

NEW JERSEY'S STANDARDS FOR BIBLE
INSTITUTES

In order to secure approval to participate in the educational program for veterans under Federal Public Law 550 (1952), Bible Institutes shall meet the following standards:

1. Organization

The institution shall be incorporated as one not for pecuniary profit under the laws of the State of New Jersey. Such an institution shall be governed by a board of trustees responsible according to the articles of incorporation for the approval of institutional policies and the managing and ownership of institutional property.

2. Financial resources

Before approval, the institution shall present satisfactory evidence of financial stability. Ordinarily, this requirement may be satisfied by submitting satisfactory evidence that (1) the employees are receiving incomes adequate for meeting moderate living expenses, (2) that the institution has a substantial equity in the property used or a long term lease under conditions which can be reasonably fulfilled, and (3) that financial accounting and property inventories are in accord with sound business procedures.

3. Physical equipment

Buildings and grounds shall be adequate to provide for the program advertised in the catalog and bulletins of the institution. Safety hazards shall have been eliminated. Sanitary conditions shall prevail.

4. The faculty

It shall have a faculty of competent instructors under the direction of an administrative officer who devotes full time to the instructional program of the institution. Members of the teaching staff shall have qualifications equivalent to those required for ordination in one of the denominations represented in the institution or hold a bachelor's degree based on a four years' curriculum from an accredited college.

5. Academic qualification of students

The following may be admitted and classified as students matriculated for a diploma:

- (1) graduates from grade 12 of accredited high schools,
- or
- (2) those who hold the New Jersey High School Equivalent Certificate or a Certificate of equal rank from another state.
- or
- (3) those veterans who present satisfactory evidence that an advisement and guidance officer of the Veterans Administration recommends enrollment in the school and the curriculum concerned.

This standard shall not operate to prevent the enrollment of non-high school graduates who wish to complete courses without credit toward meeting requirements for graduation.

6. Curriculum

The curriculum or curriculums shall be organized on a combination professional and general culture basis. A program of methods and practical participation in religious activities shall be organized and required of all students.

7. Syllabi of courses offered

A brief outline of each course offered shall be kept on file in the office of the administrative officer who is in charge of the instructional program of the institute. This outline shall list the topics and sub-topics included in each course and the reading references for the guidance of students. These syllabi shall be available for inspection by the Commissioner of Education or his official representative.

8. The catalog

The institute shall print a catalog which shall include but not be limited to the following:

- a. Statement of aims, purposes, and underlying philosophy.
- b. A list of faculty members showing the positions previously held by each.
- c. A list of board members showing the position held by each.
- d. An institutional calendar showing the beginning and closing dates, important holidays, and other events during the year.
- e. The curriculum or curriculums offered.
- f. The courses required in each curriculum with an indication of the number of clock hours devoted to each.
- g. Qualifications for admission of students.
- h. Requirements for graduation.
- i. General information which includes statements describing (1) location, (2) buildings, (3) equipment, (4) student health service, (5) living accommodations for students, (6) expenses for students, and (7) student activities.

9. Library

- a. A library shall be maintained in a room suitable for supervised reading and independent study.
- b. Reference books for the different courses in the curriculum shall be made available in the library.
- c. One member of the faculty who has completed approved training in library service shall be in charge of the library.
- d. All books shall be classified and indexed in accordance with approved library procedures.

10. Summer sessions

Courses offered during the summer for credit toward meeting graduation requirements shall have the same standards for time requirements in clock hours, course content and qualification for the instructor as are required for the same or similar courses taught during the regular academic year. This standard shall not be interpreted to prevent the offering of non-credit courses to meet the particular needs of summer session students.

11. Records

Permanent records of the scholastic achievement, personality characteristics, and religious work experience of each student shall be maintained at the institute. These records shall be retained in a fireproof container except when being used by the officials and faculty members of the institute. The records shall be available for inspection by the New Jersey Commissioner of Education or his official representative.