Seminary place you in the best academic program to match your educational experience. If you apply for the Diploma in Ministry Studies program, you must submit your secondary school/high school transcript to WES for evaluation. If you apply for a master's degree or doctoral degree program, you must submit to WES for review the transcript from any international college/university from which you hold a bachelor's, master's, or doctoral degree. The cost for this service provided by WES can be found on their website: [www.wes.org](http://www.wes.org).

During the application process, you will be asked the primary purpose of your evaluation. You should answer "Education." When asked the type of evaluation, you should choose, "Document by Document." You must click "Add Recipient" to send the required report copy to:

Rockbridge Seminary  
3111 E. Battlefield Rd.  
Springfield, MO 65804

Since WES will send your evaluated transcripts, you DO NOT need to request that additional transcripts be sent from your educational institution to Rockbridge Seminary.

## Test for English as a Foreign Language (TOEFL)

Because Rockbridge Seminary offers English-only courses, you must take the Test for English as a Foreign Language (TOEFL) if your first language is not English. Exceptions to this admission policy are:

- You will not need to take the TOEFL exam if you have completed a university degree in the United States
- You will not need to take the TOEFL exam if English is the primary language or first language in your home country

Your demonstration of English proficiency is by scoring a minimum of 550 (paper-based total) or 80 (Internet-based total) on the Test for English as a Foreign Language (TOEFL). Information about this service can be found at: [www.ets.org/toefl](http://www.ets.org/toefl).

As an applicant, it is your responsibility to arrange to take the TOEFL test and have the results sent to Rockbridge Seminary. TOEFL will send the results to us via email

automatically. The exam is available at the American Embassy in the native country of the applicant. Please use this code for any testing you take with TOEFL: **0082**

*Rockbridge Seminary reserves the right to require a TOEFL test, and/or a written essay, and/or an audio narrative for any applicant, regardless of home country, spoken first language in that country, and/or language of high school or higher education studies.*

## Enrollment Agreement

Upon approval for admission to Rockbridge Seminary, you sign an Enrollment Agreement. Once it is signed, you are a new Rockbridge Seminary student and may register for your first class when registration opens for the next academic term. Enrollment Agreements are valid from the date of acceptance for a specified amount of time as follows:

Program	Valid Time
Diploma in Ministry Studies (DMS)	5 years
Master of Ministry Leadership (MML)	7 years
Master of Divinity (MDIV)	8 years
Doctor of Ministry (DMIN)	9 years
Credits or Emphasis Only	1-2 years

## Active Application

Your application for admission is active for one year. After one year you will be required to update your personal info and provide a current church endorsement.

If you do not complete the application process after two years, you will be required to resubmit an application for admission and all other admission documents (except for official transcripts submitted previously).

## NOTIFICATION OF ADMISSION STATUS

Rockbridge will notify you by email of the status of your application. This notification is usually made within a week of the completion of the Application Process. Your admission status will either be full admission, provisional admission, or denied admission.

## Full Admission

Full admission is offered to the applicant for which Rockbridge has received all admission documentation as required or requested, no additional demonstration of qualification is needed, and the applicant appears to be the kind of student who would benefit from study at Rockbridge.

## Provisional Admission

Provisional admission is offered to the applicant whose official copies of academic transcripts have not yet been received, and/or WES or TOEFL scores are pending. The

applicant otherwise satisfies all other qualifications for admission and appears to be the kind of student who would benefit from study at Rockbridge.

Provisional admission is only allowed for one course for one term. Enrollment cannot be made for another course until full admission is granted.

### **Denied Admission**

An applicant denied admission does not meet the qualifications for admission, has learning goals not addressed by the Rockbridge curriculum, or who is not likely to succeed as an online student given Rockbridge's curriculum design.

## **TRANSFER CREDIT FROM PREVIOUS ACADEMIC STUDIES**

Policies on transfer credit for previous transcribed learning can be found under [Transferring Credit from Another Institution](#) in this Catalog.

You may submit a request for transfer of credit evaluation by completing the [Transcript Evaluation Request Form](#).

## **GUEST STUDENT AND CONTINUING EDUCATION ADMISSION**

A guest student is someone who is applying to Rockbridge Seminary with the intent to transfer course credits to another institution, or to take a few courses or complete an emphasis for personal development purposes only (continuing education). If you are seeking to be a guest student to transfer credit to another institution, you should consult with that institution about their transfer credit policy before applying or enrolling in a course.

Guest students and continuing education students are non-matriculated (non-degree seeking) and do not necessarily plan to pursue or complete a degree with Rockbridge Seminary. Guest students and continuing education students must be academically qualified to take a Rockbridge course at the appropriate degree level.

- Guest students and continuing education students are required to be academically qualified for the desired course to be taken, complete the application process in full, and pay the application fee.
- Advisors are not assigned to guest students or continuing education students.
- Academically qualified guest students and continuing education students are only permitted to take a maximum of 3 courses total (9 semester credit hours in the DMS or 12 semester credit hours in the MML/MDIV), or 1 seminar (6 semester credit hours in the DMIN).

# TUITION AND FEES

## TOTAL PROGRAM COST

The total program cost covers your tuition and all Rockbridge fees. The total cost does *not* include textbooks not provided by Rockbridge; resources listed in the syllabus, final exam proctoring charges (select courses in the master's and doctoral programs), or doctoral program extension charges. The Board of Trustees reserves the right to increase tuition and fees.



The Diploma in Ministry Studies is a 2 to 5-year diploma program requiring 39 semester credit hours for completion.

The Master of Ministry Leadership is a 2 to 7-year degree program requiring 52 semester credit hours for completion.

The Master of Divinity is a 3 to 8-year degree program requiring 76 semester credit hours for

completion.

The Doctor of Ministry is a 3 to 9-year degree program requiring 39 semester hours for completion.

## TOTAL PROGRAM COST

Total program cost includes the cost per course plus all Rockbridge fees. The total cost does not include textbooks, resources, proctored exam fees, or any continuation fees (DMIN only).

Program	Credit Hours	Total Cost
Diploma in Ministry Studies (DMS)	39	\$ 5,985
Master of Ministry Leadership (MML)	52	\$13,278
Master of Divinity (MDIV)	76	\$19,079
Doctor of Ministry (DMIN)	39	\$12,147

Academic credits earned at another institution and accepted for transfer by Rockbridge Seminary will reduce total *tuition* cost. See the [Transfer of Credit from Another Institution](#) section of the Catalog for transfer credit standards.

## LIST OF FEES

The following fees are associated with being a Rockbridge Seminary student. The Board of Trustees reserves the right to increase tuition and fees.

Fee	Amount
Application Fee (All Programs)	\$ 30
Graduation Fee (All Programs)	\$150
Technology Fee (All Programs)	\$150
DMIN Project Continuation Fee*	\$150

\*The DMIN Project Continuation Fee is *per term* after the first year of enrollment in the R7500 Applied Research Project (Capstone) or course. The calendar year begins with registration for the R7500 course.

## COST PER COURSE

You pay your tuition in full at the time of registration for a course. Most of your courses will be either 3, 4, or 6 semester credit hours, depending upon your academic program. You pay for tuition via Visa, MasterCard, or Discover.

Program	Cost Per Credit	Cost Per Course
Diploma in Ministry Studies (DMS)	\$145	\$ 435
Master of Ministry Leadership (MML)	\$249	\$ 996
Master of Divinity (MDIV)	\$249	\$ 996
Doctor of Ministry 1 hr Course (DMIN)	\$303	\$ 303
Doctor of Ministry 6 hr Seminar (DMIN)	\$303	\$1818
Doctor of Ministry 5 hr Project (DMIN)	\$303	\$1515

The DMIN Applied Research Project consists of one (1) five-hour course. The PHD Dissertation consists of three (3) five-hour dissertation courses.

## COST OF TEXTBOOKS AND RESOURCES

Rockbridge provides many textbooks in digital format at no cost to the student. These textbooks are accessible through Logos Bible Software and the online classroom. An academic version of Logos is also provided at no cost. Students who desire a hardcopy of a textbook must purchase it separately.

Course resources and textbooks not provided by Rockbridge are listed in the syllabus under *Resources and* are estimated to be approximately \$25 – \$75 per course.

Proctoring exam charges are estimated to be \$20 per exam (1 exam anticipated).

## REFUND POLICY

A student has five (5) calendar days after signing an enrollment agreement to cancel enrollment and receive a full refund of all monies paid to the institution under that enrollment agreement. This refund includes the application fee if the agreement is for the first term of enrollment. This refund does not include monies paid to third parties for textbooks or resource charges. To cancel enrollment from a program of study, email [academics@rockbridge.edu](mailto:academics@rockbridge.edu).

A student has until the first day a course opens in the given term to drop a course and receive a full refund for the tuition payment made. To drop a course a student should email [academics@rockbridge.edu](mailto:academics@rockbridge.edu).

Tuition will be refunded as determined by the appropriate refund schedule below based on the tuition payment made and the sent date of the email request to drop a course. Any money due a student is refunded to the payment source within 30 days of a final determination of the date of withdrawal.

You may withdraw from your program at any time without any additional financial obligation. Please notify [academics@rockbridge.edu](mailto:academics@rockbridge.edu) of your intent to withdraw from the seminary.

### Course Refund Schedule

If you withdraw from your course, the following refund schedule applies. Refunds are made to the source of payment and rounded to a whole dollar amount based on the tuition amount paid. A week begins on a Tuesday and ends the following Monday.

Week Dropped	Refund	DMS	MML MDIV	DMIN
Before Week 1	100%	\$435	\$996	\$303
During Week 1	90%	\$392	\$896	\$273
During Week 2	80%	\$348	\$797	\$242
During Week 3	60%	\$261	\$598	\$182
During Week 4	40%	\$174	\$398	\$121
After Week 4	0%	\$ 0	\$ 0	\$ 0

Example 1: Student pays \$996 in *full tuition* for a course, drops the course during Week 1, and receives a refund of \$896 (90%) for the tuition paid.

Example 2: Student makes *two installment payments* totaling \$202 toward a course, drops the course during Week 3, and receives a refund of \$121 (60%) for the tuition installment payments made.

### DMIN Seminar Refund Schedule

If you withdraw from your seminar, the following refund schedule applies. Refunds are made to the source of payment and rounded to a whole dollar amount based on the tuition amount paid. A week begins on a Tuesday and ends the following Monday. DMIN seminars are 6 credit hours—PHD seminars are 5 credit hours.

Week Dropped	Refund	DMIN
Before Week 1	100%	\$1818
During Week 1	90%	\$1636
During Week 2	80%	\$1454
During Week 3	60%	\$1091
During Week 4	40%	\$ 727
After Week 4	0%	\$ 0

DMIN Example: Student pays \$1818 in *full tuition* for the seminar, drops the seminar during Week 1, and receives a refund of \$1636 (90%) for the tuition paid.

Installment Example: Student makes *two installment payments* totaling \$1074 toward the seminar, drops the seminar during Week 3, and receives a refund of \$644 (60%) for the tuition installment payments made.

### DMIN Capstone Research Refund Schedule

If you withdraw from Capstone research, the following refund schedule applies. Refunds are made to the source of payment and rounded to a whole dollar amount based on the tuition amount paid. A week begins on a Tuesday and ends the following Monday. DMIN Applied Research Projects are 5 credit hours *total*.

Week Dropped	Refund	DMIN Project
Before Week 1	100%	\$1515
During Week 1	90%	\$1364
During Week 2	80%	\$1212
During Week 3	60%	\$ 909
During Week 4	40%	\$ 606
After Week 4	0%	\$ 0

DMIN Example: Student pays \$1515 in *full tuition* for the Capstone Project, drops the course during Week 1, and receives a refund of \$1364 (90%) for the tuition paid.

Installment Example: Student makes *two installment payments* totaling \$1074 toward a Capstone course, drops the course during Week 3, and receives a refund of \$644 (60%) for the tuition installment payments made.

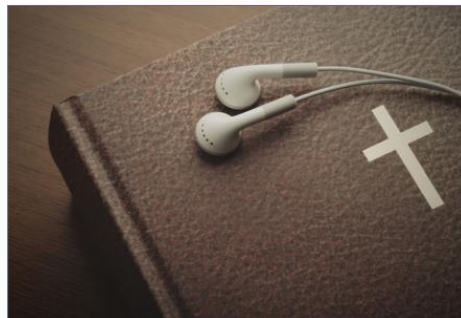
### FINANCIAL ASSISTANCE

Rockbridge Seminary does not participate in Title IV federal aid assistance, nor are there any scholarship programs or tuition discounts available at this time.



# ACADEMIC STANDARDS

Rockbridge Seminary upholds a high standard of academic excellence. Faculty members hold academic credentials appropriate to the field and level of teaching. Your instructor will hold at least a master's degree if teaching at the diploma level, and a doctorate degree if teaching at the master's or doctoral level. All faculty members are active in local church ministry.



## LEARNER RESPONSIBILITY

Rockbridge Seminary's course design is learner-focused, meaning that you bear greater responsibility for the management of learning than in a traditional classroom setting. Each course is eight weeks long—doctoral seminars are sixteen weeks long. Due to the intensity of online learning, you may take no more than two Rockbridge courses per term.

You can expect to encounter online discussions and the occasional group project in your classes in addition to your individual assignments and any quizzes or other assessments. Failure to participate fully in the online learning process will prevent you from completing a course satisfactorily and can result in a negative change in Academic Standing, or an Administrative Withdrawal in the case of Touchstone course students.

Rockbridge Seminary expects you to log in to your courses a minimum of five-days each week at the time and place of your convenience. As a result, other learners in your class may not be online at the same time as you.

## ETHICAL CODE OF CONDUCT AND ACADEMIC INTEGRITY

Rockbridge Seminary is a Christian institution whose primary purpose is to equip persons for ministry leadership in church-related service. Rockbridge Seminary requires you to give evidence of a desire to be equipped for ministry, and expects you, as an approved applicant, to live in a manner worthy of that calling and behave appropriately as a minister of the Gospel of Jesus Christ.

Rockbridge Seminary reserves the right to take disciplinary action if you violate this standard of personal and ethical conduct. Violations of this standard shall include, but are not limited to:

- Academic misconduct including, but not limited to, plagiarism or cheating
- Giving false statements to the seminary orally or in writing including, but not limited to, application for admission, registration, or altering records

- Violation of academic regulations and policies
- Financial irresponsibility
- Fighting, bullying, or using abusive/vulgar language in any venue, including social media
- Use or possession of illegal drugs
- Sexual misconduct

If you are involved in a civil infraction, you are accountable to civil authorities. But you may also be subject to discipline by Rockbridge Seminary.

In keeping with Galatians 6:1-2, it is Rockbridge Seminary's intent to approach ethical conduct violations in a redemptive manner. The character of learners, the witness of churches, and the integrity of Rockbridge Seminary as they all relate to God's Kingdom purposes are the primary concerns. Rockbridge Seminary expects the learning community (students, faculty, and administration) to accept the responsibility for reporting any actions that are detrimental to the building of a Christian learning community and the churches it serves.

Since Rockbridge is a fully online institution, the seminary does not have or enforce a dress code policy.

### **Student Identity Verification**

Rockbridge Seminary verifies the identity of students to ensure that learning exercises are being completed by the student who was approved admission into the program. Verification is done in three ways. In addition to the government-issued student photo ID required in the admission process, a student's mentor must complete an end-of-term survey that includes a statement of identity verification. Select courses involve the submission of a student-created video at the beginning of which they must show a photo ID that verifies student identity. Doctor of Ministry and Doctor of Philosophy student identity is verified via video synchronous conference calls, presentations, and hearings.

### **Identity Fraud**

Committing identity fraud is considered particularly serious within the online learning community and could have legal implications as well. If you have another individual impersonate or in any other way commit identity fraud in any course, assignment, exam, or any type of academic exercise, you will be permanently suspended from Rockbridge Seminary.

### **Confidentiality of Classroom Content**

Materials posted to the class or online discussion posts are for class use only. Students and faculty are expected to protect the confidentiality of all classroom materials and course discussions.

You should never transmit any classroom materials without specific written permission from Rockbridge Seminary's administration. In the case of online discussions, you should never transmit any posts without specific written permission of the person quoted. Be sure to give credit to that individual when you use the quote.

### **Use of Artificial Intelligence (AI)**

Artificial Intelligence (AI) generated content in any format used as content in any work must be cited like any other source. Example: OpenAI. 2023. "Topic Goes Here." OpenAI. <https://openai.com/about/>. Failure to cite AI if used as a source constitutes plagiarism.

### **No Spam Policy**

Rockbridge Seminary supports a "No Spam" policy. Please do not add fellow students or Rockbridge Seminary personnel to your broadcast email lists.

