



**2015–2017**  
**GRADUATE SCHOOL / SEMINARY**  
**CATALOG**

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This catalog contains information regarding student life, admissions, fees, degree requirements, and course offerings. The Seminary reserves the right to make changes in these and other matters described herein, without prior notice, in accordance with established policies and procedures.

Attendance at Calvary Theological Seminary is a privilege and not a right. This privilege may be forfeited when a student does not observe the established regulations and standards of conduct of the Seminary.

## Calendar 2015-2016

### Fall Semester 2015 (*Aug. 24-Dec. 16*)

Classes Begin (15-Week Courses)	Monday	Aug. 24
First Quad Begins (Aug. 24-Oct. 15)		
Labor Day—No Classes, Offices Closed	Monday	Sept. 7
Last Day to Add a Class (15-week and Q1)		
Second Quad Begins (Oct. 22-Dec. 14)		
Thanksgiving Break (offices closed)	Wed.-Fri.	Nov. 25-27
Classes End	Wednesday	Dec. 17

### Spring Semester 2016 (*Jan. 11-May 11*)

Classes Begin (15-Week Courses)	Monday	Jan. 11
First Quad Begins (Jan. 11-Mar. 3)		
Martin Luther King Day (offices closed)	Monday	Jan. 18
Second Quad Begins (Mar. 7-May 5)		
Awards Chapel	Thursday	May 5
Baccalaureate Service	Friday	May 6
Commencement	Saturday	May 7
Classes End	Wednesday	May 11

## Calendar 2016-2017

### Fall Semester 2016 (*Aug. 24-Dec. 16*)

Classes Begin (15-Week Courses)	Monday	Aug. 22
First Quad Begins (Aug 22-Oct. 13)		
Labor Day—No Classes, Offices Closed	Monday	Sept. 5
Last Day to Add a Class (15-week and Q1)		
Second Quad Begins (Oct. 20-Dec. 12)		
Thanksgiving Break (offices closed)	Wed.-Fri.	Nov. 23-25
Classes End	Wednesday	Dec. 15

### Spring Semester 2017 (*Jan. 9-May 9*)

Classes Begin (15-Week Courses)	Monday	Jan. 9
First Quad Begins (Jan. 9-Mar. 2)		
Martin Luther King Day (offices closed)	Monday	Jan. 18
Second Quad Begins (Mar. 6-May 4)		
Awards Chapel	Thursday	May 4
Baccalaureate Service	Friday	May 5
Commencement	Saturday	May 6
Classes End	Wednesday	May 10

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## CALVARY STATEMENT ON DIVERSITY

At Calvary we endeavor to prepare students to live out a biblical worldview in a diverse world. This project is enshrined in our mission statement and fulfills the Board of Trustees outcome that graduates *understand the world in which they live and be able to effectively relate to others in it*. In order to fulfill this expectation, Calvary is committed to:

- Seek to recruit students, staff, and faculty from a variety of cultural, ethnic, and language backgrounds.
- Offer diverse Christian ministry environments that span the cultural spectrum in the greater Kansas City area.
- Develop academic and co-curricular opportunities to expose students to a variety of cultural, ethnic, philosophical, religious, and geographic ministry and service settings in the Kansas City area and around the world.
- Encourage students, staff, and faculty to engage in intercultural ministry through structured events and student-led opportunities throughout the academic year and to commit to a lifestyle of intercultural service.

## HISTORY OF CALVARY

Calvary University (formerly Calvary Bible College and Theological Seminary) is the successful result of a merger in 1961 between two small and struggling Bible colleges – Kansas City Bible College (KCBC) and Midwest Bible College (MBC) in St. Louis. A second merger took place in 1987 when Citadel Bible College of Ozark, Arkansas, joined Calvary. These mergers represented a blending of institutional objectives, assets and liabilities, alumni associations, and doctrinal goals, as well as values that were held in common by all of the institutions.

In the early 1930s Christian work throughout the Midwest needed experienced, well-trained pastors and teachers. The economic depression had the country in its grip, many churches were without pastors, and there was no evangelical school in this area of the heartland. Several Christian leaders had been praying for a decade about the need for such a school, and the God-selected leaders for the original venture included Dr. Walter L. Wilson, medical doctor, theologian, and author; Rev. David Bulkley, Superintendent of the City Union Mission; and Rev. R. Fuller Jaudon, pastor of the Tabernacle Baptist Church. Kansas City Bible Institute first opened its doors in 1932 with Dr. Wilson as the first president. In 1935 it became Kansas City Bible College with Dr. F. William May as President.

In 1938 Dr. May left Kansas City Bible College to assist Rev. Nye J. Langmade with the founding of Midwest Bible and Missionary Institute in Salina, Kansas. Rev. Langmade served as its first President until 1954. Dr. May served as President from 1954 until 1956 when Dr. Roger Andrus was appointed President. In 1946 Midwest moved to St. Louis, Missouri. It became Midwest Bible College in 1959.

In the early 1960s Dr. Al Metsker, acting President of KCBC, met with Dr. Roger Andrus, President of MBC, to explore the possibility of merging the two small colleges into one stronger institution. In the summer of 1961 the blueprint was complete; the two schools merged, moved to a campus in the Kansas City suburban community of Prairie Village, Kansas, and became Calvary University. The Board of Trustees of the newly formed school named Dr. Roger Andrus as its first President.

In addition to the individuals named above who were instrumental in the early years, Calvary and its predecessor schools were blessed with a number of others who had a desire to see Bible institutes begun in the Midwest and had an active part in these beginnings – Mr. Dwight Johnson, Dr. Charles R. Rolls, Dr. Robert Belton, Dr. Clifford Lewis, and Mr. Stanley Cook, to name a few.

