

KELLER SCHOOL OF BIBLICAL STUDIES (KSBS)



STUDENT HANDBOOK COURSE REGULATIONS AND HELPFUL INFORMATION FOR STUDENTS

**KSBS IS UNDER THE OVERSIGHT OF THE ELDERS
OF THE KELLER CHURCH OF CHRIST**

**DR. GEORGE CARMAN, SCHOOL ADMINISTRATOR
GARY KISER, ADMINISTRATOR**

JULY, 2011

- 1. ATTENDANCE:** It is desirable for students to attend every class session. The video, along with class discussion and answering questions are a vital part of your learning experience. A student may have no more than 2 unexcused absences for a 12 week course and no more than 4 unexcused absences for a 24 week course. When a student knows he must miss a class he can make arrangements with his class administrator to make up the missed session. When a student makes up a missed class, it no longer counts as an unexcused absence. In order to receive a certificate, no more than 4 classes may be made up for a 12 week class session and no more than 7 classes may be made up for a 24 week class session. Exceptions must be authorized by the School Administrator. If an emergency arises, the student needs to visit with the School Administrator to work out the class attendance schedule. Should a student miss more sessions than allowed, he may continue to attend classes but no certificate will be granted. Classes will begin on time and every effort will be made to end on time.
- 2. PROPER ATTIRE:** Students will be expected to dress in modest attire that is appropriate for servants of the Lord.
- 3. FEES:** All fees must be paid before students can take any tests. For all new students enrolling in Level II and III there is a one-time enrollment fee of \$25.00. Audit students do not pay this fee. All students will pay for books and study guides. Level II will pay a \$45.00 fee per course taken. Level III will pay \$90.00 per course taken. When married couples take Level II or III classes, there one of them studies for no cost. There is no course fee for Level I students. Upon completion of 20 courses, at level III, the student may apply for an “**Associates Degree of Biblical Studies**” Students completing either the 20 or 40 course curriculum will be invited to come to Sunset to go through the graduation exercises of the current resident school graduating class. A graduation fee of \$50.00 will be required for the Bachelors and Associates degree. Graduation exercises are held in the summer month of either May or June.
- 4. GRADING:** Level I (Audit) student do not do memory work nor do they take tests. Level II and III, students must maintain a grade of 70% on the tests in order to pass the course. All required work must be completed by the time of the final exam. If the student work is not completed on time, the Administrator will assign a grade of “I” (Incomplete) to be sent to the External Studies Department. In such cases, the student must complete the work and have it sent to the External Studies Department within six weeks. Failure to do so results in the “I” becoming an “F” (failure) grade. It is the **RESPONSIBILITY OF THE STUDENT** to check with the teacher concerning any late work or incomplete assignments. If a student fails a course, he must take a different course and complete it before he will be allowed to retake the failed course. In order to receive a passing grade in ay course all work must be completed even if it is late. A student may not elect to finish some work and still receive a passing grade.
- 5. PENALTY FOR LATE WORK:** Late work, except for legitimate reasons, late work reflects a lack of discipline on part of the student. Late work may result in a lower or failing grade for the course. A number grade of 89 “B” will be the highest grade awarded for late work. Work not turned in by the deadline described above (e.g day of the final test) will result in an incomplete “I” being assigned to the grade.

6. **WITHDRAWAL/ADDITION OF COURSE(S):** Any student wishing to withdraw from a course or add a course must do so by informing the Satellite School Administrator. The student must secure forms from the administrator and pay the regular fee in order to have his registration officially changed. For formal withdrawal during the first five (5) weeks a “W” will be given. After the test, a “WP” (withdrawal passing) or a “WF” (withdrawal failing) will be recorded.
7. **MEMORY WORK:** There is no memory work for Level I students. Levels II and III must complete **ALL** memory work for their respective levels. Memory work can be quoted from their respective Bible to the class administrator or it may be written on a separate sheet when taking the tests for their course of study. The School Administrator will record your memory work and report it to SIBI along with your tests.
8. **NOTEBOOK:** It is recommended that all students take notes during the class so he may compile a notebook. This will serve to provide good study materials for the future and will also assist the student in retaining the material learned. Level III students **MUST** take notes and show the notebook to the test administrator when testing. All levels must complete the questions in their study guides before coming to class. Levels II and III must show their Study Guide to the Test Administrator when they take their final test.