### **Sexual Harassment**

Rockbridge Seminary is committed to the respect and dignity of every employee, student, and guest. Harassment in any form, verbal, physical, or visual is incompatible with the biblical standard of Christian conduct and academic integrity. It is the policy of the Seminary that no one be subjected to harassment, whether it is sexual, racial, ethnic, or some other type. Any employee, faculty member, or student will be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment, education, or living environment.

Examples of sexual harassment may include, but are not limited to:

- Unwelcome sexual propositions
- Sexually graphic comments about a person's body
- Unwelcome touching, patting, pinching, or leering
- Persistent, offensive, and unwelcome sexual jokes and comments
- Unwelcome displays of sexually graphic pictures

Sexual harassment is illegal under both state and federal law. It is also unlawful to retaliate against an employee, faculty member, or student for filing a complaint of sexual harassment, or for cooperating in an investigation of sexual harassment. In some cases,

sexual harassment may be subject to prosecution under criminal law. At Rockbridge Seminary, sanctions for sexual harassment by employees, faculty, and students may include the full range of disciplinary actions up to and including termination of employment or expulsion from the seminary.

Created or transmitted messages that contain statements or language that is abusive, offensive, defamatory, or harassing in nature are strictly prohibited and are subject to the same disciplinary procedures as though spoken. The Seminary's policy prohibiting discrimination or harassment encompasses the email system. Employees are encouraged to report any misuse of the Seminary email system to the Vice President for Academic Services. Violation of this policy will be grounds for disciplinary action up to and including termination.

## **ACADEMIC DISCIPLINARY ACTION OR DISMISSAL**

If a student is in violation of the Ethical Code of Conduct found in this Catalog, the individual is subject to disciplinary action or dismissal as determined by the Academic Council, the President, and/or the Board of Trustees. Actions include, but are not limited to the following:

- Reprimand and disciplinary probation
- Reprimand, disciplinary probation, and loss of credit in course or courses where dishonest work was done
- Temporary suspension with time and terms of reinstatement indicated
- Indefinite suspension with time and terms of reinstatement not indicated
- Permanent dismissal

Rockbridge Seminary reserves the right to note any of the above actions on your transcript. You may request a review by the President. The President's decision is final with no further review or appeal.

## **FILING A FORMAL COMPLAINT OR GRIEVANCE**

A student, professor, or staff member may file a formal complaint or grievance with Rockbridge Seminary over any unresolved issue that deserves formal investigation, including but not limited to sexual harassment or discrimination. To file a formal complaint, go to: <https://rockbridge.formstack.com/forms/complaint>.

### **Internal Complaint Process**

If the complaint relates to the President of Rockbridge Seminary, the Chairman of the Board of Trustees will receive the complaint and seek resolution within 30 days.

### **DEAC Complaint Process**

A student, professor, or staff member may also file a formal complaint with Distance Education Accrediting Commission (DEAC), the accrediting agency for Rockbridge Seminary. Contact information for DEAC:

Distance Education Accrediting Commission  
1101 17th Street N.W., Suite 808  
Washington, D.C. 20036

Phone: (202) 234-5100  
Website: [www.deac.org](http://www.deac.org)  
Email: [info@deac.org](mailto:info@deac.org)

## NC-SARA and State of Missouri Complaint Process

Rockbridge Seminary is committed to providing a quality educational experience for all students. If you have a concern or complaint, we encourage you to first seek resolution through our internal complaint resolution process, as outlined in this catalog. If your complaint cannot be resolved internally, and you reside in a state that participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA), you may file a complaint with the Missouri Department of Higher Education & Workforce Development (MDHEWD).

For more information on the student complaint process for NC-SARA students, visit NC-SARA's website (<https://www.nc-sara.org/>). You can contact MDHEWD as follows:

Missouri Department of Higher Education & Workforce Development  
Website: MDHEWD Complaints Page (<https://dhewd.mo.gov/>)  
Phone: (573) 751-2361  
Email: [info@dhewd.mo.gov](mailto:info@dhewd.mo.gov)

MDHEWD provides a formal process for submitting complaints once all institutional avenues have been exhausted.

## INTELLECTUAL PROPERTY RIGHTS

Rockbridge Seminary owns the intellectual property rights for works produced as “works made for hire,” works supported by the direct allocation of funds from the Seminary for a specific project, works commissioned by the Seminary, and other works making substantial use of Seminary resources or personnel, such as lectures, audio, and visual materials, and pictorial or graphic works created as part of the responsibilities for designing, writing, or teaching a course. When the Seminary owns rights to a particular intellectual property, the creator of that property is entitled to share in any royalties generated by that property.

Except for those works described in the preceding paragraph, Rockbridge Seminary does not claim ownership to artistic, research, scholarly, or pedagogical works produced by faculty or students. This includes the works of students created in courses, such as discussion posts, papers, and articles.

## TECHNOLOGY REQUIREMENTS

Rockbridge Seminary assumes you have the computer skills to function in an online environment. These skills include being able to create, manage, scan, upload, download, or view files as required.

## Rockbridge Seminary Provided Gmail Account

You automatically will be given a free Rockbridge Seminary Gmail address. *Use of this Gmail account is required. All academic communication, course-related emails, and textbooks provided through Logos require the use of this Rockbridge Gmail account.* If you choose to forward correspondence from Gmail to another personal account, you are encouraged to leave the original on the Rockbridge Gmail account. Also remember that forwarding email to another account may give others access to your academic information.

## Rockbridge Seminary Provided Google Workspace Apps

Rockbridge provides you with a free account for Google Workspace. This account includes the required Rockbridge Gmail address, access to your own Google Drive to store and share course assignments with your professor, and use of Google Docs, Sheets, and Slides for completing course assignments.

*All assignments must be submitted in either Microsoft Office Word, Excel, or PowerPoint format, or the corresponding Google App format.*

## Rockbridge Seminary Provided Logos Account

You will automatically be given a free academic account with Logos when you take the Touchstone course. If you have an existing Logos account, you can use that login *the first time* you access any Rockbridge-provided textbook in a course, so the textbook is pushed to your personal account. You can also keep your Rockbridge account separate from your personal account and merge the two by contacting Logos at any time.

## Computer Requirements

Your computer or mobile device access should support the following minimum features.

1. Reliable computer access capable of viewing a desktop version of web pages.
2. Reliable Internet access at a speed higher than a dial-up connection.
3. Speaker or headphone for audio access.
4. Microphone and webcam capability.
5. Audio and video screen-sharing capability.
6. Any additional devices you require for disability accommodation.

Mobile devices are acceptable for viewing courseware, but a desktop computer is easier to use to submit course assignments and assessments.

## Software Requirements

All course content is delivered electronically to you through links in the online classroom. All assignments must be submitted electronically, and all exams are taken online. Please be aware that your assignments must be submitted in Microsoft Office file format, Google Apps format saved to Microsoft format, or PDF file format. Audio or video assignments must be submitted in .mp3, .wav, .mov, or .mp4 file format. When selecting apps, please be sure the apps can save to one of these formats.

You will need access to one application from each of the following types to complete your online studies.

1. **Web Browser** – Microsoft Edge; Apple Safari; Google Chrome; Mozilla Firefox; or a similar browser.
2. **Word Processor App** – Microsoft Word; Apple Pages; Google Docs; or similar word processor. *The application you choose must be able to save files to Word .doc or .docx file format.*
3. **Spreadsheet App** – Microsoft Excel; Apple Numbers; Google Sheets; or similar spreadsheet application. *The application you choose must be able to save files to Excel .xls or .xlsx file format.*
4. **Slideshow App** – Microsoft PowerPoint; Apple Keynote; Google Slides; or similar slideshow application. *The application you choose must be able to save files to PowerPoint .ppt or .pptx file format.*
5. **PDF File App** – Adobe Reader or Adobe Acrobat. Adobe Reader is a free application from Adobe that allows you to view PDF files. Adobe Acrobat is a paid application that allows you to edit PDF files. Some apps allow you to save documents as PDF files.
6. **Audio and Video App** – Microsoft Media Player; Apple QuickTime or iTunes; VLC Media Player; or similar media viewer. Courseware audio files are in .mp3 or .wav file format. Video files are in .mov or .mp4 format.

## GOVERNING CATALOG

Your governing Catalog is the Rockbridge Seminary Catalog current at the time of your enrollment in your first course. If you withdraw or are dropped from your studies and then ask to be reinstated, the Catalog current at that time of return to your studies will govern your academic program.

## PROGRAM MATRICULATION

A student is officially matriculated into the program of study upon successful completion of 12 semester credit hours.

## ASSESSMENT OF LEARNING

Your learning is assessed within courses in a variety of ways. Examples of assessments include discussion posts, research papers, performance assessments, self-reflection papers, mentor engagement, and videotaped presentations (also used for student identity verification).

## DELTA EPSILON TAU HONOR SOCIETY

Rockbridge Seminary is a participant in the Delta Epsilon Tau Honor Society (DETHS), Alpha Missouri Chapter. The Distance Education Accrediting Commission in Washington, D.C. established the honor society to bring honor and recognition to those individuals who have worked diligently to acquire new knowledge and skills from an accredited distance learning institution. An individual is elected to membership in this honor fraternity sets her or him apart as an exemplar of personal integrity and excellence.

The purpose of the Society is to encourage and recognize superior student academic achievement, character, and leadership. Society candidates generally rank at the top of their class. Once selected by a member school, each inductee must sign an honor code and publicity release form. This code documents that the student completed his or her own work and maintained the minimum qualifying grade point average as determined by the Chapter.

Each spring the seminary faculty vote on potential candidates to be inducted into the honor society chapter based on academic performance, commitment to ministry, personal and professional integrity, and leadership potential. New members to the chapter are announced at Commencement.

## GRADING POLICY

Academic proficiency is measured by means of rubrics or numerical scores for assignments and assessments and reflected in your individual course grade point average (GPA) and your cumulative program GPA.

### Assignment and Assessment Grades

Assignments are graded using a rubric or numerical score designated in the syllabus and online classroom. Rubrics are built around four-levels of proficiency with the stated criteria:

- ★★★★ Exceeds Learning Expectations
- ★★★☆☆ Meets Learning Expectations
- ★★☆☆☆ Minimally Meets Learning Expectations
- ★☆☆☆☆ Does Not Meet Learning Expectations
- ☆☆☆☆ No Submission



### Grading of Assignments

- Resubmission of assignments is determined in consultation with the course instructor.
- Changes in a grade for an assignment is requested in consultation with the course instructor.

### Grading of Assessments

- Assessments in the form of quizzes or exams consisting of multiple choice, true/false, matching, or ordering are automatically graded by the Learning Management System. Short answer and essay questions are manually graded by the instructor.
- Some assessments randomize the order of the questions and answers to allow you to retake the assessment to earn a higher score.
- Access to assessment results is dependent on the assessment's settings, e.g., whether results can be seen immediately and/or with the correct answer indicated.

### Course Grades

Rockbridge uses the following grading scale for the final grade of a course, seminar, or doctoral program Capstone research.

Letter	Grade	Percentage	Description
A	4.0	95-100%	Exceeds Learning Expectations
A-	3.5	90-94%	
B	3.0	85-89%	Meets Learning Expectations
B-	2.5	80-84%	
C	2.0	75-99%	Minimally Meets Learning Expectations
C-	1.5	70-74%	
F	0.0	0-69%	Does Not Meet Learning Expectations
IP	0.0		In Progress
T	0.0		Transfer Credit
W	0.0		Withdrawn

A final course grade of "B" or higher is required for you to pass a course at the Master or Doctoral level, or a "C-" or higher at the diploma level.

### Appealing a Course Final Grade

If you wish to appeal a course grade, you must first consult with the professor who issued it. If you wish to continue the appeal process following consultation with the professor, you may submit a statement of appeal in writing to the Academic Council. Action rendered by the Academic Council is final.

### Course Extensions and Incompletes

Your professor may give you a grade of "Incomplete" if any of your assignments or assessments are not completed by the end of a term due to serious illness or death of a

family member. If you fail to complete those assignments or assessment by the end of the third week following the course's completion date, your final course grade automatically becomes "F."

"W" letter grades do not count toward academic semester credit hours completed.

### **Cumulative Grade Point Average**

You must have a cumulative Grade Point Average of 3.00 (a grade of B) to graduate. GPA does not include grades from credit transferred into Rockbridge from other institutions.

### **DROPPING A COURSE**

You may request to drop your course while enrolled in it. The Seminary's published refund policy applies. **You must email a drop request to [academics@rockbridge.edu](mailto:academics@rockbridge.edu).**

If you drop from a course before Week 2, the course is removed from your transcript. If you drop your course during Week 2 but before Week 5 (during Week 2 but before Week 10 in DMIN seminars), you will receive a Withdraw (W). If you drop a course during Week 6 or later (during Week 12 or later in DMIN seminars), you receive a grade of "F."

### **REPEATING A COURSE**

If you repeat a course to earn a higher grade, the previous grade will remain on your transcript, but Rockbridge will only count the grade of the most recent attempt toward fulfilling academic program requirements.

### **WITHDRAWING FROM A COURSE OR PROGRAM**

You may request to withdraw from your seminary course or program at any time. **Withdrawal requests MUST be emailed to [academics@rockbridge.edu](mailto:academics@rockbridge.edu).** In the case of course withdrawal, the tuition refund policy applies.

### **ACADEMIC TRANSCRIPT**

Your Rockbridge Seminary academic transcript is the official permanent record of your academic progress toward the targeted diploma or degree. An official copy of your academic transcript bears the Rockbridge Seminary seal, and the signature of an authorized seminary representative. You may order a copy of your transcript to be sent to an institution or to yourself. The cost for each transcript order is \$5. To request a transcript, go to [www.rockbridge.edu/transcript-request](http://www.rockbridge.edu/transcript-request).

## TRANSFERRING CREDIT FROM ANOTHER INSTITUTION

Rockbridge considers requests to transfer transcribed course credit from another institution toward a Seminary program based on the following standards.

1. You may submit a request for a transfer of credit evaluation by completing the [Transcript Evaluation Request Form](#).
2. Transfer credit is determined solely on the basis of official copies of transcripts received from the qualifying institution or WES. Preliminary estimates of transfer credit on the basis of unofficial transcripts may not match the final determination.
3. Courses taken at institutions accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA) are considered for transfer. Transfer of credit will not be denied solely on the source of accreditation of the sending institution.
4. Transcripts from non-U.S. institutions must be evaluated through WES.
5. Transfer courses must have been taken at the same level of study. Course descriptions must be similar to Rockbridge Seminary courses. Additional documentation may be requested.
6. A grade of "B-" or above is required for any course credits to be considered for transfer into a master's or doctoral degree; a grade of "C-" or above for transfer into the diploma program.
7. Transfer credit cannot be accepted for Touchstone, Milestone, or Capstone courses at any program level.
8. Courses transferred into an institution to complete that institution's degree are only considered for transfer credit into Rockbridge based on an official transcript from the institution where the courses were originally taken.
9. Transfer of credit decisions made by the VP for Academic Services. Decisions may be appealed to the Academic Council.

Your total program cost with Rockbridge is reduced when transfer credits are accepted into the Seminary.

The maximum number of transfer credits possible by program are as follows. Doctoral-level credits earned at another institution cannot be transferred into Rockbridge.

Program	Hours	Maximum %	Maximum Hours
DMS	39	50%	18 semester hours
MML	52	50%	24 semester hours
MDIV	76	50%	38 semester hours
DMIN	0	0%	0 hours

You may enroll in a course from another seminary with the intent of transferring that credit into your Rockbridge Seminary program as allowed by Rockbridge. However, to be sure that credit will transfer to Rockbridge, you should ask the VP for Academic Services to approve that course before enrolling in the course.

## TRANSFERRING CREDIT TO ANOTHER INSTITUTION

The acceptance of academic credit earned as a student of Rockbridge Seminary is determined by the receiving institution, not Rockbridge Seminary.

## SATISFACTORY ACADEMIC PROGRESS

The purpose of Rockbridge Seminary’s satisfactory academic progress policy is to identify and alert students as early as possible if they are not demonstrating satisfactory academic progress and help them develop a plan for accomplishing their learning goals. Satisfactory academic progress includes both passing grades and timely progression through the program.

### Academic Coaching

When a student experiences any academic difficulty, an academic coach or faculty member will be assigned to help determine the cause of the difficulty and create a plan to improve academic performance.

### Timely Progression

Students are expected to take a minimum of 1 course every 3 terms (6 months). Students who withdraw from a class are of concern to us. Students who withdraw for any reason will be contacted by an academic coach to ascertain the cause of the difficulty and create a plan for timely program completion.

All students must have a Rockbridge institutional GPA of 3.0 (a grade of B) or higher to graduate. The institutional GPA does not include grades from credit transferred into Rockbridge from other institutions.