In 1966 Calvary moved to 1111 West 39th Street in Kansas City, where it remained until the move in 1980 to the current campus at the former Richards-Gebaur Air Force Base. In 2012 the campus expanded across the street to 13 acres vacated by the US Marines and awarded to the school by the US Department of Education, which included a move-in ready dorm and three other buildings for new offices, classrooms, and space for chapel.

Dr. Andrus served as President of Calvary until the early 1970s, and in 1974 Dr. Leslie Madison was called as President.

Citadel Bible College, originally named Ozark Bible Institute, began in the heart of Rev. A. H. Levin. Under his leadership, the school was organized by a group of pastors and businessmen and incorporated in the state of Arkansas in 1947, with classes beginning in 1949. Rev. Levin served as Citadel's first President until his death in 1970, at which time his son, Rev. Robert Levin, was appointed Interim President. Dr. Paul Brownback served as President from 1976 until the merger with Calvary in 1987.

In 1991 Dr. Madison was appointed Chancellor, and Dr. Donald Urey, Vice President for Academic Affairs at Calvary, was named President. Dr. Jim Anderson, an alumnus of Kansas City Bible College and former faculty member at Calvary, was called as President in 1996. After Dr. Anderson's return to full-time evangelistic work, the Board of Trustees named Dr. Elwood H. Chipchase as President in 1999. In 2009 Dr. Chipchase retired, and Dr. James L. Clark, Vice President and Academic Dean of the College, was named President. Dr. Clark is the first President of Calvary to have graduated from Calvary. In 2014 Dr. Clark announced he would retire after the 2015-2016 academic year, and in late 2015, Dr. Christopher Cone was appointed to serve as President beginning in summer, 2016. Dr. Cone appointed Dr. Clark to the office of President Emeritus. In mid-2016, Calvary rebranded as Calvary University, and added bylaws reaffirming and deepening Calvary's commitment to the Bible as foundational and to the biblical worldview.

## MISSION STATEMENT

### Institutional Mission

Calvary University is an independent nondenominational institution providing undergraduate and graduate education which prepares Christians to live and serve in the church and the world according to a biblical worldview.

This is accomplished by providing appropriate educational curricula and a climate which fosters the development of intellectual and spiritual maturity, leadership potential, servanthood, and a sense of mission.

### Graduate School / Seminary Mission

The Seminary provides graduate instruction in Bible, theology, and professional studies for qualified students, preparing them for Christian ministry within and through the church and church-related ministries.

This is accomplished through quality graduate instruction in biblical and theological studies, including the examination of various systems of theological thought, the development of ministry skills, the cultivation of spiritual life, and the encouragement of students to engage in various kinds of Christian service.

## PURPOSE

The purpose of every program at Calvary is to teach students Bible and theology and to prepare them for Christian ministry. Calvary offers a three- to four-year program leading to the Master of Divinity degree and one- to three-year programs leading to the Master of Science or Master of Arts degree. Our educational programs emphasize biblical studies, complemented by general and professional education, as well as practical field experience.

## CORE VALUES

### Truth

We hold the Scriptures to be true, the focal point of our education process, and the authority for all we teach and do.

### Service

We prepare men and women to live according to a biblical worldview by consistently linking their education with the implications for Christian service in the church and the world.

### Character

We promote the development of intellectual and spiritual maturity, leadership potential, servanthood, and a sense of mission and ministry.

### Relevance

We prepare men and women to understand and effectively relate to the world in which we live.

### Relationship

We cultivate godly relationships among students, staff, faculty, and with alumni, the local church, and the society in which we live.

## OBJECTIVES

Assuming that the student is preparing for ministry in the Christian community, Calvary Theological Seminary is structured to accomplish the following objectives:

- Comprehend the dispensational approach in the interpretation of the Scripture.
- Possess a sound biblical and theological foundation for ministry and study.
- Possess a biblical philosophy of ministry.

## SEMINARY MOTTO

*Preparing good servants of Christ.*

## COMMITMENT

The faculty of Calvary Theological Seminary is committed to training students for the highest level of service which God enables, being concerned that students develop a commitment to and capability for serving the body of Christ for the glory of God. The Seminary's commitment is to aid students in becoming and living as full-time Christians.

For this commitment, Calvary Theological Seminary brings together faculty of the highest caliber, along with well-qualified adjunct faculty, who are involved in effective contemporary ministries. They know and understand the complexities of contemporary ministry and how to prepare students to minister effectively.

## CALVARY'S EDUCATIONAL PHILOSOPHY

The curriculum of Calvary Theological Seminary is designed to prepare Christian men and women to live according to biblical standards and to serve in professional or lay Christian ministry with a biblical worldview.

## STATEMENT OF FAITH

### The Scriptures

We believe the Holy Scriptures of the Old and New Testaments to be the verbally and plerarily inspired Word of God (Matt 5:18; 2 Tim 3:16-17). We hold the Bible to be inerrant in the original writings, infallible, God-breathed, and the complete and final authority for faith and practice (2 Pet 1:20-21).

We believe that the Scriptures, interpreted in their normal, literal sense, reveal divinely distinguishable economies in the outworking of God's purposes. These dispensations are not ways of salvation, but rather divinely ordered stewardships by which God directs man according to His purposes. Three of these – the age of law, the age of the church, and the age of the millennial kingdom – are the subjects of detailed revelation in Scripture (Gen 12:1-3; John 1:17; Rom 4:1-5; 2 Cor 3:7-18; Gal 3:13-25; Eph 1:10; Col 1:24-25; Heb 7:19; Rev 20:2-6).