GENERAL REQUIREMENTS FOR RESEARCH PAPERS

Research papers may be either typed or neatly handwritten. If the paper is typed, it should be double spaced and neatly typed. If using a typewriter the standard size type must be used. If using a computer the font must be 12 and you may not use the “make It Fit” function to arrive at the required number of pages. **Both must use 1” margins on all four sides.** If the assignment calls for a (3) page research paper, it must be three (3) full pages. (2 ½ is not acceptable). The title page and bibliography do not count as part of the three (3) pages.

If the paper is handwritten it should be written or printed neatly and legibly. The same requirements as typing are to be followed. Attention should be given to correct spelling, punctuation and grammar. Investing in a good Dictionary the Thesaurus will greatly assist the student in preparing research papers.

FORMAT

As a person prepares to write a research paper, it is important for the student to identify: 1) who wrote the paper, 2) the title of the course, 3) and the date the paper was written. This information should be placed in the upper right hand corner of the paper. See below for an example of proper format:

Student Name
Course Title
Date

The subject of the paper is given in the Student Workbook The title should be a short statement reflecting the assigned subject and it should be placed in the center of the page following the student's name, the course title, and the date.

Research Paper Title

The student is now ready to begin writing the main portion of the paper. The paper should consist of three separate sections: The **Introduction**, the **Body**, and the **Conclusion**. A brief explanation of each is given in the following section.

Introduction:

The first paragraph of the paper is the **Introduction**. The introduction should introduce the subject. The introduction is different from any other section of the paper because its purpose is different. The introduction's purpose is to begin with a broad general statement about the topic and then narrow to a thesis statement which gives the purpose of the paper. The thesis statement should generally be in the last sentence in the introduction leading into the main body of the paper. One can think of the introduction as a funnel. It begins very generally and ends with a specific purpose.

Main Body:

The middle or body of the paper serves two purposes:

1. It develops each point supporting the thesis statement.
2. It builds toward the strongest point before the conclusion of the paper. Each paragraph in the body should represent different ideas supporting the purpose of the paper. However, the paragraphs in the body should tie together like chain links. The links (paragraphs) need to be connected by transitional words which tie one idea to the next.

Conclusion:

The Conclusion can be pictured as opposite of the introduction. It begins with the thesis or purpose of the paper and ends with a broad general statement. It is an upside down funnel or a pyramid. The conclusion should end the paper with a "bang". The reader should be left with a formal convincing statement that puts your subject into broader terms. The conclusion is your last chance to convince the reader of your point of view.

Credits or References:

Most research papers rely on information gathered from other sources. It is important for the student to give credit to other sources used in the paper. We have adopted what is called the Modern Language Association (MLA) method of placing credits within the text instead of using footnotes or endnotes. Credits or citations enable the reader to locate full bibliographic information for each reference in the Bibliography. As the writer, you are responsible for providing your instructor with enough information to locate the correct source. When you use ideas or concepts developed by other authors, when you use facts or statistics that are not common knowledge, or when you use direct quotes from published works, you should give credit to the source.

Giving credit to others used in your paper should be shown immediately after you quote from that source. This is done by showing the author's name followed by the page number in parenthesis.

An example of this technique is shown below:

"The absence of example may be as precedent-setting as any actual example itself" (Smith 167).

The sentence that is quoted is set apart by "quote marks" and the source for the reference is set apart by parenthesis. The Bibliography page gives complete information about the sources quoted in the research paper.

Bibliography Page:

A separate page or pages entitled "Bibliography" should follow the research paper. This page should list the sources used throughout the research paper. The following guidelines should be applied to the names of authors, editors, and translators of books used in your paper.

- 1) Always reverse the author's name for alphabetizing, adding a comma after the last name and a period at the end of the name (Smith, F. LaGard.).
- 2) Always use the author's name as given on the title page. Never abbreviate a name given in full. Omit titles, degrees, and affiliations that precede or follow names.
- 3) The title of the book should then follow the author's name. The entire title of the book should then be underlined as illustrated.

Smith, F. LaGard. The Cultural Church

- 4) Publication information and page numbers should then be given. Publication information should include the city, publisher, and the date. This information is obtained from the title page and the copyright page. Notice that the page number from which the information is gathered is shown after the date.

Smith, F. LaGard. The Cultural Church. Nashville: 20th Century Christian, 1992. 167

The references listed on the Bibliography should be listed in alphabetical order by author's last name. By giving the information in this format the instructor can locate any reference used in the research paper.