### Full and Part Time Status

Full-Time (FT) and Part-Time (PT) status are defined by program level for a calendar year as follows.

Program Level	Full-Time (FT)	Part-Time (PT)
Certificate	N/A	N/A
Diploma	12 or more hours	11 or fewer hours
Master's Degree	16 or more hours	15 or fewer hours
Doctorate Degree*	12 or more hours	11 or fewer hours

\*Doctoral students who have passed the Comprehensive Exam and are classified as a degree candidate, are considered full-time while conducting Capstone research.

### **Active Student Status**

In order to maintain active student status, you must enroll in at least 1 course every 6 months.

### **Inactive Student Status**

After 6 months (180 days) of non-enrollment you are classified as an inactive student. You retain this status until you re-enroll or up to 2 years.

### **Leave of Absence Status**

After 2 years of inactive status, you are classified as Leave of Absence unless you inform Rockbridge of your desire to withdraw.

### **Returning to Active Status**

To resume your studies, you must update your personal information and provide an updated Church Endorsement. A new Enrollment Agreement may also be required. You will also be expected to update the seminary on any issues relevant to your academic performance that are now accommodated to move forward in completing your studies.

## **Academic Performance and Standing**

Academic standards of performance have been established to ensure satisfactory progress toward a degree. The classifications of academic performance are:

### **Good Standing**

A minimum institutional GPA of 3.0 (a grade of B) or higher must be maintained to be in good standing.

### **Academic Warning**

An Academic Warning is a level of intervention on your behalf if you receive a grade of “F” or a failing grade below the passing grade level for a course in the program of study. An Academic Warning may also be given to a student who is not participating in a course as required by the syllabus, or as expected in the natural progression of the course learning activities, assignments, and assessments. Rockbridge will discuss strategies for academic improvement with you, and the VP for Academic Services will notify you via email if you are given this standing.

### **Academic Probation**

Academic Probation is the next level of intervention on your behalf if you receive 2 grades of “F” or 2 failing grades below the passing grade level for courses in the program of study. Academic Probation may also be given to a student for the second time of not participating in a course as required by the syllabus, or as expected in the natural progression of the course learning activities, assignments, and assessments. Probation requires that you talk with Rockbridge to discuss additional strategies for academic improvement. The VP for Academic Services will notify you via email if you are given this standing. Academic probation is lifted after passing two *consecutive* courses.

## Academic Dismissal

Academic Dismissal is the result if you receive 3 failing grades of "F" or 3 failing grades below the passing grade level for courses in the program of study. Academic Dismissal may also be given to a student for the third time of not participating in a course as required by the syllabus, or as expected in the natural progression of the course learning activities, assignments, and assessments. The VP for Academic Services will notify you via email if you are given this standing, and you will not be allowed to register for courses. The purpose of dismissal is to prevent you from accumulating debt for studies you do not appear to be able to complete.

## Appeal of Dismissal

A student who is dismissed from Rockbridge may appeal for reinstatement by submitting a written appeal to the Vice President for Academic Services. The student must document the circumstances that contributed to poor academic performance and submit the appeal at least one month prior to the desired start date. The Vice President for Academic Services will engage the Academic Council regarding the appeal. The council will notify the student of its decision within thirty days of receipt of the appeal. Decisions of the Academic Council are final.

## YEARS FOR DEGREE COMPLETION

All coursework and program requirements must be completed in full within the number of years indicated.

Program	Minimum	Maximum
DMS	2 years	5 years
MML	2 years	7 years
MDIV	3 years	8 years
DMIN	3 years	9 years

## LEAVE OF ABSENCE

A leave of absence suspends the clock toward the maximum time for degree completion.

- Students in the military who become deployed have the clock paused until they return or as required by the military.
- Students experiencing mitigating circumstances such as debilitating illness, change in employment, personal or family emergency, etc. can petition for an extension in writing to the Vice President for Academic Services. The petition is approved or disapproved by the Vice President in consultation with the Academic Council.

## RETENTION OF ACADEMIC RECORDS

Your academic records are stored primarily in digital form on secure web servers. Digital back-up copies of your records, paper documents such as your transcripts,

printed copies of your digital records (when required), and your other records are maintained by the seminary. Your records include but are not limited to documents and files related to academics, admissions, advising, discipline, payment, credit, and placement. Original documents and digital files submitted to the Seminary become a permanent part of your file and will not be returned to you or sent elsewhere.

Rockbridge Seminary utilizes security measures to prevent information abuse.

## **FERPA COMPLIANCE**

The Seminary respects the privacy of your education records and complies with the Family Educational Rights and Privacy Act (FERPA). Generally, a higher education institution must have written permission from you to release any of your education records to another person or agency. However, FERPA allows higher education institutions to disclose those records, without your consent, to the following parties or under the following conditions pursuant to (34 CFR § 99.31).

- Seminary officials with legitimate educational need to have access to your info
- Other schools to which you are transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the Seminary
- Accrediting organizations
- Complying with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system pursuant to specific State law.

FERPA also gives you certain rights with respect to your education records.

- You have the right to inspect and review your education. You submit this access to the VP for Academic Services in writing and identify the record(s) you wish to inspect. The VP for Academic Services will make arrangement for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the VP for Academic Services, you will be advised of the correct official to whom the request should be directed.
- You have the right to request an amendment to your education records if you believe the information is misleading or inaccurate. To request an amendment, you should write the Seminary official responsible for the record, clearly identifying the part of the record you want changed, specifying why it is currently misleading or inaccurate. If the Seminary decides not to amend the record as requested, the Seminary will notify you of the decision and advise you of your rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.
- After a hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Rockbridge to comply with FERPA requirements.

Family Policy Compliance Office  
Department of Education  
Independence Avenue SW,  
Washington, DC 20202-8520

Additional FERPA information is available from the U.S. Department of Education.

U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202  
(800) 872-5327

## INSTITUTIONAL REVIEW BOARD COMPLIANCE

Any research conducted by students that involves human subjects must receive prior approval from the Institutional Review Board (IRB) to ensure compliance with ethical standards and protect the rights and safety of participants. Students are required to submit their research proposals for review before initiating their research. Failure to obtain approval can result in disciplinary action. Detailed instructions and guidelines for submitting a request to conduct research involving human subjects are available upon request to the Vice President for Academic Services.

## DISCLOSURE OF DIRECTORY INFORMATION

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school. *Your social security number is never considered Directory Information.*

Information defined as Directory Information by Rockbridge Seminary may be released without your consent. Information about you that may be disclosed is as follows:

- Name
- Address
- Phone Number
- Email Address
- Your Photo (for identification purposes only)
- Enrollment Status
- Date of Graduation



- Degrees and Honors Received
- Field of Study
- Dates of Attendance
- Most Recent Institution Attended

You may opt out of Directory Information disclosure by submitting a written request to the VP for Academic Services.

# STUDENT SERVICES

## HELP AND SUPPORT TEAM

**Student Advising** – [academics@rockbridge.edu](mailto:academics@rockbridge.edu)  
Academic guidance, ministry placement, course selection, etc.

**Course Support** – [academics@rockbridge.edu](mailto:academics@rockbridge.edu)  
Rockbridge Gmail and Online Classroom login difficulty, technical issues, course concerns, etc.

**Professor** – contact information for your professor can be found in the online classroom



## STUDENT CONTACT INFORMATION

You are expected to keep Rockbridge Seminary informed of any changes to your contact information. Changes can be submitted via the “Update Your Contact Info” link in any classroom, or by using the [Update Contact Info Form](#).

## STUDENT ID CARD

Rockbridge can provide students with an ID card should they desire one. The ID card will be emailed in the form of a PDF document that can be trimmed to credit card size and laminated. The ID card is valid through the end of the current signed Enrollment Agreement. Students can request an ID card by completing the [ID Card Request Form](#). You will need a digital photo of yourself to upload when ordering the card. The ID card will be emailed to you only through the student Rockbridge Gmail account.

## STUDENT ADVISOR/ACADEMIC COACH

A Student Advisor/Academic Coach is available to assist you throughout your program of study. The Student Advisor/Academic Coach can help you with questions about courses to take, course registration, and any other academic questions you may have. Rockbridge Seminary provides you with an Academic Program Guide to help you track your progress. This guide can be found under the appropriate program section of this Catalog.

## COURSE PROFESSOR

Your course professor guides, facilitates, and supports your learning throughout the course. Contact info for your professor is provided in his or her profile available in the online classroom. You may message your professor at any time while using a

discussion provided in the online classroom. Your professor also has a Rockbridge Gmail account like you do and can be reached via email as well. Professors generally respond within 24 hours to posted messages or emails. Many of your professors will also provide you with a phone number and contact hours should you wish to talk with them.

## MINISTRY PRAXIS AND COURSE MENTORS

You must be actively engaged in a ministry role (vocational or volunteer) when enrolled in a Rockbridge Seminary course. You must also recruit a local professional to serve as your mentor for a course. This mentor will need to be able to meet with you weekly to discuss what you are learning and how it applies to your ministry context. You are free to have a different mentor for each course.

## ORIENTATION

Orientation to Rockbridge Seminary is accomplished through a classroom sandbox of a typical course. Tips and techniques shared in this classroom are designed to help you be ready to take your online courses and succeed in program completion. The design of the sandbox classroom is the same structure as used in the online courses.

## ONLINE CLASSROOM

Rockbridge Seminary courses are accessed through the Canvas Learning Management System (LMS). You may access the LMS anywhere in the world where you have an Internet connection, and no special software is required.

## COURSE ACCESS AND SYLLABUS

You will be given access to your online course *the day before the course begins but not before that day*. Prior to the start of the course, you will be given access to the syllabus so you can acquire textbooks or resources not provided by Rockbridge.

## GRADUATION AND COMMENCEMENT

You graduate from an academic program when courses fulfilling the requirements of that program are completed satisfactorily.

Commencement exercises are held at least once during the academic year in the month of June or July. In order to participate in the commencement exercises you must have fulfilled all degree requirements. To order your graduation regalia, please visit Jostens ([www.jostens.com](http://www.jostens.com)) as early in the calendar year of the graduation ceremony as possible. Jostens has the regalia standards and colors used by Rockbridge.

## **PLACEMENT**

Students are encouraged to network with their denominational agencies or similar services if seeking a change in employment. On occasion, Rockbridge receives word of ministry opportunities, and posts them in the Rockbridge Café in the Learning Management System.

## **LICENSING, ORDINATION, AND CERTIFICATION**

Rockbridge Seminary does not ordain, license, or certify a student or graduate for ministry. Those forms of setting apart an individual as clergy are the purview of the church, denomination, or ministry of service.

## **ALUMNI ASSOCIATION AND ALUMNI RELATIONS**

Upon graduation you become an alumnus of Rockbridge Seminary. The Rockbridge Alumni Association seeks to maintain connections with Rockbridge graduates and includes alumni in Rockbridge activities as appropriate. The Association consists of a President, who is supported by a member of the administration, and the Director of Alumni Relations and Ministry Partners. Regional representatives connect graduates with local applicants and current students.

# LEARNING STRATEGIES

## HOW TO SUCCEED IN AN ONLINE COURSE

You are the manager of your own learning. Since your courses are learner-focused by design, you direct your own learning within the learning processes designed into the course. You are responsible for meeting deadlines and submitting assignments on time. If you have questions, your professor is available to help you. You bear the responsibility to keep your professor informed if you have problems.



### Secure Dependable Internet Access

Your courses require and will assume that you have a dependable Internet access. If you have computer problems, or plan to travel during your course, it is your responsibility to locate local Internet access to complete course assignments and participate in your course's learning community. A student who loses Internet access for an extended period of time during the course should consider dropping the course. It is dependable Internet access that makes "Anytime, Anywhere Learning" possible.

### Organize Your Study Times

It really helps you to succeed in an online course if you organize your study times. Scheduling smaller chunks of learning often and consistently throughout each week/unit is the most effective and productive approach to learning. Start work immediately on major assignments due later in the course. Schedule study times into your calendar, if possible, every day. Think of your study times like doctor appointments you cannot miss. Schedule an extra time or two as well in case you must "cancel" one of these appointments because you had no other choice but to do so. These strategies will help you take advantage of the convenience and flexibility of online learning.

### Keep in Contact with Your Professor

Your professor is also a valuable resource as you work through your course materials. He or she serves as a "learning coach and ministry mentor," and is there to support you with perspective and clarification on course content and learning activities and assessments. **Please keep your professor informed of your progress in a course. Also contact him or her if you need help to move forward in your learning process.**

### Use Study Times Wisely

All Modules of a course are usually available at the start of the course. During Module 1, it will help your success in the course if you take time to explore the syllabus and become familiar with all course expectations. Module 1 is also a good time to adjust

your personal calendar so you can maximize the investment you are making in your course. Additional study strategies to consider include the following.

- Start work immediately on major assignments
- Schedule how you will explore the Module courseware—it is easier to access courseware across several smaller chunks of time rather than trying to process everything all at once
- Read carefully, especially the syllabus, course instructions, and assignment and assessment details
- Stay engaged in the classroom—the Modules and the term move quickly, and the learning design assumes you will be involved in your course almost daily
- Pay careful attention to assignment and assessment deadlines and note them in your personal calendar
- While you can work ahead on assignments, remember that discussion participation only counts when the discussion is in the current Module of study

### **Access Your Classroom Frequently**

You are expected to log on to your course about 5 days a week. The time of day that you access your course is entirely up to you and your personal and professional schedule.

If you know before a course begins that you will not have Internet access for five or more days during the course, we recommend that you take the course at a future date. Because of the interactive nature of online learning as designed by Rockbridge, it is not possible to "do assignments ahead of time." Lack of participation—especially in online discussions—may result in a failing grade and be grounds for an academic warning.

### **Communicate with Your Professor and Colleagues Frequently**

Through the online classroom you can communicate with your professor and the other students, ask questions, participate in surveys, take exams, view topic-related multimedia, read articles, access library materials, and upload assignments. Each course is designed with reference materials, discussion groups, and web-based resources, all embedded in the Modules of study.

### **Utilize the Eldridge Theological Library**

As a Rockbridge student, you have 24/7/365 access to the Eldridge Theological Library. This virtual library includes downloadable eBooks, Rockbridge doctoral student Applied Research Projects and Dissertations, access to other virtual libraries, pre-selected websites providing original documents, and learning community resources in the fields of Bible, theology, church history, church ministry, evangelism, missions, leadership, management, and religious studies. A theological librarian is also available to assist you with your research.

## Utilize the Logos App Library Provided by Rockbridge

As a Rockbridge student you receive at no cost a copy of the Logos app with selected resources provided. These resources are in addition to the course textbooks provided at the time a course is taken. Students are encouraged to use these resources in the completion of course learning activities. Logos provides student discounts for many of its resources, and students are encouraged to take advantage of these discounts to enhance their personal library.

The Logos app and resources provided by Rockbridge belong to the student even after their time with Rockbridge.

Students must first access textbooks provided by Rockbridge through the Logos app by clicking the Logos link in the classroom. This procedure populates the textbooks to the student account.

If you have an existing Logos account, you can use that account's email address in lieu of the Rockbridge Gmail address to push your textbooks to that account. Additional instructions on using Logos can be found in the document [Accessing Your Logos Textbooks](#).

## Remember Rockbridge is on Chicago Time

Since Rockbridge Seminary has students from all over the world, it is necessary to set one-time zone as the institution's "official time zone." U.S.A. Central Time (Chicago) is Rockbridge's official time zone since the seminary home office in Missouri falls within it.

## GETTING STARTED IN THE ONLINE CLASSROOM

A growing number of learners are finding that online learning opens educational opportunities that normally would not be available to them. To that end Rockbridge Seminary courses are fully online.

### Register for a Course

About a month before a new term begins, registration opens. Registration information is emailed or texted to students. To register, follow the instructions sent to you when registration opens.

Payment by credit card is required during the registration process. If you wish to take more than one course—up to two courses maximum—you must complete the registration process for each course separately.

Textbooks may be purchased through the provider of your choice. A link to a master list of textbooks is provided during registration.

A link to the proposed syllabus for a course is provided during registration. Please note that a syllabus may be updated before a course begins—be sure to access the syllabus from within the online classroom once the classroom is opened.

*On the first day of the new term, your course will become available to you. You continue to have access to your course for at least one full term after the course officially ends.*

### **First Term Course Registration**

First term students may only enroll in the appropriate program level Touchstone course.

### **Maximum Number of Courses Enrolled per Term**

Students may register for up to two (2) courses per term, except for the term in which the Touchstone or Capstone course is taken.

## **Setup or Update Your Classroom Profile and Photo**

In order to facilitate the online learning community, Rockbridge requires you to load a photo of yourself to your online classroom profile. Please do not use an avatar instead of a photo.