### The Godhead

We believe in one Triune God, Creator of all (Gen 1:2; Deut 6:4; 1 Cor 8:6; Col 1:16), eternally existing in three distinct persons – Father, Son, and Holy Spirit (2 Cor 13:14), yet one in being, essence, power, and glory, having the same attributes and perfections (John 10:30).

### The Person and Work of Christ

We believe in the deity of the Lord Jesus Christ. He is very God, the express image of the Father, who, without ceasing to be God, became man in order that He might reveal God and redeem sinful man (Matt 1:21; John 1:18; Col 1:15).

We believe that God the Son became incarnate in the person of Jesus Christ; that He was conceived of the Holy Spirit and was born of the virgin Mary; that He is truly God and truly man; that He lived a perfect, sinless life; that all His teachings and utterances are true (Isa 7:14; Matt 1:23).

We believe that the Lord Jesus Christ died on the cross for all mankind (1 John 2:2) as a representative, vicarious, substitutionary sacrifice (Isa 53:5-6). We hold that His death is efficacious for all who believe (John 1:12; Acts 16:31); that our justification is grounded in the shedding of His blood (Rom 5:9; Eph 1:7); and that it is attested by His literal, physical resurrection from the dead (Matt 28:6; 1 Pet 1:3).

We believe that the Lord Jesus Christ ascended to Heaven in His glorified body (Acts 1:9-10) and is now seated at the right hand of God as our High Priest and Advocate (Rom 8:34; Heb 7:25).

### The Person and Work of the Holy Spirit

We believe in the deity (Acts 5:3-4) and the personality of the Holy Spirit.

We believe that the Holy Spirit convicts the world of sin, righteousness, and judgment (John 16:8-11). He regenerates sinners (Titus 3:5) and indwells believers (Rom 8:9). He is the agent by whom Christ baptizes all believers into His body (1 Cor 12:12-14). He is the seal by whom the Father seals believers unto the day of redemption (Eph 1:13-14). He is the Divine Teacher who illumines believers' hearts and minds as they study the Holy Scriptures (1 Cor 2:9-12).

We believe it is the duty and privilege of all the saved to be continually filled with the Holy Spirit (Acts 4:31). This filling is commanded (Eph 5:18). Conditions for being filled are yieldedness to the Spirit's control (Rom 8:14) and a dependent life (Gal 5:16). The results of filling are victory over sin, Christlike character, worship, submissiveness, and service (Gal 5:22-23).

We believe that the Holy Spirit gives gifts to each member of the body of Christ (1 Cor 12:11). The Son of God sovereignly assigns the place of the ministry of the gifts in the body, and the Father provides the energy in the outworking of the gifts (1 Cor 12:4-6). Each believer is to exercise his spiritual gift(s) for the common good to the building up of the body of Christ (Eph 4:11-16).

We believe that the gift of speaking in tongues, which was a sign to the nation of Israel, and the other sign gifts gradually ceased as the New Testament was completed and its authority was established (1 Cor 13:8; 14:21-22; 2 Cor 12:12; Heb 2:4).

### Angels, Good and Evil

We believe in the reality and personality of angels. We believe that God created an innumerable company of these sinless, spiritual beings who were to be His messengers (Neh 9:6; Ps 148:2; Matt 24:31; Luke 1:19; Heb 1:14).

We believe in the personality of Satan. He is a fallen angel who led a great company of angels into rebellion against God (Isa 14:12-17; Ezek 28:12-15). He is the great enemy of God and man, and his angels are his agents in the prosecution of his unholy purposes. He shall be eternally punished in the Lake of Fire (Matt 25:41; Rev 20:10).

### **Man**

We believe that man came into being by direct creation of God and that man is made in the image and likeness of God (Gen 1:26-27; 2:7).

### **Sin**

We believe that the human race sinned in Adam (Rom 5:12), that sin is universal in man (Rom 3:23), and that it is exceedingly heinous to God (Ps 5:5). We believe that man inherited a sinful nature (Ps 51:5), that he became alienated from God (Col 1:21), that he became totally depraved, and that of himself, he is utterly unable to remedy his lost estate (Eph 2:1-5, 12). We believe that all men are guilty and in a lost condition apart from Christ (Rom 2:1; 3:10-18).

### **Salvation**

We believe that salvation is a gift of God's grace through faith in the finished work of Jesus Christ on the cross (Eph 2:8-9). Christ shed His blood to accomplish justification through faith, propitiation to God, redemption from sin, and reconciliation of man. "Christ died for us" (Rom 5:8-9) and "bore our sins in His own body on the tree" (1 Pet 2:24).

We believe that all the redeemed, once saved, are kept by God's power and are secure in Christ forever (John 6:37-40; 10:27-30; Rom 8:1, 38-39; 1 Pet 1:5; Jude 24).

We believe that it is the privilege of all who are born again to rejoice in the assurance of their salvation through the testimony of God's Word (Rom 8:16; 1 John 5:13). We also believe that Christian liberty should never serve as an occasion to the flesh (Gal 5:13).

We believe that the Scriptures disclose several aspects of sanctification. In addition to God's work of bringing a sinner to Christ, he is set apart to God. This is positional sanctification and refers to his standing. He then undergoes a process whereby the Holy Spirit quickens his affections, desires, and attitudes, enabling him to respond in faith to live a life of victory over sin. This is progressive sanctification and refers to his state (2 Cor 3:18; 7:1; Gal 5:16-25; Eph 4:22-29; 5:25-27; Col 3:10). Some day his standing and his state will be brought into perfect accord. This is prospective, or ultimate sanctification (1 Thess 5:23; 1 John 3:2).

### **The Church**

We believe that the Church, which is the body and espoused bride of Christ, began at Pentecost and is a spiritual organism made up of all born-again persons of this present age (Acts 2:1-42; 11:15; 1 Cor 12:12-14; 2 Cor 11:2; Eph 1:22-23; 5:25-27).

We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17; 28:32; 1 Tim 3:1-13; Titus 1:5-11).

We believe in the autonomy of the local church, free of any external authority or control (Acts 13:1-4; 15:19-31; 28:28; Rom 16:1, 4; 1 Cor 3:9, 16; 5:4-7, 13; 1 Pet 5:1-4).

We believe in the ordinances of believer's water baptism by immersion as a testimony and the Lord's Supper as a remembrance in this age of Christ's death for the Church (Matt 28:19-20; Acts 2:41-42; 18:8; 1 Cor 11:23-26).

We believe that the saved should live in such a manner as not to bring reproach upon their Savior and Lord, and that separation from religious apostasy, sinful pleasures, practices, and associations is commanded by God (Rom 12:1-2; 2 Cor 6:14-7:1; 2 Tim 3:1-5; 1 John 2:15-17; 2 John 9-11).

We believe in the Great Commission as the primary mission of the Church. It is the obligation of the saved to witness, by word and life, to the truths of Holy Scripture. The gospel of the grace of God is to be preached to all the world (Matt 28:19-20; Acts 1:8; 2 Cor 5:19-20). Converts are to be taught to obey the Lord and to testify concerning their faith in Christ as Savior in water baptism and to honor Christ by holy living and observance of the Lord's Supper (Matt 28:19; 1 Cor 11:23-29).

### **Things to Come**

We believe in that "blessed hope" (Titus 2:13), the personal, imminent (Matt 24:42, 44; 1 Cor 15:51-52; Phil 3:20; 4:5), pre-tribulational, and pre-millennial (Rev 19:11-20:10) coming of our Lord Jesus Christ to rapture His saints and receive His Church unto Himself (1 Thess 4:13-18).

We believe in the subsequent, visible return of Christ to the earth (Matt 24:29-31), with His saints, to establish His promised millennial kingdom (Zech 14:4-11; 1 Thess 1:10; Rev 3:10; 19:11-16; 20:1-6).

We believe in the physical resurrection of all men, the saints to everlasting joy and bliss, the wicked to conscious and eternal torment (Matt 25:46; John 5:28-29; 11:25-26; Rev 20:5-6, 12-13).

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; 2 Cor 5:8; Phil 1:23; 3:21; 1 Thess 4:16-17; Rev 20:4-6).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection when, with soul and body reunited, they shall appear at the Great White Throne judgment and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Matt 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess 1:7-9; Jude 6-7; Rev 20:11-15).

## **Expanded Statement Regarding Religious Freedom and Human Sexuality**

The biblical and philosophical goal of Calvary University is to develop students into mature, Christlike individuals. Of necessity, this involves Calvary's understanding and belief of what qualities or characteristics exemplify a Christlike life (Rom 8:29; 2 Cor 3:18).

1. We believe the Bible to be the inspired, authoritative Word of God. Therefore, everything we say and do must be under the guidance and authority of the Scriptures. Our integrity depends on consistent application of our commonly understood biblical truths (2 Tim 3:16-17; Ps 19:7-11; 2 Pet 1:20-21).

2. We uphold the sanctity of marriage as a God-ordained, special union between a man and a woman, where sexual relations are both honored and affirmed by God (Gen 1:27-28; 2:24-25). The Bible teaches that all sexual unions outside of marriage, as thus defined, are sinful (Heb 13:4). When dealing with sexual sins, we have no alternative but to follow the teachings of Scripture, as we understand them, and consistently apply those teachings to both heterosexual and homosexual situations (Prov 6:29; Eph 4:17-24).

3. We understand the Bible to teach that we must oppose sexual sin while demonstrating compassion for those who fall victim to it, distinguishing between the value and identity of each person as an individual, and the behavioral choices which some individuals may make (Gal 5:19-25; 1 Cor 7:1-3). We understand the Bible to differentiate between recognition of personhood and rejection of those actions which it defines as immoral, while simultaneously extending forgiveness and healing to all who respond in believing faith to its universal offer of God's grace (John 8:3-11; Luke 15:10).

All students are expected to exhibit the Christlike qualities taught by Scripture and to refrain from activities or behavior that is contrary to those teachings. Therefore, Calvary retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or who is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Lev 18:22; Rom 1:24-32; 1 Cor 6:9-20; 1 Tim 1:9-11).

## **CONVICTIONS**

### **Solidly Biblical**

The Bible is the heart and core of every educational program at Calvary Theological Seminary. Theologically, the Seminary can be described as fundamental, premillennial, and dispensational.

### **Doctrinal Agreement**

Each year, every faculty member and trustee must affirm his wholehearted acceptance of the Statement of Faith. Students who graduate from Calvary shall possess a foundational understanding of the Holy Scriptures, as well as Calvary's Statement of Faith and Convictions.

### **Separation**

It is Calvary's desire to be separated unto God from worldliness, whether in personal actions, attitudes and thought, or in ecclesiastical programs and associations. Calvary's position is one of being loyal to the biblical doctrine of ecclesiastical separation so that it has no embarrassing ties which might keep it from exposing apostasy, heresy, or sin. This is evidenced in its historical stand against the ecumenical teachings and practices of our day.

### **Evangelism and Missions**

We believe that the Great Commission defines the primary mission of the Church. Calvary seeks to incorporate the spirit of evangelism and discipleship into the whole Seminary family, whether in the classroom or in extracurricular activities and projects.

### **Friendship with Bible-Believing Churches**

Calvary stands with all who love Christ and preach His Word. The attitude throughout the Seminary is nonsectarian. We are unreservedly loyal to all churches faithful to Christ and the Bible. Calvary is affiliated with the IFCA International, Berean Fellowship of Churches, and Child Evangelism Fellowship and maintains a good relationship with independent and denominational churches and individuals who hold the historic fundamentals of the faith.