In addition to the photo, you are also expected to add one (1) short descriptive paragraph to your profile that tells the faculty and fellow students what you would like them to know about you. You only need to add your photo and profile info one time—the info will show up automatically when you enroll in future courses.

You may update your profile information at any time. Please feel free to add to your profile info that completes the other fields provided.

It is important that you do not change the primary email address in the Learning Management System to be something other than the Rockbridge Gmail address provided to you by the Seminary. Rockbridge is required to provide you with this email address and use it for all academic contact with you as expected by the Family Educational Rights and Privacy Act (FERPA). This Gmail address is also used to add you to your classrooms.

## **Academic Terms**

Six academic terms are offered each year. Courses are eight-weeks in length (sixteen-weeks in the case of DMIN program seminars), and include a course introduction Module, core learning Modules, and a learning evaluation Module.

## **Online Discussion Posts**

You have the option in each course to subscribe to a discussion and have the posts emailed to you according to the settings you selected for your profile and the discussion itself. “Announcements” and “Ask the Professor” types of discussions may automatically send you an email of what has been posted in them and may not allow you to unsubscribe from them.

You are expected to participate in discussions in a Module when it is the current Module of study. Pre-Module and post-Module discussion posts do not count in the calculation of the discussion grade.



## Discussion Post Etiquette

Rockbridge Seminary believes that diversity of thought can exist in the Kingdom of God among those who seriously seek His truth. Part of your seminary education is learning how to communicate your beliefs thoughtfully and with civility to others, and how to consider thoughtfully and with civility the beliefs of others, even when there is passionate disagreement. In this exchange of ideas, you are expected to show respect to fellow students by keeping confidences, by refraining from making snap or harsh judgments, and by giving fellow students permission to point out any actions you take which they perceive to be inconsistent with this online discussion etiquette.

## Discussion Post Confidentiality

Class discussions should be considered confidential. Never transmit or share any classroom discussion post without specific written permission of the person quoted, including the instructor.

## Professor Interaction

*When you contact your professor, please identify yourself by name and the course in which you are enrolled.* Professors have many students and may not recognize you from just your email address.

In the online classroom, there is an online discussion option called, “Ask the Professor.” You are encouraged to post your course questions in this discussion rather than by direct email with the instructor. Other students most likely have the same question but just have not posted it yet. In this way, everyone hears the same answer, and there is a record of what the professor is asking you and your course mates to do. You are also free to email your professor directly if you need privacy.

Your Rockbridge professor will be your learning mentor during your course, reflecting the Rockbridge “learner-focused” design as opposed to a traditional campus classroom “teacher-focused” design. Rockbridge believes the “learner-focused” design is more suited to the 21st century adult learner. Therefore, by design, your professor is primarily in a supportive role. Your professor will also monitor discussions and facilitate the development of the learning community. If you find that you want suggestions on how to go deeper with a Module’s concepts, please let your professor know.

Your professor will evaluate your assignments, make comments as appropriate, and assign grades based on the appropriate rubrics designated for the learning activity. Students have access to these rubrics in the syllabus before completing an assignment.

## Opportunity for Course Feedback

Every term, Rockbridge improves its courses based on feedback from students. At the end of the course, you will have the opportunity to evaluate your learning through the Student Assessment of Learning and Teaching (SALT) survey. Please take advantage of completing this survey to help us improve the course. We do listen and adjust courses based on student and professor feedback. Similarly, the instructor will complete

the Faculty Assessment of Course Teaching (FACT) survey, and when a mentor is required, he or she is required to complete the Mentor Evaluation of Teaching Survey (METS) for you to be eligible to pass that course.

## **EMERGENCY PREPAREDNESS AND ONLINE LEARNING**

If you ever experience service disruptions with your own Internet access, or if the Learning Management System (LMS) is ever offline, consider using your previously downloaded copy of the course syllabus along with the following strategies while the disruptions are being resolved.

### **If Your Area Loses Access to the Internet**

Sometimes severe weather events cause temporary disruption to the Internet. Here are some tips for continuing your studies if that should happen:

- Check if an alternate location can provide Internet access
- Continue assigned readings from the syllabus
- Work on completing assignments found in the syllabus as much as possible
- Call Rockbridge if possible (866) 931-4300 so we can notify your professor

### **If the Canvas LMS is Offline for More than 24 Hours**

The Canvas Learning Management System is unlikely to ever be offline for an extended period of time as it utilizes multiple backup systems to prevent service disruptions. Here are some tips for continuing your studies if it ever did happen:

- Try accessing Canvas at a later time
- Rockbridge will notify students of the extended disruption of service
- Students should continue assigned readings from the syllabus
- Students should continue to work on completing assignments as much as possible

If disruption of service will continue, Rockbridge will provide students courseware via email or Dropbox link.

# DIPLOMA IN MINISTRY STUDIES PROGRAM HANDBOOK

The Diploma in Ministry Studies (DMS) is a 39-credit hour program requiring a minimum of 2 years and a maximum of 5 years for completion. The DMS is designed for men and women over the age of 21 who are serving on a church staff or in other ministry positions, and who do not wish to pursue a degree or do not have an earned bachelor's degree. The diploma provides you with the opportunity to develop servant leadership skills for local church ministry, as well as competencies in the Bible and church history. The curriculum may be completed in 2 years, although students may take longer due to family, church, and job responsibilities.



## DMS PROGRAM PURPOSE AND OBJECTIVES

The purpose of the Diploma in Ministry Studies is to equip a student who does not have an earned bachelor's degree with the basic biblical knowledge and ministry skills to serve in a variety of ministry roles. (DMS-P)

The corresponding objectives of the DMS program are as follows.

1. Graduates will demonstrate a basic knowledge of the Bible and how to study and apply the biblical texts. (DMS-1)
2. Graduates will demonstrate a basic understanding and appreciation of church history and historical core doctrines of the Christian faith. (DMS-2)
3. Graduates will demonstrate an understanding of the theology of the five purposes of the church and their application to developing a growing and healthy church. (DMS-3)
4. Graduates will demonstrate an understanding of how to share the gospel in a variety of forms and mediums. (DMS-4)
5. Graduates will demonstrate a commitment to a lifelong, intentional process of spiritual development and professional growth. (DMS-5)

## DIPLOMA IN MINISTRY STUDIES – 39 HOURS

The following 13 courses are taken in the completion of the Diploma in Ministry Studies.

Required First Course (3 Hours)		Credit Hours
R1300	Developing the Focused Life (Touchstone)	3
Required Program Courses (33 Hours)		Credit Hours
W1301	Theology & Practice of Worship	3
E1301	Theology & Practice of Evangelism	3
F1301	Theology & Practice of Fellowship	3
D1301	Theology & Practice of Discipleship	3
M1301	Theology & Practice of Ministry	3
W3303	Preaching/Teaching for Life Change	3
E1303	Contemporary Evangelism	3
D1303	Interpreting the Bible	3
D2351	New Testament Survey	3
D2361	Old Testament Survey	3
D3351	Church History	3
Required Last Course (3 Hours)		Credit Hours
R4300	Practicing the Focused Life (Capstone)	3

## DMS EMPHASIS IN RECOVERY MINISTRY STUDIES

The emphasis in Recovery Ministry Studies prepares students to lead recovery programs in church and community settings. This track focuses on understanding the spiritual, emotional, and psychological aspects of recovery, offering a holistic approach to support those facing addiction and trauma. Coursework includes biblical counseling, addiction recovery models, and pastoral care, equipping students with the skills to provide compassionate, Christ-centered guidance. Practical training enables students to create and implement recovery programs tailored to their ministry context, fostering environments of healing and transformation.

Students seeking to take only Recovery Ministry courses—or to add Recovery Ministry Studies as an emphasis to the DMS program—take the following 5 courses.

The additional Recovery Ministry courses not already completed as part of the DMS program *do not count as substitutions* for other required courses.

Recovery Ministry Studies (15 Hours)		Credit Hours
R1300	Developing the Focused Life (Touchstone) Required 1st	3
F3304	Personal Counseling Skills	3
M2302	Lead Like Jesus	3
M2305	Building an Effective Ministry Team	3
M3309	Recovery Ministry	3

## DMS GRADUATION REQUIREMENTS

To graduate with the Diploma in Ministry Studies you must have completed the following:

- the 39 semester credit hours of the diploma program
- a passing grade of “C-” (1.5) or higher in every course counted toward the 39 semester credit hours
- a minimum cumulative GPA of 2.0

## DMS COURSE NOTIONAL HOURS OF LEARNING

To be successful in online learning, it is very important to invest sufficient time toward your learning. Though your personal study time will likely vary each week, the volume of learning in meeting all the course objectives and completing the course is typically as follows.

### **Academic Engagement – 45 hours per course**

- Reading classroom materials, linked websites, and handouts
- Viewing classroom audio and video media and linked media
- Interacting with fellow students and the professor in online discussions
- Completing surveys, quizzes, exams, and other assessments

### **Academic Preparation – 90 hours per course**

- Reading textbooks for comprehension
- Writing reports, developing projects, completing assignments, studying for exams
- Interacting with mentor about course learning on a weekly basis
- Practicing learning in current ministry context

### **Total Notional Hours – 135 hours per course**

## COURSE ACCESS

Course Modules begin on a Tuesday at 12:01 a.m. Central Time and end on the following Monday at 11:59 p.m. Central Time. Since most Rockbridge students have heavy responsibilities on Saturday and/or Sunday, these time frames provide you with a Monday study day to complete Module learning activities, assignments, and assessments.

***You get access to the first Module of a course on the Tuesday when Module 1 begins, not the night before.***

You are expected to participate in all Modules of a course, and when each Module is the current Module of study.

## COURSE MENTOR SELECTION

In all courses except Capstone (the last course) you will need to select a mentor with whom you will discuss your course learning each week. Your mentor can change with each course, or you can use the same mentor for every course. Your mentor needs to be someone with whom you can meet or make contact weekly during the course face-to-face (preferred), or via phone or video conferencing.

***Your mentor's info must be submitted in each course during Module 1 using the form provided. Failure to submit this information will result in a temporary suspension of access to the course until the mentor is secured.***

A mentor should have a seminary degree or the appropriate educational, professional, or ministerial experience to help you meet your course learning goals. In addition, the mentor:

- should be in or retired or semi-retired from: full-time ministry, bi-vocational ministry, or non-vocational ministry leadership
- have professional and leadership skills that relate closely to the course
- can be in your church or nearby congregation, or be in a non-local or distant location
- can be a Rockbridge Seminary graduate
- cannot be a Rockbridge Seminary student
- cannot be a family member

## COURSE COPYRIGHT RESTRICTIONS

All course content, i.e., courseware materials in the classroom, the design of online learning, and any attached files are strictly for the use of Rockbridge Seminary students registered in the course. Course content and materials may be reproduced and used by students in the practice of ministry, assuming proper credit is given to the sources. Student discussion and chat room postings are strictly confidential and may not be copied or distributed apart for the normal learning process as directed by this course.

## ACADEMIC CALENDAR

The Academic Calendars appearing at the end of this Catalog list significant dates for the seminary. As dates may be subject to change after publication of the Catalog, updated calendars are available at: <https://rockbridge.info/calendars>

## DIPLOMA PROGRAM COURSE SCHEDULE

You may register for up to two (2) courses per term, except for the term in which the Touchstone or Capstone course is taken. Rockbridge Seminary reserves the right to change the course schedule without notice. You can access the DMS Program Course Rotations spreadsheet at: <https://rockbridge.info/dmsrotations>

## DIPLOMA PROGRAM AND EMPHASIS WORKSHEETS

A downloadable program worksheet is available to keep track of your completion of your program of study.

Program	Link
Diploma in Ministry Studies	<a href="https://rockbridge.info/dms-worksheet">https://rockbridge.info/dms-worksheet</a>

Emphasis	Link
Recovery Ministry Studies Emphasis	<a href="https://rockbridge.info/dms-recovery-ministry-studies-worksheet">https://rockbridge.info/dms-recovery-ministry-studies-worksheet</a>

## COMPLETION OF A BACHELOR'S DEGREE

Rockbridge has an articulation agreement with Nazarene Bible College to accept Rockbridge DMS credits toward the completion of a bachelor's degree. Students who transfer courses to Nazarene Bible College (NBC) must be admitted to NBC, enroll in the Pastoral Ministries degree program at NBC, and complete a minimum of nine (9) semester hours at NBC with a grade of "C" or higher for transferred courses to be listed on an NBC transcript. Students may transfer up to thirty-nine (39) hours of credits from the Diploma of Ministry Studies program, which will be listed on the NBC transcript as nine (9) hours of General Studies, nine (9) hours of Bible and Theology, and twenty-one (21) hours specific to the Pastoral Ministries major. NBC will accept additional credits students bring through CLEP, PLA, or other appropriate testing. For application information please visit the Nazarene Bible College website at: <https://nbc.edu>.

# MASTER OF MINISTRY LEADERSHIP PROGRAM HANDBOOK

The Master of Ministry Leadership (MML) is a 52-credit hour degree requiring a minimum of 2 years and a maximum of 7 years for completion. The MML is a professional degree designed for men and women who have an earned bachelor's degree and are serving on a church staff or in other ministry positions. In this degree program, you develop your servant leadership skills for local church ministry. It is particularly suited for you if you have studied Bible and theology in your bachelor's program. The curriculum may be completed in 2 years, although many students take longer due to family, church, and job responsibilities.



## MML PROGRAM PURPOSE AND OBJECTIVES

The purpose of the Master of Ministry Leadership program is to equip a student with the necessary skills to effectively lead ministry organizations. (MML-P)

The objectives of the MML degree program are as follows.

1. Graduates will demonstrate an understanding of how to lead a church in nurturing the spiritual life and worshiping God. (MML-1)
2. Graduates will demonstrate an understanding in leading a church in developing effective relationships with others. (MML-2)
3. Graduates will demonstrate an understanding of how to lead a church or ministry to study the Bible and help others grow spiritually. (MML-3)
4. Graduates will demonstrate how to lead a church in equipping and mobilizing others for ministry. (MML-4)
5. Graduates will demonstrate an understanding of how to lead a church in sharing the faith in word and deed. (MML-5)
6. Graduates will demonstrate a commitment to a lifelong, intentional process of spiritual development and professional growth. (MML-6)
7. Graduates will demonstrate growth in areas related to God's personal call that require further development. (MML-7)

A summative evaluation of learning in the form of the development of ministry competencies projects are also used to evaluate the accomplishment of program objectives.



## MASTER OF MINISTRY LEADERSHIP DEGREE – 52 HOURS

The following 13 courses are taken in the completion of the Master of Ministry Leadership.

<b>Master of Ministry Leadership Courses (32 Hours)</b>		<b>Credit Hours</b>
R5400	Developing the Focused Life (Touchstone)	4
D5401	Theology & Practice of Discipleship	4
E5401	Theology & Practice of Evangelism	4
F5401	Theology and Practice of Fellowship	4
M5401	Theology & Practice of Ministry	4
W5401	Theology & Practice of Worship	4
R5403	Ministry Competency Projects (Milestone)	4
R6400	Practicing the Focused Life (Capstone)	4
<b>Elective Courses – Choose 5 (20 Hours)</b>		<b>Credit Hours</b>
D5402	Practicing the Spiritual Disciplines	4
D5403	Interpreting the Bible	4
D5451	New Testament Survey	4
D5461	Old Testament Survey	4
D5471	Bible Language Tools	4
D6453	Church History	4
D6461	Christian Worldview and Theology	4
E5403	Contemporary Evangelism	4
E6404	Understanding Other Cultures	4
E6407	Introduction to Church Planting	4
F5402	Building a Small Group Ministry	4
F6404	Personal Counseling Skills	4
M5402	Lead Like Jesus	4
M6405	Building an Effective Ministry Team	4
M6409	Recovery Ministry	4
M6410	Pastoral Care	4
W5403	Preaching/Teaching for Life Change	4

## MML EMPHASIS IN BIBLICAL STUDIES

The emphasis in Biblical Studies equips students with a deep understanding of the scriptures. Students will delve into the Old and New Testaments, sound principles of biblical interpretation, and the use of Bible language tools. This track combines scriptural knowledge with practical application, enabling students to interpret and teach the Bible effectively. Students will be prepared to approach ministry with a profound grasp of the Bible and a commitment to faithfully conveying its message.

Students holding an undergraduate degree who seek to take only the Biblical Studies courses and not the full Master of Ministry Leadership (MML) degree can take the following courses. R5400 Developing the Focused Life (Touchstone) must be taken first as is required of all Rockbridge Seminary students.

MML students can take these Biblical Studies courses as electives if not already required in the program of study.