### **Institutional Position on the "Sign Gifts"**

As Calvary University understands the teaching of Scripture and church history, the "sign gifts" of the Holy Spirit (speaking in tongues, prophecy, healings, miracles, and the like) ceased after the first century and are no longer essential for the church today. Those who may believe otherwise and desire to enter Calvary as students are welcome, if they are willing to study with an open mind, to understand the institution's position, and not to practice or propagate their beliefs while studying at Calvary.

## **Nurture of Character and Truth**

We are persuaded that the Scriptures teach that what we are is as important as what we know. Ephesians 4:15 clearly states that we are to speak the truth (doctrine) in love (Christlike character). This is the reason we put much effort into developing Christlike character and a servant's heart while communicating God's Word. In all matters, we endeavor to display the "excellent spirit" of the prophet Daniel (Dan 6:3). This man of God refused to compromise and yet he constantly displayed an attitude which endeared him to his superiors. He was neither vindictive nor self-righteous and by his dedicated life made a profound impact upon the kings of Babylon and Persia.

## **ACCREDITATION**

Calvary Theological Seminary is regionally accredited by the Higher Learning Commission (HLC), 230 South LaSalle St., Ste. 7-500, Chicago, IL 60604-1413, and may be contacted by phone at 800-621-7440, by FAX at 312-263-7462, or by e-mail at [info@hlcommission.org](mailto:info@hlcommission.org). The HLC webpage address is [www.hlcommission.org](http://www.hlcommission.org).

Calvary Theological Seminary is professionally accredited by the Commission on Accreditation of The Association for Biblical Higher Education (ABHE), 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822, and may be contacted by phone at 407-207-0808, by FAX at 407-207-0840, or by e-mail at [info@abhe.org](mailto:info@abhe.org). The ABHE webpage address is [www.abhe.org](http://www.abhe.org).

## **ZERO-TOLERANCE POLICY**

### **Alcohol Policy**

Calvary Theological Seminary (the "Seminary"), in order to promote its fundamental mission, has adopted a zero-tolerance policy for the use, consumption, possession, or distribution of alcohol on Seminary property or at any Seminary sponsored or sanctioned event, regardless of the age of the student. Participation in any of the above activities is strictly prohibited.

Any student under the legal age for consumption of alcohol that is unlawfully using, consuming, possessing, or distributing alcohol will be subject to disciplinary sanctions including, but not limited to, disciplinary dismissal. Any student over the age for legal consumption of alcohol that is using, consuming, possessing, or distributing alcohol may be subject to disciplinary sanctions including, but not limited to, disciplinary dismissal.

In addition to any punishment imposed by the Seminary, any student suspected of violating any federal, state, or local law proscribing the use, possession, or distribution of the unlawful consumption or possession of alcohol will be referred to the appropriate law enforcement agency.

The display of any advertising of alcoholic beverages, including containers, is not allowed at the Seminary. This includes, but is not limited to: clothing, signs, lamps, posters, etc.

### **Legal Sanctions for Use, Possession, or Distribution of Alcohol**

Missouri laws prohibit people under 21 years of age from purchasing, attempting to purchase, or possessing alcoholic beverages (RSMo. 311.325). Anyone who sells or gives any alcoholic beverages to people under 21 years of age violates RSMo. 311.310. It is unlawful to obtain or attempt to obtain alcoholic beverages by using a fake or fraudulent identification (RSMo. 311.328(3)). Anyone convicted of using fraudulent identification per RSMo. 311.320 is subject to penalties, including fines of up to \$1,000 and one year imprisonment. Conviction of any offense involving the possession or use of a controlled substance; the alteration, modification, or misrepresentation of a license to operate a motor vehicle; or the possession or use of any alcohol while operating a motor vehicle will require the surrender of a driver's license for a minimum of 90 days to a maximum of one year.

### **Drug Policy**

Calvary Theological Seminary, in order to promote its fundamental mission, has adopted a zero-tolerance policy for the use, consumption, possession, distribution, or manufacture of illicit or illegal drugs. The Seminary will not tolerate any of the above activities by any student, and any such activities are cause for dismissal from the Seminary.

The Seminary reserves the right to require a drug test from a student where there is a reasonable suspicion that the Seminary's drug-free policy has been violated. Failure to submit to a drug test is a major violation of the disciplinary rules and will result in dismissal from the Seminary.

In addition to any punishment imposed by the Seminary, any student suspected of violating any federal, state, or local law proscribing the use, possession, distribution, or manufacture of illicit or illegal drugs will be referred to the appropriate law enforcement agency.

### **Legal Sanctions for Use, Consumption, Possession, or Distribution of Illicit or Illegal Drugs**

Local, state, and federal laws provide specific penalties for drug and narcotic offenses. Title 12 of chapter 195 of the Missouri Revised statutes makes it unlawful for any person to manufacture, sell, or deliver or possess with the intent to manufacture, sell, or deliver those drugs designated collectively as controlled substances. The punishment includes a term of imprisonment as well as a substantial fine.

The federal law makes it unlawful for any person to manufacture, distribute, create, or dispense or to possess with the intent to manufacture, distribute, create, or dispense controlled substances. Title 21 of United States Code provides terms of imprisonment and fines for violations of this Act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

## Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500-4999 gms mixture	<p><b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine not more than \$5 Million if an individual, \$25 Million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 Million if not an individual.</p>	5 kgs or more mixture	<p><b>First Offense:</b> Not less than 10 years, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million in an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
Cocaine Base (Schedule II)	28-279 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40-399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10-99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100-999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1-9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5-49 gms pure or 50-499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10-99 gms pure or 100-999 gms mixture	100 gms or more pure 1 kg or more mixture		
				<p><b>2 or More Prior Offenses:</b> Life Imprisonment</p>

## Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II drugs (and any drug product containing gamma hydroxybutyric acid)	Any amount	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not more than 15 yrs. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Other Schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 10 yrs. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual.</p>
All other Schedule IV drugs	Any amount	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p>
Flunitrazepam (Schedule IV)	Less than 1 gm	<p><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
All Schedule V Drugs	Any amount	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual</p> <p><b>Second Offense:</b> Not more than 4yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

## Federal Drug Trafficking Penalties - Marijuana

Drug	Quantity	1st Offense	2nd Offense
Marijuana (Schedule I)	1,000 kg or more mixture; or 1000 or more plants	>Not less than 10 years, not more than life >If death or serious injury, not less than 20 years, not more than life >Fine not more than \$4 million if an individual, \$10 million if other than an individual	>Not less than 20 years, not more than life >If death or serious injury, mandatory life >Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana (Schedule I)	100 kg to 999 kg mixture or 100 to 999 plants	>Not less than 5 years, not more than 40 years >If death or serious injury, not less than 20 years, not more than life >Fine not more than \$2 million if an individual, \$5 million if other than an individual	>Not less than 10 years, not more than life >If death or serious injury, mandatory life >Fine not more than \$4 million if an individual, \$20 million if other than an individual

## Federal Drug Trafficking Penalties – Marijuana (continued)

Drug	Quantity	1st Offense	2nd Offense
Marijuana (Schedule I)	More than 10 kgs Hashish; 50 to 99 kg mixture More an 1 kg of hashish oil; 50 to 99 plants	>Not more than 20 years >If death or serious injury, not less than 20 years, not more than life >Fine \$1 million if an individual, \$5 million if other than an individual	>Not more than 30 years >If death or serious injury, mandatory life >Fine \$2 million if an individual, \$10 million if other than an individual
Marijuana (Schedule I)	1 to 49 plants; less than 50 kg	>Not more than 5 years >Fine not more than \$250,000, \$1 million if other than individual	>Not more than 10 years >Fine \$500,000 if an individual, \$200,000 if other than an individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

## Health Risks Associated with the Use of Illicit or Illegal Drugs or Alcohol

Medical studies indicate that users of illicit or illegal drugs or alcohol can suffer from a wide range of medical and psychological problems. Those problems can be as mild as depression or as severe as permanent brain damage or death. At the very least, use promotes poor application to academics as shown by poor study habits, lack of concentration, and loss of self-esteem. Additional information on the health risks associated with the use of illicit or illegal drugs or alcohol is available through the Student Deans Department.

## Drug and Alcohol Programs

All students are informed of Calvary's Zero-Tolerance Policy: the standards of conduct, applicable legal sanctions, a description of the related health risks, resources for counseling, treatment, rehabilitation, and re-entry, and a clear description of the disciplinary sanctions.

As there is no alcohol allowed on campus, Calvary offers a wide variety of alcohol-free events. The student lounge and the KA-Bar Cafe are relaxed places for students and faculty/staff to congregate. The Lounge features a movie room and games (pool, ping-pong, etc.). The KA-Bar Cafe features a TV, board games, and a coffee shop. Intramural sports, athletic events, and our variety of academic and personal enrichment activities are all healthy alternatives to drinking.

Counseling is available with the Student Deans for no fee. Other local options for individual counseling are available with:

Bill Gibbs, M.S., Biblical  
Counseling  
Calvary Biblical Counseling Center  
15800 Calvary Rd  
Kansas City, MO 64147

Cam Meers, M.S., LMFT, CADC  
Legacy Family Counseling Center  
632 SE 4th Street  
Lee's Summit, MO 64063

Options for drug/alcohol treatment, including inpatient and/or outpatient treatment include:

Pathways  
201 Main Street  
Belton, MO 64012  
816-322-4332  
816-322-5445 (fax)

Shelterwood  
3205 N. Twyman Road  
Independence MO, 64058  
800-584-5005  
info@shelterwood.org

The following steps will be used for re-entry from drug/alcohol related issues that students must fulfill.

The student will:

- Be placed on Disciplinary Probation for a minimum of one year.
- Participate in regular counseling with an approved counselor specializing in drug/alcohol recovery. Re-entry counseling may be done with  
Cam Meers, M.S., LMFT, CADC  
Legacy Family Counseling Center  
632 SE 4th Street  
Lee's Summit, MO 64063
- Allow open communication between the counselor and the Deans Department.
- Have regular meetings with the Student Deans Department.

The Deans Department will meet after one year to review the student's progress and status. At that time the department will decide on an appropriate course of action.

## GENDER-BASED MISCONDUCT POLICY

### Statement of Policy

It is the policy of Calvary University to promote a learning, living, and work environment that is free of all forms of harassment. Harassment on the basis of race, color, sex, sexual orientation, gender identity or expression, condition of pregnancy, religion, national and ethnic origin, age, disability, and military or veteran status undermines the basic principles of the community, biblical teachings, and applicable laws. It is not acceptable behavior at Calvary University and will not be tolerated.

If a student requires extended class absences due to pregnancy or childbirth as deemed necessary by the student's doctor, the student may request an "I" incomplete (6 week) extension and/or Leave of Absence without reduction of grade or additional cost.

Harassment is defined as the use of derogatory comments or acts directed toward an individual's race, color, sex, sexual orientation, gender identity or expression, condition of pregnancy, religion, national and ethnic origin, disability, or military or veteran status that:

1. Humiliate and/or intimidate an individual.
2. Have the purpose or effect of creating a hostile or offensive working or educational environment.
3. Impede and/or interfere with work performance, academic status, or campus life.