<b>Biblical Studies Core – 5 Courses (20 Hours)</b>		<b>Credit Hours</b>
R5400	Developing the Focused Life (Touchstone)	4
D5451	New Testament Survey	4
D5461	Old Testament Survey	4
D5403	Interpreting the Bible	4
<b>Electives – Choose 2 (8 Hours)</b>		<b>Credit Hours</b>
D5402	Practicing the Spiritual Disciplines	4
D5471	Bible Language Tools	4
I6400	Independent Studies in Contemporary Issues in Ministry	4
W5403	Preaching/Teaching for Life Change	4

## MML EMPHASIS IN LEADERSHIP STUDIES

The emphasis in Leadership Studies at focuses on developing the essential qualities needed for effective ministry leadership. Students will explore key areas such as ethical leadership, team dynamics, small group ministry, and leading like Jesus. This track offers a blend of theoretical knowledge and practical application, enabling students to cultivate leadership skills that inspire and guide their communities, all rooted in a strong biblical foundation. Through hands-on experiences, students will be equipped to lead with vision, integrity, and a commitment to serving others in various ministry settings.

Students holding an undergraduate degree who seek to take only the Leadership Studies courses and not the full Master of Ministry Leadership (MML) degree can take the following courses. R5400 Developing the Focused Life (Touchstone) must be taken first as is required of all Rockbridge Seminary students.

MML students can take these Leadership Studies courses as electives if not already required in the program of study.

<b>Leadership Studies Core – 4 Courses (16 Hours)</b>		<b>Credit Hours</b>
R5400	Developing the Focused Life (Touchstone)	4

F5402	Building a Small Group Ministry	4
M5402	Lead Like Jesus	4
M6405	Building an Effective Ministry Team	4
<b>Electives – Choose 2 (8 Hours)</b>		<b>Credit Hours</b>
D5402	Practicing the Spiritual Disciplines	4
E5403	Contemporary Evangelism	4
E6406	Understanding Other Cultures	4
E6407	Introduction to Church Planting	4
I6400	Independent Studies in Contemporary Issues in Ministry	4
M6409	Recovery Ministry	4
W5403	Preaching/Teaching for Life Change	4

## **MML EMPHASIS IN PASTORAL CARE STUDIES**

The emphasis in Pastoral Care Studies at Rockbridge Seminary is designed to equip students with the essential skills for effective ministry. Students will delve into key areas such as practicing spiritual disciplines, personal counseling, recovery ministry, and pastoral care. This track integrates theoretical knowledge with practical application, enabling students to provide compassionate support and guidance to individuals and communities, all rooted in a strong biblical foundation. Through hands-on experiences, students will be prepared to minister with empathy, integrity, and a deep commitment to serving others in various pastoral settings.

Students holding an undergraduate degree who seek to take only the Pastoral Care Studies courses and not the full Master of Ministry Leadership (MML) degree can take the following courses. R5400 Developing the Focused Life (Touchstone) must be taken first as is required of all Rockbridge Seminary students.

MML students can take these Pastoral Care Studies courses as electives if not already required in the program of study.

<b>Pastoral Care Studies Core – 6 Courses (24 Hours)</b>		<b>Credit Hours</b>
R5400	Developing the Focused Life (Touchstone)	4
D5402	Practicing the Spiritual Disciplines	4
F6404	Personal Counseling Skills	4
M5402	Lead Like Jesus	4
M6409	Recovery Ministry	4
M6410	Pastoral Care	4

## **MML EMPHASIS IN RECOVERY MINISTRY STUDIES**

The emphasis in Recovery Ministry Studies prepares students to lead recovery programs in church and community settings. This track focuses on understanding the spiritual, emotional, and psychological aspects of recovery, offering a holistic approach to support those facing addiction and trauma. Coursework includes biblical counseling, addiction recovery models, and pastoral care, equipping students with the skills to

provide compassionate, Christ-centered guidance. Practical training enables students to create and implement recovery programs tailored to their ministry context, fostering environments of healing and transformation.

Students holding an undergraduate degree who seek to take only the Recovery Ministry courses and not the full Master of Ministry Leadership (MML) degree can take the following courses. R5400 Developing the Focused Life (Touchstone) must be taken first as is required of all Rockbridge Seminary students.

MML students can take these Recovery Ministry courses as electives if not already required in the program of study.

Recovery Ministry Studies Core – 5 Courses (20 Hours)	Credit Hours
R5400 Developing the Focused Life (Touchstone) <i>Required First</i>	4
F6404 Personal Counseling Skills	4
M5402 Lead Like Jesus	4
M6405 Building an Effective Ministry Team	4
M6409 Recovery Ministry	4

## MML GRADUATION REQUIREMENTS

To graduate with the Master of Ministry Leadership degree you must have completed the following:

- the 52 semester credit hours of the degree program
- a passing grade of “B” (3.0) or higher in every course counted toward the 52 semester credit hours
- a minimum cumulative GPA of 3.0

## MML COURSE NOTIONAL HOURS OF LEARNING

To be successful in online learning, it is very important to invest sufficient time toward your learning. Though your personal study time will likely vary each week, the volume of learning in meeting all the course objectives and completing the course is typically as follows.

### Academic Engagement – 60 hours per course

- Reading classroom materials, linked websites, and handouts
- Viewing classroom audio and video media and linked media
- Interacting with fellow students and the professor in discussions
- Completing surveys, quizzes, exams, and other assessments

### Academic Preparation – 120 hours per course

- Reading textbooks for comprehension
- Writing reports, developing projects, completing assignments, studying for exams
- Interacting with mentor about course learning on a weekly basis
- Practicing learning in current ministry context

**Total Notional Hours – 180 hours per course**

## **COURSE ACCESS**

Course Modules begin on a Tuesday at 12:01 a.m. Central Time and end on the following Monday at 11:59 p.m. Central Time. Since most Rockbridge students have heavy responsibilities on Saturday and/or Sunday, these time frames provide you with a Monday study day to complete Module learning activities, assignments, and assessments.

***You get access to the first Module of a course on the Tuesday when Module 1 begins, not the night before.***

You are expected to participate in all Modules of a course, and when each Module is the current Module of study.

## **COURSE MENTOR SELECTION**

In all courses except Capstone (the last course) you will need to select a mentor with whom you will discuss your course learning each week. Your mentor can change with each course, or you can use the same mentor for every course. Your mentor needs to be someone with whom you can meet or make contact weekly during the course face-to-face (preferred), or via phone or video conferencing.

***Your mentor's info must be submitted in each course during Module 1 using the form provided. Failure to submit this information will result in a temporary suspension of access to the course until the mentor is secured.***

A mentor should have a seminary degree or, if not, the appropriate educational, professional, and ministerial experience to help you meet your course learning goals. In addition, the mentor:

- should be in, or retired or semi-retired from: full-time ministry, bi-vocational ministry, or non-vocational ministry leadership
- have professional and leadership skills that relate closely to the course
- can be in your church or nearby congregation, or be in a non-local or distant location
- can be a Rockbridge Seminary graduate
- cannot be a Rockbridge Seminary student
- cannot be a family member

## **COURSE COPYRIGHT RESTRICTIONS**

All course content, i.e., courseware materials in the classroom, the design of online learning, and any attached files are strictly for the use of Rockbridge Seminary students registered in the course. Course content and materials may be reproduced and used by students in the practice of ministry, assuming proper credit is given to the sources.

Student discussion and chat room postings are strictly confidential and may not be copied or distributed apart for the normal learning process as directed by this course.

## ACADEMIC CALENDAR

The Academic Calendars appearing at the end of this Catalog list significant dates for the seminary. As dates may be subject to change after publication of the Catalog, updated calendars are available at: <https://rockbridge.info/calendars>

## MASTER OF MINISTRY LEADERSHIP PROGRAM COURSE SCHEDULE

You may register for up to two (2) courses per term, except for the term in which the Touchstone or Capstone course is taken. Rockbridge Seminary reserves the right to change the course schedule without notice. You can access the MML Program Course Rotations spreadsheet at: <https://rockbridge.info/mmlrotations>

## MASTER OF MINISTRY LEADERSHIP PROGRAM AND EMPHASIS WORKSHEETS

A downloadable program worksheet is available to keep track of your completion of your program of study.

Program	Link
Master of Ministry Leadership	<a href="https://rockbridge.info/mml-worksheet">https://rockbridge.info/mml-worksheet</a>

Emphasis	Link
Biblical Studies Emphasis	<a href="https://rockbridge.info/masters-biblical-studies-emphasis-worksheet">https://rockbridge.info/masters-biblical-studies-emphasis-worksheet</a>
Leadership Studies Emphasis	<a href="https://rockbridge.info/masters-leadership-studies-emphasis-worksheet">https://rockbridge.info/masters-leadership-studies-emphasis-worksheet</a>
Pastoral Care Studies Emphasis	<a href="https://rockbridge.info/masters-pastoral-care-studies-emphasis-worksheet">https://rockbridge.info/masters-pastoral-care-studies-emphasis-worksheet</a>
Recovery Ministry Studies Emphasis	<a href="https://rockbridge.info/masters-recovery-ministry-studies-emphasis-worksheet">https://rockbridge.info/masters-recovery-ministry-studies-emphasis-worksheet</a>

# MASTER OF DIVINITY PROGRAM HANDBOOK

The Master of Divinity (MDIV) is an 76-credit hour degree requiring a minimum of 3 years and a maximum of 8 years for completion. The MDIV is a professional degree designed for men and women with a bachelor's degree who serve or desire to serve in such roles as ordained pastor, career missionary, or chaplain. In this degree program, you develop competencies in Biblical studies, church history, theology, pastoral care, counseling, and preaching/teaching. The curriculum may be completed in 3 years, although many students take longer due to family, church, and job responsibilities.



## MDIV PROGRAM PURPOSE AND OBJECTIVES

The purpose of the Master of Divinity program is to equip a student with the biblical, theological, and pastoral skills necessary for serving in ministry roles usually requiring ordination. (MDIV-P)

The objectives of the MDIV degree program are as follows.

1. Graduates will demonstrate knowledge of the nature and content of the Bible, a working methodology for biblical study and interpretation, and a clear formulation and personal integration of the student's own understanding of the message of the Bible. (MDV-1)
2. Graduates will demonstrate knowledge of the central doctrines of Christianity and of the historical models that have been used to articulate and apply them. Students will be able to formulate theological and ethical concepts in light of the heritage of the whole church and to apply these concepts in contemporary life situations. (MDV-2)
3. Graduates will demonstrate an understanding of Christian ministry founded on biblical mandates, informed by the church's heritage and relevant to its present circumstances. (MDV-3)
4. Graduates will demonstrate a commitment to a lifelong, intentional process of spiritual development and professional growth. (MDV-4)
5. Graduates will demonstrate growth in areas related to God's personal call that require further development. (MDV-5)

A summative evaluation of learning in the form of the development of a portfolio is also used to evaluate the accomplishment of program objectives. (MDV-P)

## MASTER OF DIVINITY DEGREE – 76 HOURS

The following 20 courses are taken in the completion of the Master of Divinity degree.

<b>Master of Divinity Courses (56 Hours)</b>		<b>Credit Hours</b>
R5400	Developing the Focused Life (Touchstone)	4
D5401	Theology & Practice of Discipleship	4
D5403	Interpreting the Bible	4
D5451	New Testament Survey	4
D5461	Old Testament Survey	4
D6453	Church History	4
D6461	Christian Worldview and Theology	4
E5401	Theology & Practice of Evangelism	4
F5401	Theology & Practice of Fellowship	4
M5401	Theology & Practice of Ministry	4
W5401	Theology & Practice of Worship	4
W5403	Preaching/Teaching for Life Change	4
R5403	Ministry Competency Projects (Milestone)	4
R6400	Practicing the Focused Life (Capstone)	4
<b>Program Elective Courses – Choose Five (20 Hours)</b>		<b>Credit Hours</b>
D5402	Practicing the Spiritual Disciplines	4
D5471	Bible Language Tools	4
D6471	Systematic Theology and Christian Ministry	4
E5403	Contemporary Evangelism	4
E6404	Understanding Other Cultures	4
E6407	Introduction to Church Planting	4
F5402	Building a Small Group Ministry	4
F6404	Personal Counseling Skills	4
M5402	Lead Like Jesus	4
M6405	Building an Effective Ministry Team	4
M6409	Recovery Ministry	4
M6410	Pastoral Care	4



## MDIV EMPHASIS IN BIBLICAL STUDIES

The emphasis in Biblical Studies equips students with a deep understanding of the scriptures. Students will delve into the Old and New Testaments, sound principles of biblical interpretation, and the use of Bible language tools. This track combines scriptural knowledge with practical application, enabling students to interpret and teach the Bible effectively. Students will be prepared to approach ministry with a profound grasp of the Bible and a commitment to faithfully conveying its message.

Students holding an undergraduate degree who seek to take only the Biblical Studies courses and not the full Master of Divinity (MDIV) degree can take the following courses. R5400 Developing the Focused Life (Touchstone) must be taken first as is required of all Rockbridge Seminary students.

MDIV students can take these Biblical Studies courses as electives if not already required in the program of study.

<b>Biblical Studies Core – 5 Courses (20 Hours)</b>		<b>Credit Hours</b>
R5400	Developing the Focused Life (Touchstone)	4
D5451	New Testament Survey	4
D5461	Old Testament Survey	4
D5403	Interpreting the Bible	4
<b>Electives – Choose 2 (8 Hours)</b>		<b>Credit Hours</b>
D5402	Practicing the Spiritual Disciplines	4
D5471	Bible Language Tools	4
I6400	Independent Studies in Contemporary Issues in Ministry	4
W5403	Preaching/Teaching for Life Change	4

## MDIV EMPHASIS IN LEADERSHIP STUDIES

The emphasis in Leadership Studies focuses on developing the essential qualities needed for effective ministry leadership. Students will explore key areas such as ethical leadership, team dynamics, small group ministry, and leading like Jesus. This track offers a blend of theoretical knowledge and practical application, enabling students to cultivate leadership skills that inspire and guide their communities, all rooted in a strong biblical foundation. Through hands-on experiences, students will be equipped to lead with vision, integrity, and a commitment to serving others in various ministry settings.

Students holding an undergraduate degree who seek to take only the Leadership Studies courses and not the full Master of Divinity (MDIV) degree can take the following courses. R5400 Developing the Focused Life (Touchstone) must be taken first as is required of all Rockbridge Seminary students.

MDIV students can take these Leadership Studies courses as electives if not already required in the program of study.

<b>Leadership Studies Core – 4 Courses (16 Hours)</b>		<b>Credit Hours</b>
R5400	Developing the Focused Life (Touchstone)	4

F5402 Building a Small Group Ministry	4
M5402 Lead Like Jesus	4
M6405 Building an Effective Ministry Team	4
<b>Electives – Choose 2 (8 Hours)</b>	<b>Credit Hours</b>
D5402 Practicing the Spiritual Disciplines	4
E5403 Contemporary Evangelism	4
E6406 Understanding Other Cultures	4
E6407 Introduction to Church Planting	4
I6400 Independent Studies in Contemporary Issues in Ministry	4
M6409 Recovery Ministry	4
W5403 Preaching/Teaching for Life Change	4

## MDIV EMPHASIS IN PASTORAL CARE STUDIES

The emphasis in Pastoral Care Studies at Rockbridge Seminary is designed to equip students with the essential skills for effective ministry. Students will delve into key areas such as practicing spiritual disciplines, personal counseling, recovery ministry, and pastoral care. This track integrates theoretical knowledge with practical application, enabling students to provide compassionate support and guidance to individuals and communities, all rooted in a strong biblical foundation. Through hands-on experiences, students will be prepared to minister with empathy, integrity, and a deep commitment to serving others in various pastoral settings.

Students holding an undergraduate degree who seek to take only the Pastoral Care Studies courses and not the full Master of Divinity (MDIV) degree can take the following courses. R5400 Developing the Focused Life (Touchstone) must be taken first as is required of all Rockbridge Seminary students.

MDIV students can take these Pastoral Care Studies courses as electives if not already required in the program of study.

<b>Pastoral Care Studies Core – 6 Courses (24 Hours)</b>	<b>Credit Hours</b>
R5400 Developing the Focused Life (Touchstone)	4
D5402 Practicing the Spiritual Disciplines	4
F6404 Personal Counseling Skills	4
M5402 Lead Like Jesus	4
M6409 Recovery Ministry	4
M6410 Pastoral Care	4

## MDIV EMPHASIS IN RECOVERY MINISTRY STUDIES

The emphasis in Recovery Ministry Studies prepares students to lead recovery programs in church and community settings. This track focuses on understanding the spiritual, emotional, and psychological aspects of recovery, offering a holistic approach to support those facing addiction and trauma. Coursework includes biblical counseling, addiction recovery models, and pastoral care, equipping students with the skills to

provide compassionate, Christ-centered guidance. Practical training enables students to create and implement recovery programs tailored to their ministry context, fostering environments of healing and transformation.

Students holding an undergraduate degree who seek to take only the Recovery Ministry courses and not the full Master of Divinity (MDIV) degree can take the following courses. R5400 Developing the Focused Life (Touchstone) must be taken first as is required of all Rockbridge Seminary students.

MDIV students can take these Recovery Ministry courses as electives if not already required in the program of study.

Recovery Ministry Studies Core – 5 Courses (20 Hours)		Credit Hours
R5400	Developing the Focused Life (Touchstone) <i>Required First</i>	4
F6404	Personal Counseling Skills	4
M5402	Lead Like Jesus	4
M6405	Building an Effective Ministry Team	4
M6409	Recovery Ministry	4

## MDIV GRADUATION REQUIREMENTS

To graduate with the Master of Divinity degree you must have completed the following:

- the 76 semester credit hours of the degree program
- a passing grade of “B” (3.0) or higher in every course counted toward the 76 semester credit hours
- a minimum cumulative GPA of 3.0

## MDIV COURSE NOTIONAL HOURS OF LEARNING

To be successful in online learning, it is very important to invest sufficient time toward your learning. Though your personal study time will likely vary each week, the volume of learning in meeting all the course objectives and completing the course is typically as follows.

### Academic Engagement – 60 hours per course

- Reading classroom materials, linked websites, and handouts
- Viewing classroom audio and video media and linked media
- Interacting with fellow students and the professor in online discussions
- Completing surveys, quizzes, exams, and other assessments

### Academic Preparation – 120 hours per course

- Reading textbooks for comprehension
- Writing reports, developing projects, completing assignments, studying for exams
- Interacting with mentor about course learning on a weekly basis
- Practicing learning in current ministry context

**Total Notional Hours – 180 hours per course**

## **COURSE ACCESS**

Course Modules begin on a Tuesday at 12:01 a.m. Central Time and end on the following Monday at 11:59 p.m. Central Time. Since most Rockbridge students have heavy responsibilities on Saturday and/or Sunday, these time frames provide you with a Monday study day to complete Module learning activities, assignments, and assessments.

***You get access to the first Module of a course on the Tuesday when Module 1 begins, not the night before.***

You are expected to participate in all Modules of a course, and when each Module is the current Module of study.

## **COURSE MENTOR SELECTION**

In all courses except Capstone (the last course) you will need to select a mentor with whom you will discuss your course learning each week. Your mentor can change with each course, or you can use the same mentor for every course. Your mentor needs to be someone with whom you can meet or make contact weekly during the course face-to-face (preferred), or via phone or video conferencing.

***Your mentor's info must be submitted in each course during Module 1 using the form provided. Failure to submit this information will result in a temporary suspension of access to the course until the mentor is secured.***

A mentor should have a seminary degree or, if not, the appropriate educational, professional, and ministerial experience to help you meet your course learning goals. In addition, the mentor:

- should be in, or retired or semi-retired from: full-time ministry, bi-vocational ministry, or non-vocational ministry leadership
- have professional and leadership skills that relate closely to the course
- can be in your church or nearby congregation, or be in a non-local or distant location
- can be a Rockbridge Seminary graduate
- cannot be a Rockbridge Seminary student
- cannot be a family member

## **COURSE COPYRIGHT RESTRICTIONS**

All course content, i.e., courseware materials in the classroom, the design of online learning, and any attached files are strictly for the use of Rockbridge Seminary students registered in the course. Course content and materials may be reproduced and used by students in the practice of ministry, assuming proper credit is given to the sources.

Student discussion and chat room postings are strictly confidential and may not be copied or distributed apart for the normal learning process as directed by this course.

## **ACADEMIC CALENDAR**

The Academic Calendars appearing at the end of this Catalog list significant dates for the seminary. As dates may be subject to change after publication of the Catalog, updated calendars are available at: <https://rockbridge.info/calendars>

## **MASTER OF DIVINITY PROGRAM COURSE SCHEDULE**

You may register for up to two (2) courses per term, except for the term in which the Touchstone or Capstone course is taken. Rockbridge Seminary reserves the right to change the course schedule without notice. You can access the MML Program Course Rotations spreadsheet at: <https://rockbridge.info/mdivrotations>

## **MASTER OF DIVINITY PROGRAM AND EMPHASIS WORKSHEETS**

A downloadable program worksheet is available to keep track of your completion of your program of study.

<b>Program</b>	<b>Link</b>
Master of Divinity	<a href="https://rockbridge.info/mdiv-worksheet">https://rockbridge.info/mdiv-worksheet</a>

<b>Emphasis</b>	<b>Link</b>
Biblical Studies Emphasis	<a href="https://rockbridge.info/masters-biblical-studies-emphasis-worksheet">https://rockbridge.info/masters-biblical-studies-emphasis-worksheet</a>
Leadership Studies Emphasis	<a href="https://rockbridge.info/masters-leadership-studies-emphasis-worksheet">https://rockbridge.info/masters-leadership-studies-emphasis-worksheet</a>
Pastoral Care Studies Emphasis	<a href="https://rockbridge.info/masters-pastoral-care-studies-emphasis-worksheet">https://rockbridge.info/masters-pastoral-care-studies-emphasis-worksheet</a>
Recovery Ministry Studies Emphasis	<a href="https://rockbridge.info/masters-recovery-ministry-studies-emphasis-worksheet">https://rockbridge.info/masters-recovery-ministry-studies-emphasis-worksheet</a>

# DOCTOR OF MINISTRY PROGRAM HANDBOOK

The Doctor of Ministry (DMIN) is a 39-credit hour degree requiring a minimum of 3 years and a maximum of 9 years for completion. The DMIN is a professional doctorate designed for men and women who hold the MDIV or its educational equivalent and who have engaged in substantial ministry leadership. In this degree program, you develop transformational leadership competencies in areas such as spirituality, spiritual community, transformational discipleship, organizational leadership, and missional leadership. The curriculum may be completed in 3 years, although many students take longer due to family, church, and job responsibilities. The required Applied Research Project topic you choose can also encourage you to take longer to complete the degree.



## DMIN PROGRAM PURPOSE AND OBJECTIVES

The purpose of the Doctor of Ministry program is to equip a student to be a transformational leader who practices ministry at the highest level of professional competence. (DMIN-P)

The objectives of the DMIN degree program are as follows.

1. Graduates will evaluate their spiritual life and design a personal or corporate plan for nurturing the inner life. (DMIN-1)
2. Graduates will analyze contemporary issues related to developing a spiritual community. (DMIN-2)
3. Graduates will apply new discoveries in learning science to their preaching, teaching, and writing. (DMIN-3)
4. Graduates will lead their ministry organization through change initiatives using the principles of transformational leadership. (DMIN-4)
5. Graduates will evaluate approaches to address or resolve contemporary issues related to helping transform a culture for Christ. (DMIN-5)
6. Graduates will develop leadership skills in areas related to God's call. (DMIN-6)

A summative evaluation of learning in the form of the presentation and oral defense (conference call) of an Applied Research Project is also used to evaluate the accomplishment of program objectives.

## DOCTOR OF MINISTRY DEGREE – 39 HOURS

The following 10 courses and seminars are taken in the completion of the Doctor of Ministry degree.

Doctor of Ministry Courses and Seminars		Credit Hours
R7100	The Transformational Leader (Touchstone) – Required 1st	1
D7601	Transformational Discipleship in a Digital Age	6
E7601	The Missional Leader	6
F7601	Building and Nurturing Spiritual Community	6
M7601	Organizational Leadership	6
R7103	Research Methodology – Summer 1	1
R7105	Project Proposal – Summer 2	1
W7601	Spiritual Life of the Leader	6
R7101	Comprehensive Exam (Milestone) – After Courses/Seminars	1
R7500	Applied Research Project (Capstone) – After Comp Exam	5

## DMIN GRADUATION REQUIREMENTS

To graduate with the Doctor of Ministry degree you must have completed the following:

- all courses, seminars, exams, and the research project within 9 years of taking the first course (Touchstone)
- the 39 semester credit hours of courses and seminars in the degree program
- a passing grade of “B” (3.0) or higher in every course or seminar counted toward the 39 semester credit hours
- a passing grade of “B” (3.0) or higher on the Qualifying Exam (Touchstone), Comprehensive Exam (Milestone), and the Applied Research Project (Capstone)
- a minimum cumulative GPA of 3.0

## DMIN COURSE NOTIONAL HOURS OF LEARNING

To be successful in online learning, it is very important to invest sufficient time toward your learning. Though your personal study time will likely vary each week, the volume of learning in meeting all the course objectives and completing the course is typically as follows.

### Academic Engagement – 15 hours per 8-week course

- Reading classroom materials, linked websites, and handouts
- Viewing classroom audio and video media and linked media
- Interacting with fellow students and the professor in online discussions
- Completing surveys, quizzes, exams, and other assessments

### Academic Preparation – 30 hours per 8-week course

- Offline reading for comprehension
- Reading discussion questions

- Reflection papers, projects, reports, and assessments
- Learning assessments and surveys
- Ministry praxis and mentor support

**Total Notional Hours – 45 hours per 8-week course**

## **DMIN SEMINAR NOTIONAL HOURS OF LEARNING**

To be successful in online learning, it is very important to invest sufficient time toward your learning. Though your personal study time will likely vary each week, the volume of learning in meeting all the course objectives and completing the seminar is typically as follows.

### **Academic Engagement – 90 hours per 16-week seminar**

- Reading classroom materials, linked websites, and handouts
- Viewing classroom audio and video media and linked media
- Interacting with fellow students and the professor in online discussions
- Participating in synchronous video conference call presentations

### **Academic Preparation – 180 hours per 16-week seminar**

- Reading textbooks for comprehension
- Writing reports, developing projects, completing assignments, studying for exams
- Interacting with mentor about course learning on a weekly basis
- Practicing learning in current ministry context

**Total Notional Hours – 270 hours per 16-week seminar**

## **QUALIFYING EXAM**

During the very first course, R7100 The Transformational Leader (Touchstone), the doctoral student will write a research paper that will be used as a Qualifying Exam. You must receive a passing grade of “B” or higher on the exam to continue in the DMIN program.

## **COMPREHENSIVE EXAM**

After the very last seminar, the doctoral student enrolls in R7101 Comprehensive Exam (Milestone) and will write a research paper covering each of DMIN program objective. This paper will serve as the Comprehensive Exam. You must receive a passing grade of “B” or higher on the exam to be eligible to attain degree candidacy.

## **DMIN DEGREE CANDIDACY**

Upon successful completion of all courses, seminars, and the Comprehensive Exam, the doctoral student's academic record is reviewed by the Academic Council for the purpose of approving degree candidacy. You must become a candidate for the DMIN degree to enroll in Applied Research Project research.



## APPLIED RESEARCH PROJECT

Upon completion of all courses, seminars, and the Comprehensive Examination, you enroll in the R7500 Applied Research Project (Capstone) course. This self-directed course involves the development and defense of a topic that has potential contribution to the practice of ministry. An Applied Research Project Manual, a Research Design Blueprint, and a Research Design Checklist are provided to you during the R7103 Project Proposal course during which you explore the project protocols.

Students at the Applied Research Project stage of the DMIN program are required to submit their proposed research methodology to the Institutional Review Board (IRB) for approval prior to conducting research involving human subjects.

DMIN students are required to submit project status reports at least once per 8-week term found at <https://rockbridge.info/researchstatusform>. These reports are intended to help you continue to make progress toward the completion of the Project, and to keep Rockbridge informed of your progress for academic advisement purposes.

## DMIN APPLIED RESEARCH PROJECT NOTIONAL HOURS OF LEARNING

The Applied Research Project will take a minimum of 1-year to complete. Though your personal study time will likely vary each week, the volume of learning in meeting all the course objectives and completing the project is typically as follows.

### **Academic Engagement – 18 hours per 52-weeks**

- Reading classroom materials, linked websites, and handouts
- Viewing classroom audio and video media and linked media
- Participating in synchronous video conference hearings

### **Academic Preparation – 207 hours per 52-weeks**

- Reading precedent literature for comprehension in support of project
- Writing chapters, making committee changes, designing presentations
- Interacting with Faculty Supervisor and Site Advisor
- Practicing research in ministry or service role

### **Total Notional Hours – 225 hours per 52-weeks**

## COURSE ACCESS

Course Modules begin on a Tuesday at 12:01 a.m. Central Time and end on the following Monday at 11:59 p.m. Central Time. Since most Rockbridge students have heavy responsibilities on Saturday and/or Sunday, these time frames provide you with a Monday study day to complete Module learning activities, assignments, and assessments.

***You get access to the first Module of a course on the Tuesday when Module 1 begins, not the night before.***

You are expected to participate in all Modules of a course, and when each Module is the current Module of study.

## **COURSE MENTOR SELECTION**

In all courses except Capstone (the last course) you will need to select a mentor with whom you will discuss your course learning each week. Your mentor can change with each course, or you can use the same mentor for every course. Your mentor needs to be someone with whom you can meet or make contact weekly during the course face-to-face (preferred), or via phone or video conferencing.

***Your mentor's info must be submitted in each course during Module 1 using the form provided. Failure to submit this information will result in a temporary suspension of access to the course until the mentor is secured.***

A mentor should have a seminary degree or, if not, the appropriate educational, professional, and ministerial experience to help you meet your course learning goals. In addition, the mentor:

- should be in, or retired or semi-retired from: full-time ministry, bi-vocational ministry, or non-vocational ministry leadership
- have professional and leadership skills that relate closely to the course
- can be in your church or nearby congregation, or be in a non-local or distant location
- can be a Rockbridge Seminary graduate
- cannot be a Rockbridge Seminary student
- cannot be a family member

## **COURSE COPYRIGHT RESTRICTIONS**

All course content, i.e., courseware materials in the classroom, the design of online learning, and any attached files are strictly for the use of Rockbridge Seminary students registered in the course. Course content and materials may be reproduced and used by students in the practice of ministry, assuming proper credit is given to the sources. Student discussion and chat room postings are strictly confidential and may not be copied or distributed apart for the normal learning process as directed by this course.

## **ACADEMIC CALENDAR**

The Academic Calendars appearing at the end of this Catalog list significant dates for the seminary. As dates may be subject to change after publication of the Catalog, updated calendars are available at: <https://rockbridge.info/calendars>

## **DOCTOR MINISTRY IN TRANSFORMATIONAL LEADERSHIP PROGRAM COURSE SCHEDULE**

You may register for up to two (2) courses per term, except for the term in which the Touchstone, Milestone, or Capstone course is taken. Rockbridge Seminary reserves the right to change the course schedule without notice. You can access the DMIN Program Course Rotations spreadsheet at: <https://rockbridge.info/dminrotations>

## **DOCTOR MINISTRY IN TRANSFORMATIONAL LEADERSHIP PROGRAM WORKSHEET**

A downloadable program worksheet is available to keep track of your completion of your program of study at: <https://rockbridge.info/dmin-worksheet>

**DOCTOR OF MINISTRY (DMIN) WORKSHEET****4 Courses; 5 Seminars; Applied Project – 39 semester credit hours**

<b>Required First Course (1 Hour)</b>		<b>Term</b>	<b>Grade</b>
R7100	The Transformational Leader (Touchstone)		
<b>Program Courses (2 Hours)</b>		<b>Term</b>	<b>Grade</b>
R7103	Research Methodology		
R7105	Project Proposal		
<b>Program Seminars (30 Hours)</b>		<b>Term</b>	<b>Grade</b>
W7601	Spiritual Life of the Leader		
E7601	The Missional Leader		
F7601	Building and Nurturing Spiritual Community		
D7601	Transformational Discipleship in a Digital Age		
M7601	Organizational Leadership		
<b>Degree Candidate Required Last Assessments (6 Hours)</b>		<b>Term</b>	<b>Grade</b>
R7101	Comprehensive Exam (Milestone)		
R7500	Applied Research Project (Capstone)		

An electronic copy of the [Doctor of Ministry Program Worksheet](#) is also available online.

# COURSE DESCRIPTIONS

## DEPARTMENTS

Courses are categorized by departments as follows.



- W** Worship
- E** Evangelism
- F** Fellowship
- D** Discipleship
- M** Ministry
- R** Rockbridge Interdisciplinary
- I** Independent Study

## COURSE NUMBERS

The four numbers after the Department designation letter indicate the course. Course levels are:

- 1000-4000 Diploma courses
- 5000-6000 Master's degree courses
- 7000-8000 Doctoral degree courses and seminars

The first digit indicates the course level. The second digit indicates the number of semester credit hours of the course. The third and fourth digits are used according to the needs of a department's course listing.

## COPYRIGHT STATEMENT

As a non-profit educational institution, Rockbridge Seminary is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside of the classroom may violate copyright law.