### Sexual Harassment

Sexual harassment is a form of sex discrimination and is a violation of Calvary University policy as well as federal and state statutes. Calvary University views with the utmost seriousness offenses against an individual such as stalking, inappropriate sexual touching, sexual assault, and any other form of non-consensual sexual activity.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual assault, and all other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment in which to work or learn.

Calvary University considers harassment a very serious matter. Any person found to be engaging in sexual harassment will be subject to disciplinary action, up to and including expulsion from Calvary University or its residence halls.

### Examples of Sexual Harassment

Sexual harassment can be directed toward a person of the opposite sex or same sex and can take many forms. Sexual harassment may occur regardless of the intention of the person engaging in the conduct. The following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances (whether they involve physical touching or not).
- Requests for sexual favors in exchange for actual or promised academic or job benefits such as favorable grades or continued employment.
- Sexual jokes.

- Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life, and comments on an individual's body, sexual activity, deficiencies, or prowess.
- Displaying sexual objects, pictures, written materials, or cartoons;
- Leering, brushing against the body, sexual gestures or suggestive or insulting comments.
- Sexual exhibitionism.
- Inquiries into one's sexual activities.
- Cyber-harassment including non-consensual videos or audio recordings of sexual activity.
- Sexual assault or coerced sexual acts.

## Sexual Assault

The most egregious form of sexual harassment is sexual assault, which will not be tolerated at Calvary University. Not only does any form of sexual assault violate Calvary's institutional policies of purity, it also violates federal and state laws.

For the purposes of sexual assault violations, the following definitions apply:

A person who attempts to or knowingly causes another person to engage in a sexual or deviate sexual act—

1. By using force against that other person; or
2. By threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping; or
3. By rendering another person unconscious and thereby engaging in a sexual act with that other person; or
4. By administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby—
  - A. Substantially impairing the ability of that other person to appraise or control conduct; and
  - B. Engages in a sexual act with that other person; or
5. By causing another person to engage in a sexual act by threatening or placing that other person in fear (other than by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping); or
6. By engaging in a sexual act with another person if that other person is—
  - A. Incapable of appraising the nature of the conduct; or
  - B. Physically incapable of declining participation in, or communicating unwillingness to engage in that sexual act;

commits sexual assault.<sup>1</sup>

Calvary University defers to current Missouri Revised Statutes (RSMO) Chapter 566 regarding specific definitions of sexual assault.

Although ANY sexual activity is prohibited by Calvary's institutional purity policies, please be informed of the following definitions and guidelines as defined by federal and/or state law.

## Consent and Communication

Consent is an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexually explicit touching or sexual penetration. Consent must be informed and freely and actively given. It is incumbent upon each individual involved in the activity to either obtain or give consent prior to any sexual activity, and again, prior to sexual penetration. If at any time during the sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify, verbally, the other's willingness to continue.

- A verbal "no," even if it may sound indecisive or insincere, constitutes lack of consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent.
- It is expected that, after consent has been established, a person who changes his/her mind during the sexual activity will communicate through words or actions his/her decision to no longer proceed.
- Past consent to sexual activity does not imply future on-going consent, and the fact that two persons are in an on-going relationship does not preclude the possibility that sexual misconduct or sexual assault might occur within that relationship.
- A student's use of alcohol and/or other drugs does not diminish a student's responsibility to obtain consent.

Sexually explicit touching is the unwanted touching of another person in a sexual manner. Examples of sexually explicit touching include, but are not limited to, the touching, either directly or through clothing, of another person's genitalia, breasts, inner thigh, or buttocks of any person with a clothed or unclothed body part or object. Sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity is considered sexual assault.

Coercion is the use of force, or the threat of force; the use of a threat of immediate or future harm; or the use of physical or severe and/or pervasive emotional intimidation to cause or attempt to cause another person to engage in or submit to certain activities. Coercion also includes the administration of a drug, intoxicant, or similar substance that impairs the faculties of a person.

Incapacity is defined as a person incapable of giving consent because he/she is asleep, unconscious, losing or regaining consciousness, or clearly mentally or physically incapacitated. Signs of being incapacitated include, but are not limited to, difficulty walking, inability to speak in a coherent manner, and vomiting or the presence of vomit.

Clear communication is required by Sexual Assault definitions, which require each participant to obtain and give consent before engaging in any sexual activity. Relying solely upon nonverbal communication is not sufficient. Communication is a foundational

<sup>1</sup> Revised from Missouri Revised Statutes Chapter 566.

process that affects all of our relationships and interactions. Any sign of reservation or hesitation should be clarified verbally before proceeding.

### Alcohol and Other Drugs

In addition to it being a violation of Calvary University's institutional rules and regulations, the consumption of alcohol and/or the use of drugs often lowers inhibitions, can cause some people to become more aggressive, and always impairs judgment. Sexual activity with someone who has consumed alcohol or drugs creates the potential for later dispute over questions of consent. Sexual activity with a person who is thus impaired may be considered a violation of the law and the Student Code of Conduct. Conversely, being under the influence of alcohol is not an excuse for committing sexual assault.

It is a violation of Calvary University's policy and Missouri law to have any sexual activity with someone who is unable to give consent because of alcohol or drugs or other impairment. If your partner is very drunk, you may be guilty of sexual misconduct even if your partner said yes.