## COURSE DESCRIPTIONS

Courses are listed in alphabetical order by department and course number for your convenience.

Rockbridge Seminary reserves the right to change course descriptions without notice. The following course descriptions do not constitute an expressed or implied contract between the Seminary and any member of the student body, faculty, or general public.

## Discipleship Courses

**D1301 Theology & Practice of Discipleship** **3 hours**

An exploration of a comprehensive program for producing fully devoted followers of Jesus Christ. Emphasis will be given to the study of the doctrine of the Word of God, planning, implementing, and evaluating the discipleship task of the church. Learners will design a discipleship strategy for their congregation or ministry.

**D1303 Interpreting the Bible** **3 hours**

This course explores how to understand the meaning of Scripture and how it applies to us today. The course focuses on the different literary forms in Scripture and provides different Bible studies for serious learners of God's Word. In this practical approach to Bible study, learners will learn how to use resources, including Bible software, for studying Scripture.

**D2351 New Testament Survey** **3 hours**

This course is an introduction to the background and content of the New Testament with an emphasis on theological interpretation and application.

**D2361 Old Testament Survey** **3 hours**

This course is an introduction to the background and content of the Old Testament with an emphasis on theological interpretation and application.

**D3351 Church History** **3 hours**

A study of the major movements within the church from the first century to the twenty-first century and how they have influenced current church practices.

**D5401 Theology & Practice of Discipleship** **4 hours**

An exploration of a comprehensive program for producing fully devoted followers of Jesus Christ. Emphasis will be given to the study of the doctrine of the Word of God, planning, implementing, and evaluating the discipleship task of the church. Learners will design a discipleship strategy for their congregation or ministry.

**D5402 Practicing the Spiritual Disciplines** **4 hours**

The learner will focus on several spiritual habits such as solitude, prayer, journaling, fasting, and spiritual mentoring. Learners will practice these disciplines individually and in a small group of fellow learners or church members.

**D5403 Interpreting the Bible** **4 hours**

This course explores how to understand the meaning of Scripture and how it applies to us today. The course focuses on the different literary forms in Scripture and provides different Bible studies for serious learners of God's Word. In this practical approach to Bible study, learners will learn how to use resources, including Bible software, for studying Scripture.

**D5451 New Testament Survey** **4 hours**

This course is an introduction to the background and content of the New Testament with an emphasis on theological interpretation and application.

**D5461 Old Testament Survey** **4 hours**

This course is an introduction to the background and content of the Old Testament with an emphasis on theological interpretation and application.

**D5471 Bible Language Tools 4 hours**

This course explores the use of basic Bible language tools to grasp a deeper meaning of Scripture and formulate a deep appreciation of the original languages of the Bible. The course focuses on the practical application of this information for Bible Study and sermon preparation. In this practical approach to Bible study, students will learn how to use resources contained in the Bible software to discover and apply this information to Bible studies and sermons.

**D6453 Church History 4 hours**

A study of the major movements within the church from the first century to the twenty-first century and how they have influenced current church practices.

**D6461 Christian Worldview and Theology 4 hours**

This course will explore the biblical foundation of a Christian worldview. An emphasis will be placed on the theology that comprises a Christian worldview. Consideration will be given to the differences in a Christian worldview and movements such as secular humanism and post-modern philosophies.

**D6471 Systematic Theology and Christian Ministry 4 hours**

A study of systematic theology, with particular emphasis on the inspiration of Scripture; the nature of the Trinity; the roles of God the Father, Christ the Son, and the Holy Spirit; the nature of humanity and the effect of sin; the need for salvation; the ministry of the church; and the expectation of the last things. The importance of living theology will also be explored.

**D7601 Transformational Discipleship in a Digital Age 6 hours**

How do people learn in the 21st century? New research in the field of neuroscience and psychology can help spiritual leaders understand that new strategies may be needed for this digital generation of Christ followers. In this seminar, learners will explore new developments in brain science and consider the implication for spiritual growth and discipleship. They will also examine the dynamics of personal change and how these dynamics can be applied to helping others grow spiritually. Together, learners will explore contemporary issues related to how people learn in a digital age.

**Evangelism Courses****E1301 Theology & Practice of Evangelism 3 hours**

This course is a study of the biblical purpose of evangelism and the practice of evangelism in the church today. An understanding of the postmodern culture and how to communicate the gospel story within that context will be emphasized. The course will also focus on the role of spiritual friendships and how to design a church strategy for evangelism.

**E1303 Contemporary Evangelism 3 hours**

This is a study of how to communicate the Gospel of Jesus Christ through personal witness. The course will explore the biblical motivation for sharing our faith and how to develop relationships with those who are not yet followers of Jesus. The course will investigate the values and worldview of the unchurched in order to connect God's story with their story.

**E5401 Theology & Practice of Evangelism 4 hours**

This course is a study of the biblical purpose of evangelism and the practice of evangelism in the church today. An understanding of the postmodern culture and how to communicate the gospel story within that context will be emphasized. The course will also focus on the role of spiritual friendships and how to design a church strategy for evangelism.

**E5403 Contemporary Evangelism 4 hours**

This is a study of how to communicate the Gospel of Jesus Christ through personal witness. The course will explore the biblical motivation for sharing our faith and how to develop relationships with those who are not yet followers of Jesus. The course will investigate the values and worldview of the unchurched in order to connect God's story with their story.

**E6404 Understanding Other Cultures 4 hours**

Cross-cultural ministry is a reality in today's world, whether a neighborhood or an ocean away. Learn the attitudes of servanthood when bridging to those of another ethnic culture. Understand the challenges of dealing with the new and different. Develop skills to make the cultural adjustments necessary to minister within the context of another culture, whether short-term or long-term.

**E6407 Introduction to Church Planting 4 hours**

How do you start a new church? What is a church? What is a healthy church? What is a church planter? What are the stages of a church plant? The course will investigate the biblical and theological basis for church plants, as well as the practical aspects of starting a new work. This course is designed for students who are interested in church planting or sense a call to plant a church. It is also perfect for those who have recently started a church plant.

**E7601 The Missional Leader 6 hours**

No leader in today's world can ignore the multi-faceted nature of culture, whether it is reflected in a community, a society, a religion, or an ethnic people. No church can ignore its missional responsibility to engage culture when it appears within its sphere of influence. This seminar provides a biblical framework that supports the missional task of the church, the missional culture in a church that is required to carry out the task, and the missional mapping needed to help a church focus. Together, learners will explore contemporary issues related to missional leadership.

**Fellowship Courses****F1301 Theology & Practice of Fellowship 3 hours**

A study of God's purpose for fellowship and the doctrine of ecclesiology, the student will develop a biblical understanding of the church and how the church has expressed the purpose of fellowship throughout history. In addition, learners will identify select functions and forms of fellowship and examine various organizational systems for promoting the purpose of fellowship.

**F3304 Personal Counseling Skills 3 hours**

An introduction to the basics of pastoral counseling and spiritual guidance. The course examines the fundamentals of counseling, the role of prayer and scripture in counseling, and when and how to make referrals to other caring professionals. Learners will use case studies and interactive techniques to develop their counseling skills.

**F5401 Theology & Practice of Fellowship 4 hours**

A study of God's purpose for fellowship and the doctrine of ecclesiology, the student will develop a biblical understanding of the church and how the church has expressed the purpose of fellowship throughout history. In addition, learners will identify select functions and forms of fellowship and examine various organizational systems for promoting the purpose of fellowship.



**F5402 Building a Small Group Ministry 4 hours**

This course teaches principles for establishing and maintaining healthy small groups, and explores the 20 questions every small group point person must answer to have an effective small group ministry. Emphasis will be given on how to help build a foundation in small group ministry that aligns church strategy, structure, and systems toward the development of a healthy and growing church.

**F6404 Personal Counseling Skills 4 hours**

An introduction to the basics of pastoral counseling and spiritual guidance. The course examines fundamentals of counseling, the role of prayer and scripture in counseling, and when and how to make referrals to other caring professionals. Learners will use case studies and interactive techniques to develop their counseling skills.

**F7601 Building and Nurturing Spiritual Community 6 hours**

People live in a connected world but still long for community. This seminar will explore why and consider what authentic spiritual community looks like for the mobile and Internet generation. Learners will also review best practices for assimilating and retaining new members and approaches for nurturing an intergenerational community of believers. Together, learners will explore contemporary issues related to building and nurturing spiritual community.

**Ministry Courses****M1301 Theology & Practice of Ministry 3 hours**

An introduction to the purpose of ministry through the study of the biblical and theological basis for every member ministry, the rise of clericalism in church history, the equipping church model vs. the dependency model, and the permission-giving church vs. the controlling church. Students will examine approaches to gift discovery and ministry matching.

**M2302 Lead Like Jesus 3 hours**

This course is an examination of the principles and practices of leadership in Christian ministry. The course will focus on the role of the minister as servant leader, the qualities of a spiritual leader, and how a variety of leadership styles are required in ministry. The leadership of Jesus will be used as a leadership role model.

**M2305 Building an Effective Ministry Team 3 hours**

This course is a study of the leadership skills required to build effective ministry teams. The course examines the characteristics of high-performance teams, clear common goals, diversity of roles in teams, effective team processes, how to build the team, the role of communication in team building, and pitfalls to avoid in team development.

**M3309 Recovery Ministry 3 hours**

Through this course, learners will understand the biblical and ministry foundations of a recovery ministry and will develop strategic approaches for either the launch or upgrade of a recovery program. The course will explore the addictive personality and how it is revealed in different ways, such as through chemical addiction, sexual addiction, relationship addiction, eating disorders, and religious addiction.

**M5401 Theology & Practice of Ministry 4 hours**

An introduction to the purpose of ministry through the study of the biblical and theological basis for every member ministry, the rise of clericalism in church history, the equipping church model

vs. the dependency model, and the permission-giving church vs. the controlling church. Students will examine approaches to gift discovery and ministry matching.

**M5402 Lead Like Jesus 4 hours**

This course is an examination of the principles and practices of leadership in Christian ministry. The course will focus on the role of the minister as servant leader, the qualities of a spiritual leader, and how a variety of leadership styles are required in ministry. The leadership of Jesus will be used as a leadership role model.

**M6405 Building an Effective Ministry Team 4 hours**

This course is a study of the leadership skills required to build effective ministry teams. The course examines the characteristics of high-performance teams, clear common goals, diversity of roles in teams, effective team processes, how to build the team, the role of communication in teambuilding, and pitfalls to avoid in team development.

**M6409 Recovery Ministry 4 hours**

Through this course, learners will understand the biblical and ministry foundations of a recovery ministry and will develop strategic approaches for either the launch or upgrade of a recovery program. The course will explore the addictive personality and how it is revealed in different ways, such as through chemical addiction, sexual addiction, relationship addiction, eating disorders, and religious addiction.

**M6410 Pastoral Care 4 hours**

This course is an examination of pastoral care as it relates to officiating at weddings, the practice of hospital visitation, and the conducting of funerals. The ministry of Jesus Christ will be studied as a theological model of pastoral care. The course will explore such issues as pre-marital counseling, grief counseling, and the problem of suffering.

**M7601 Organizational Leadership 6 hours**

The task of leading a church, ministry, or organization offers the leader far-reaching opportunities for Kingdom influence. Still, the work is forever challenging, often difficult, and sometimes painful. This seminar addresses core elements of ministry leadership, including articulating vision, leading change, and dealing with the painful side of leadership. Through the presentation of and response to papers, learners will explore contemporary leadership issues related to organizational leadership in the ministry context.

## **Rockbridge Interdisciplinary Courses**

**R1300 Developing the Focused Life (Touchstone) 3 hours**

In this Touchstone course, learners will examine their call to ministry, write a statement of calling, assess their competencies for ministry, develop learning objectives for their program of study, and enlist a mentor who will support their learning. The course will introduce the learner to the various facets of online learning. This course is required for all academic programs and must be taken before a learner can enroll in any other course.

**R4300 Practicing the Focused Life (Capstone) 3 hours**

In this Capstone Course, students analyze competency growth during their seminary program through self-assessment and 360-assessment. Looking beyond seminary, students write a strategy for continued learning and ministry development. Prerequisites: All other program courses.

**R5400 Developing the Focused Life (Touchstone) 4 hours**

In this Touchstone course, learners will examine their call to ministry, write a statement of calling, assess their competencies for ministry, develop learning objectives for their program of study, and enlist a mentor who will support their learning. The course will introduce the learner to the various facets of online learning. This course is required for all academic programs and must be taken before a learner can enroll in any other course.

**R5403 Ministry Competency Projects (Milestone) 4 hours**

Students customize their seminary program by choosing three competencies around which project proposals are designed to promote their development in those competencies. 4 credit hours. Prerequisites: All other program courses but prior to enrollment in R6400.

**R6400 Practicing the Focused Life (Capstone) 4 hours**

In this Capstone Course, students analyze competency growth during their seminary program through self- assessment and 360-assessment. Looking beyond seminary, students write a strategy for continued learning and ministry development. Prerequisites: All other program courses.

**R7100 The Transformational Leader (Touchstone) 1 hours**

In this self-directed course, learners will study the principles of transformational leadership theory and will apply these principles through an examination of their ministry leadership journey. Learners will write a Personal Learning Plan that establishes learning objectives for their Doctor of Ministry study. This course must be completed prior to the learner's first DMIN seminar.

**R7101 Comprehensive Exam (Milestone) 1 hours**

The Comprehensive Exam marks the shift from “user of knowledge of the field” in the seminars to the “originator and extender of the knowledge of the field” through the Applied Research Project. The exam evaluates the critical thinking and problem-solving skills of the doctoral student as well as the integration of concepts covered in the seminars in the doctoral program. Prerequisites: All other program courses and seminars but prior to enrollment in R7500.

**R7103 Research Methodology 1 hours**

This self-directed course will introduce learners to research methodology, while preparing them to develop DMIN project ideas. Learners will study applied research strategies, the nature and characteristics of a DMIN project, and APA formatting and style guidelines.

**R7105 Project Proposal 1 hours**

This self-directed course will guide learners in establishing and formalizing research content and protocols essential to an Applied Research Project. Learners will submit an Applied Research Design Blueprint, rough draft of Chapters 1 through 3, and complete research ethics and supervision protocols as precursors to the research and writing tasks in R7500 Applied Research Project course. Prerequisites: R7103.

**R7500 Applied Research Project (Capstone) 5 hours**

Learners are required to submit an applied research project, the final and capstone step in completing the DMIN program. Prerequisites: R7101 and degree candidacy.

## Worship Courses

**W1301 Theology & Practice of Worship** **3 hours**

This course is a study of the biblical purpose of worship and the practice of worship in the church today. Learners will focus on the biblical foundations, theology, and history of worship.

**W3303 Preaching/Teaching for Life Change** **3 hours**

Learners will study the purpose of preaching/teaching and will examine the practical steps of crafting, planning, communicating, and delivering a message. The course includes a preaching/teaching workshop component that gives students an opportunity to construct, preach/teach, and evaluate messages preached or taught locally in their ministry context.

**W5401 Theology & Practice of Worship** **4 hours**

This course is a study of the biblical purpose of worship and the practice of worship in the church today. Learners will focus on the biblical foundations, theology, and history of worship.

**W5403 Preaching/Teaching for Life Change** **4 hours**

Learners will study the purpose of preaching/teaching and will examine the practical steps of crafting, planning, communicating, and delivering a message. The course includes a preaching/teaching workshop component that gives students an opportunity to construct, preach/teach, and evaluate messages preached or taught locally in their ministry context.

**W7601 Spiritual Life of the Leader** **6 hours**

Ministry leadership is unmistakably influenced by the leader's private practice of spirituality. This seminar introduces learners to the process and theological elements of spiritual formation, guides them in probing the spiritual pitfalls of leadership, and leads them to consider the benefits of using a personal Rule of Life. Together, learners will explore contemporary issues related to the spiritual life of the leader.

## Directed Study and Independent Study Courses

Directed Study or Independent Study courses must be 8-weeks in duration and follow the weekly schedule of the targeted term. A student will not be allowed to take more than a total of two (2) Directed Study and/or Independent Study courses. Tuition is at the same rate as other classes and a course mentor is required. Directed Study and Independent Study course requests must be approved by the VP for Academic Services and approval is only granted in rare and exceptional cases.

**Directed Study** **Existing Course hours**

A Directed Study is a one-on-one offering of an existing course in the Rockbridge Catalog taken during a term not offered. The student must submit to the VP for Academic Services for approval a program completion worksheet showing the remaining courses needing to be taken, and that the course cannot to be taken as already scheduled. Approvals for Directed Study are only granted in rare and exceptional cases.

**I4#00 Independent Study in [Purpose] (DMS)** **1-3 hours**

An Independent Study course allows a student to explore in depth an agreed upon area of study related to the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:16-20) of the church that is not already part of the seminary curriculum. The student must present a proposed syllabus to the VP for Academic Services that includes the following: course title, course description, number of semester credit hours, course learning outcomes, required

textbooks, assignments in relationship to the course learning objectives, and an 8-week outline of the flow of the course subject matter.

**I6#00 Independent Study in [Purpose] (MML or MDIV)**

**1-4 hours**

An Independent Study course allows a student to explore in depth an agreed upon area of study related to the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:16-20) of the church that is not already part of the seminary curriculum. The student must present a proposed syllabus to the VP for Academic Services that includes the following: course title, course description, number of semester credit hours, course learning outcomes, required textbooks, assignments in relationship to the course learning objectives, and an 8-week outline of the flow of the course subject matter.

**I6406 Independent Study in Contemporary Issues in Ministry**

**4 hours**

This independent study focuses on contemporary issues in ministry in terms of key issues, trends, and practices identified by the student. Long-term and short-term impacts on ministry are also explored.

# BOARD OF TRUSTEES

The Board of Trustees set the vision of Rockbridge Seminary, actively seek the means to support that vision, and establish institutional policy. The duties of the Board of Trustees include the following.



- Appoint, support, and assess the performance of the President
- Clarify the institution's Mission
- Approve long-range plans
- Approve the educational program and grant degrees
- Ensure the well-being of faculty, students, and staff
- Ensure sound financial management
- Ensure adequate financial resources and financially support the Seminary
- Preserve institutional autonomy
- Interpret and promote the Seminary to the public as opportunities arise
- Interpret the needs of the church to the Seminary
- Serve as a court of last appeal
- Assess the Board's performance

The Bylaws of the Seminary may be requested from the Office of the President.

**Ken Baugh**  
Spring Hill, TN

**Mark Carver**  
Lake Forest, CA

**Kevin Compton, Chairman**  
Palo Alto, CA

**Steve Gladen**  
Lake Forest, CA

**Tommy Hilliker**  
Meridian, ID (ex-officio)

**John Wilkinson**  
Bozeman, MT

**Phillip Williams, Secretary**  
San Antonio, TX

# LEGAL OFFICERS

The legal officers of Rockbridge Seminary are registered agents with the Missouri Secretary of State.

**President** – Tommy Hilliker

**Vice President** – Mark Simpson

**Secretary/Treasurer** – Phillip Williams



# ADMINISTRATION

The administration of Rockbridge Seminary consists of the President, a Vice President, and two additional individuals as listed below.



**Tommy Hilliker, M.Div.**  
President

Rev. Hilliker holds a Bachelor of Science in Psychology, Marriage, and Family from Liberty University, and the Master of Divinity from Gateway Seminary. Prior to joining Rockbridge, Tommy served as Director of Advancement of Vanguard University where he was also an adjunct professor, Executive Global Pastor of Ministry at Saddleback Church, and Creative Marketing Director of Pastors.com.



**Mark Simpson, Ph.D.**  
VP for Academic Services, Director of Doctorate Programs

Dr. Simpson holds a Bachelor of Arts from Spring Arbor College, a Master of Arts in Christian Education from Denver Seminary, a Master of Arts in Education from DePauw University, and a Doctor of Philosophy in Educational Studies from Trinity Evangelical Divinity School. Mark previously served at Oakland City University as Coordinator of Online Learning and Professor of Christian Education and Religious Studies, and as Associate Dean of Doctoral Studies and Digital Learning at The Southern Baptist Theological Seminary.



**Linda Graber, M.Div.**  
Director of Academic Coaching and Student Services, Director of Alumni and Ministry Partner Relations

Mrs. Graber holds a Bachelor of Science in Secondary Education from Oklahoma Baptist University, and a Master of Divinity from Rockbridge Seminary. Linda is a certified Life Purpose Coach and instructor with Life Purpose Coaching Centers International.



# COUNCILS

## ACADEMIC COUNCIL

Rockbridge Seminary's Academic Council consists of faculty members who assist the administration in the development, management, and deployment of educational policies. This council also responds to student petitions concerning academic matters, and participates in the curriculum reviews of course content. Council members also serve on the Institutional Review Board (IRB).

### Academic Council Members

Dr. Steve Custer  
Dr. Rhonda Boggs-Kitchen  
Dr. Darryl Wilson

## ADVISORY COUNCIL

Rockbridge Seminary's Advisory Council consists of church and Christian education leaders who advise the seminary on the current level of knowledge, skills, and abilities needed for ministry roles, and the adequacy of the seminary's educational program objectives, curriculum, and course materials to reflect the state-of-the-art in ministry.

### Advisory Council Members

Dr. Linda Cannell (Academics and Ministry)  
Rev. Ken Lupton (Ministry and Parachurch)  
Dr. Ronald Mercer (Academics and Ministry)  
Dr. Darin Nossett (Ministry and Administration)  
Dr. Dan Thompson (Chaplaincy and Military)



# FACULTY

In alignment with Rockbridge Seminary's mission, professors bring current, hands-on ministry experience to the classroom, strengthened by recognized academic credentials. Professors are assigned to courses that match both their ministry experience, area of academic study, and degree credentials. All faculty teach part-time.



**Tom Bartlett** – Church Planting  
D.Min., Tennessee Temple University  
M.Div., Rockbridge Seminary  
B.S., Liberty University



**Randy Bennett** – Ministry Leadership, Preaching, Church Revitalization, Pastoral Ministries  
D.Min., M.Div., Golden Gate Baptist Theological Seminary  
B.A., California Baptist University



**David Brown** – Worship Studies  
D.W.S., The Robert E. Webber Institute for Worship Studies  
M.A., Hope International University  
B.A., Johnson Bible College



**Jeffrey Brown** – Preaching, Evangelism, Hermeneutics  
Ph.D., M.Div., The Southern Baptist Theological Seminary  
B.A., Hannibal LaGrange College



**Randy Carney** – Ministry Leadership  
D.Min., Luther Rice Seminary  
M.Div., Memphis Theological Seminary  
B.S., Southern Illinois University



**Kevin Chenoweth** – Christian Education  
Ed.D., Midwestern Baptist Theological Seminary  
M.A.R.E., Southwestern Baptist Theological Seminary  
B.A., B.S., John Brown University



**Mark Cook** – Christian Education, Ministry Leadership  
Ph.D., M.A.R.E. Southwestern Baptist Theological Seminary  
B.A., Hardin-Simmons University



**Steve Custer, II** – Leadership  
Ed.D., M.S.S.M., B.S., Oakland City University  
Th.M., Campbellsville University  
M.A., Marshall University  
B.M., Georgetown College



**Ed Eastman, Jr.** – Spiritual Formation  
D.Min., Gordon-Conwell Theological Seminary  
Th.M., Dallas Theological Seminary  
B.S., Philadelphia College of the Bible



**Daryl Eldridge** – Christian Education, Curriculum Design & Theory,  
Ministry Leadership, President Emeritus  
Ph.D., M.A., Southwestern Baptist Theological Seminary  
B.A., Drury College



**Gary French** – Christian Education, Ministry Leadership, Pastoral Care  
Ed.D., M.A.C.E., The Southern Baptist Theological Seminary  
B.A., William Carey College



**Jeff Fuchs** – Ministry Leadership  
D.Min., M.M.L., Rockbridge Seminary  
B.A., Maryville College



**Linda Graber** – Christian Education, Ministry Leadership  
D.Min., Rockbridge Seminary (in progress)  
M.M.L., Rockbridge Seminary  
B.S., Oklahoma Baptist University



**William Gullick** – Pastoral Ministry  
D.Min., Bakke Graduate University  
M.Div., Mid-America Baptist Theological Seminary  
B.A., Blue Mountain College



**Tommy Hilliker** – Leadership  
D.Min., Rockbridge Seminary (in progress)  
M.Div., Gateway Seminary  
B.S., Liberty University



**Beverly Jessup** – Pastoral Counseling  
D.Min., M.Div., Southeastern Baptist Theological Seminary  
B.A., Asbury College



**Cassandra Jones** – Leadership  
Ph.D., M.A.R.E., Southwestern Baptist Theological Seminary  
B.A., Spellman College



**Rhonda Boggs Kitchen** – Pastoral Counseling  
D.Min., M.A.C.E., Golden Gate Baptist Theological Seminary  
M.S., B.A., California Baptist University



**Randy Millwood** – Church Administration, Leadership  
Ed.D., M.R.E., Southwestern Baptist Theological Seminary  
B.S., Cumberland College



**John Neesley** – Biblical Studies  
 Ph.D., New Orleans Baptist Theological Seminary  
 M.Div. Southwestern Baptist Theological Seminary  
 B.A., Louisiana State University



**Mark Nickens** – Church History  
 Ph.D., M.Div., Southern Baptist Theological Seminary  
 B.A., Wingate University



**Lendell Nolan** – Life Purpose Coaching, Evangelism, Missions  
 Ph.D., M.Div. B.L., Southwestern Baptist Theological Seminary  
 M.M.L., Rockbridge Seminary  
 B.A., Southwest Baptist University



**Randy Outland** – Apologetics  
 D.Min., Southeastern Baptist Theological Seminary  
 M.Div., Southwestern Baptist Theological Seminary  
 B.A., North Carolina State University



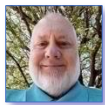
**Craig Price** – Biblical Studies  
 Ph.D., M.Div., Southwestern Baptist Theological Seminary  
 M.A., B.A., University of Florida



**Kevin Riggs** – Religious Studies  
 D.Phil., Oxford Graduate School  
 M.A., Trevecca Nazarene University  
 B.A., Free Will Baptist College



**Sam Simmons** – Global Studies Emeritus  
 Ph.D., M.Div., Mid-America Baptist Theological Seminary  
 B.A., University of Alabama Birmingham



**Mark Simpson** – Christian Ed., Administration, Leadership, Research  
 Ph.D., Trinity Evangelical Divinity School  
 M.A., DePauw University  
 M.A.C.E., Denver Seminary  
 B.A., Spring Arbor College



**Alan Stoddard** – Preaching, Evangelism  
 D.Min., Gordon-Conwell Theological Seminary  
 M.Div., Grd.Th., Dip.Th., Southwestern Baptist Theological Seminary



**Gary Waller** – Christian Education  
 Ph.D., University of North Texas  
 Ph.D., M.R.E., Southwestern Baptist Theological Seminary  
 B.S., Baylor University



**Darryl Wilson** – Christian Education, Leadership  
Ed.D., M.Div., The Southern Baptist Theological Seminary  
B.A., Belmont College

# ACADEMIC CALENDAR 2024-2025

Rockbridge Seminary reserves the right to change the Academic Calendar without notice and does not constitute a contract between the Seminary and any other entity.

The most current copy of the Academic Calendar can be found at:

<https://rockbridge.info/calendars>

## FALL 2024

2024-T5 Term Starts.....	Tue, Aug 27
<i>Offices Closed for Labor Day .....</i>	<i>Mon, Sep 2</i>
Graduation Application Due.....	Tue, Oct 1
2024-T5 Term Ends.....	Mon, Oct 21
2024-T6 Term Starts.....	Tue, Oct 22
<i>Offices Closed for Thanksgiving Break .....</i>	<i>Wed, Nov 27 – Fri Nov 29</i>
Graduation Application Due.....	Tue, Nov 26
2024-T6 Term Ends.....	Mon, Dec 16
Christmas Break .....	Tue, Dec 17 – Mon, Jan 6
<i>Offices Closed for Christmas Break .....</i>	<i>Mon, Dec 23 – Wed, Jan 1</i>

## SPRING 2025

2025-T1 Term Starts.....	Tue, Jan 7
Graduation Application Due.....	Tue, Feb 11
2025-T1 Term Ends.....	Mon, Mar 10
2025-T2 Registration Starts.....	Mon, Feb 3
2025-T2 Term Starts.....	Tue, Mar 11
Graduation Application Due.....	Tue, Apr 15
<i>Offices Closed for Easter Break .....</i>	<i>Fri, Apr 18 – Mon, Apr 21</i>
2025-T2 Term Ends.....	Mon, May 5

## SUMMER 2025

2025-T3 Term Starts.....	Tue, May 6
<i>Offices Closed for Memorial Day.....</i>	<i>Mon, May 26</i>
Graduation Application Due.....	Tue, Jun 10
2025-T3 Term Ends.....	Mon, Jun 30
2025-T4 Term Starts.....	Tue, Jul 1
<i>Offices Closed for Independence Day.....</i>	<i>Fri, Jul 4</i>
Commencement.....	Jul, TBA
Graduation Application Due.....	Tue, Aug 5
2025-T4 Term Ends.....	Mon, Aug 25

# ACADEMIC CALENDAR 2025-2026

Rockbridge Seminary reserves the right to change the Academic Calendar without notice and does not constitute a contract between the Seminary and any other entity.

The most current copy of the Academic Calendar can be found at:

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## FALL 2025

2025-T5 Term Starts.....	Tue, Aug 26
<i>Offices Closed for Labor Day .....</i>	<i>Mon, Sep 1</i>
Graduation Application Due.....	Tue, Sep 30
2025-T5 Term Ends.....	Mon, Oct 20
2025-T6 Term Starts.....	Tue, Oct 21
Graduation Application Due.....	Tue, Nov 25
<i>Offices Closed for Thanksgiving Break .....</i>	<i>Wed, Nov 26 – Fri, Nov 28</i>
2025-T6 Term Ends.....	Mon, Dec 15
Christmas Break .....	Tue, Dec 16 – Mon, Jan 5
<i>Offices Closed for Christmas Break .....</i>	<i>Tue, Dec 23 – Thu, Jan 1</i>

## SPRING 2026

2026-T1 Term Starts.....	Tue, Jan 6
Graduation Application Due.....	Tue, Feb 10
2026-T1 Term Ends.....	Mon, Mar 9
2026-T2 Term Starts.....	Tue, Mar 10
<i>Offices Closed for Easter Break .....</i>	<i>Fri, Apr 3 – Mon, Apr 6</i>
Graduation Application Due.....	Tue, Apr 14
2026-T2 Term Ends.....	Mon, May 04

## SUMMER 2026

2026-T3 Term Starts.....	Tue, May 5
<i>Offices Closed for Memorial Day .....</i>	<i>Mon, May 25</i>
Graduation Application Due.....	Tue, Jun 9
2026-T3 Term Ends.....	Mon, Jun 29
2026-T4 Term Starts.....	Tue, Jun 30
<i>Offices Closed for Independence Day.....</i>	<i>Fri, Jul 3</i>
Commencement.....	Jul, TBA
Graduation Application Due.....	Tue, Aug 4
2026-T4 Term Ends.....	Mon, Aug 24

# ACADEMIC CALENDAR 2026-2027

Rockbridge Seminary reserves the right to change the Academic Calendar without notice and does not constitute a contract between the Seminary and any other entity.

The most current copy of the Academic Calendar can be found at:

<https://rockbridge.info/calendars>

## FALL 2026

2026-T5 Term Starts..... Tue, Aug 25  
*Offices Closed for Labor Day* ..... *Mon, Sep 1*  
Graduation Application Due..... Tue, Sep 29  
2026-T5 Term Ends..... Mon, Oct 19

2026-T6 Term Starts..... Tue, Oct 20  
*Offices Closed for Thanksgiving Break* ..... *Wed, Nov 25 – Fri, Nov 27*  
Graduation Application Due..... Tue, Nov 24  
2026-T6 Term Ends..... Mon, Dec 14  
Christmas Break ..... Tue, Dec 15 – Mon, Jan 11  
*Offices Closed for Christmas Break* ..... *Wed, Dec 23 – Mon, Jan 1*

## SPRING 2027

2027-T1 Term Starts..... Tue, Jan 12  
Graduation Application Due..... Tue, Feb 16  
2027-T1 Term Ends..... Mon, Mar 8

2027-T2 Term Starts..... Tue, Mar 9  
*Offices Closed for Easter Break* ..... *Fri, Mar 26 – Mon, Mar 29*  
Graduation Application Due..... Tue, Apr 13  
2027-T2 Term Ends..... Mon, May 3

## SUMMER 2027

2027-T3 Term Starts..... Mon, May 4  
*Offices Closed for Memorial Day* ..... *Mon, May 31*  
Graduation Application Due..... Tue, Jun 8  
2027-T3 Term Ends..... Mon, Jun 28

2027-T4 Term Starts..... Tue, Jun 29  
Commencement..... Jul, TBA  
*Offices Closed for Independence Day* ..... *Fri, Jul 2*  
Graduation Application Due..... Tue, Aug 3



**Rockbridge Seminary  
3111 E. Battlefield Rd  
Springfield, MO 65804 USA  
[www.rockbridge.edu](http://www.rockbridge.edu)**

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