### Procedures and Resources

When a student is sexually assaulted, he/she has reporting options. If a student has just experienced an assault and needs immediate assistance, he/she should get to a safe place. A student should then:

1. Call Calvary Security at 816-898-2989 or the South Kansas City Police Department at 911. Either will help whether or not a student chooses to prosecute the assailant. Reporting a sexual assault to the police does not commit someone to further legal action. In an off-campus emergency, the student is encouraged to call 911 or the police department in the city or town where he/she is located.
2. The student is also encouraged to call a friend, family member, or someone he/she trusts and can talk with (e.g., Residence Director (RD), Resident Assistant (RA), Dean of Students, or Dean of Women).
3. Get medical attention immediately. St. Luke's East Hospital, St. Joseph's Medical Center, Truman Medical Center – Lee's Summit, and Research Medical Center are experienced and prepared to help sexual assault victims. A prompt medical examination will test for pregnancy (where applicable) and STDs and can secure valuable evidence that can be used later, should the student wish to have the assailant prosecuted.
4. Seek counseling. Regardless of whether a student reports the assault, it is often helpful to seek counseling to cope with the traumatic experience. The counseling services provided by Calvary University are available regardless of where or when the assault may have occurred.
5. File a complaint with the appropriate Calvary University employee (see Reporting Harassment and Harassment Investigation).
6. Upon receipt of a sexual assault complaint, the designated CBC employee will provide the options of pursuing a criminal complaint with the Kansas City Police Department or other jurisdiction, (i.e., State Police, or other local police departments), pursuing CBC's investigation, or pursuing both options at the same time.

### Reporting Gender-Based Misconduct

Calvary University is committed to stopping misconduct in all of its forms. Any CBC student who believes that he/she has been subjected to misconduct has the right to file a complaint through the procedures delineated below.

Calvary University encourages individuals to report incidents of misconduct, regardless of who the alleged offender may be. CBC will not pursue disciplinary action against a student who claims to be a victim of misconduct in connection with reporting that misconduct or against students named as witnesses.

Student complaints about a CBC student, faculty, or staff member can be made to:

**Moriah Roberts, Title IX Coordinator**

Email: [moriah.roberts@calvary.edu](mailto:moriah.roberts@calvary.edu)

Phone: 816-322-0110 ext. 1302

**Cory Trowbridge, Dean of Students, Title IX Investigator**

Email: [cory.trowbridge@calvary.edu](mailto:cory.trowbridge@calvary.edu)

Phone: 816-322-0110 ext. 1309

**Arely Perez, Dean of Women, Title IX Investigator**

Email: [arely.perez@calvary.edu](mailto:arely.perez@calvary.edu)

Phone: 816-322-0110 ext. 1329

Each of the above CBC officials is available to discuss any concerns you may have and to provide information to you about Calvary University's policy on misconduct and the complaint process.

After reporting an incident of misconduct, students may request alterations related to academic classes, housing and/or dining services, Student Life activities, or other accommodations based on the circumstances. Decisions regarding such requests will be made by the designated CBC official after consultation with appropriate Calvary University faculty and/or staff while preserving confidentiality to the extent possible.

Depending upon the circumstances, both students in a case may be issued administrative orders to have no contact with each other. This allows the matter to proceed without any possible harassment or miscommunication between parties.

While Calvary University has an obligation to investigate every complaint of misconduct, if a student wishes the details of an incident to be kept strictly confidential, he/she may speak privately with the Director of Calvary's Biblical Counseling Center (or designee) or a counselor at the Metropolitan Organization to Counter Sexual Assault (MOCSA) 816-531-0233. Requests for confidentiality will be honored unless there is an imminent danger to the student or to others.

## Misconduct Investigation

Except in extraordinary circumstances, all misconduct complaints will be investigated and a decision made and communicated within 60 business days of receiving the complaint. Individuals are assured that complaints will be treated as confidentially as possible, subject to Calvary University's obligation to investigate and respond appropriately to any and all allegations of misconduct.

Complainants are also advised that CBC will investigate allegations of misconduct and take appropriate action, even if the complainant does not wish to pursue or participate in the disciplinary process, but any response by CBC may be hindered by the complainant's wishes for anonymity and/or inaction. Calvary University has adopted both informal and formal resolution procedures to deal with misconduct complaints. CBC will also ensure that no person who is the subject of a complaint will be assigned to investigate the complaint.

## Informal Resolution

After discussion and investigation, some complaints may be resolved informally. With the assistance of the designated CBC official, the complainant may choose to write or speak with the offending person directly, which may be sufficient to bring a satisfactory response. Or, the designated official may speak with the offending person or facilitate a meeting between the complainant and the offending person. Individuals sometimes find that through these informal procedures they are able to reach an acceptable resolution.

## Formal Resolution

The formal complaint procedure is initiated after a written complaint has been filed with the designated official asking for a formal investigation to be conducted.

If the offending party is a student, the case will heard by the Calvary University Judicial Board according to judicial procedures outlined in the Gender-Based Misconduct Procedures Manual.

A student judicial hearing may accommodate concerns for the personal safety, well-being, or fears of confrontation of the charged student, complainant, or witnesses during the hearing by providing alternate means of communication when it is determined to be appropriate by the Judicial Officer.

If the offending party is a faculty or staff member, a formal investigation will be held by the designated CBC official and another senior level CBC administrator. All investigations will include private interviews with the individual filing the complaint, the person alleged to have committed the misconduct, as well as third-party witnesses, and will also include consideration of other relevant evidence. When the investigation has been completed, the designated official will inform both the complainant and the subject of the complaint of the outcome.

## Retaliation or False Reporting

A retaliatory action or behavior taken toward an individual as a consequence of his/her decision to report a violation or pursue action or criminal prosecution or a retaliatory action or behavior taken toward an individual who cooperates in an investigation is prohibited. Retaliatory acts may include, but are not limited to: threats, intimidation, or harassment. Such retaliation shall be considered a serious violation of policy and shall be independent of whether a charge of harassment is substantiated. Encouraging others to retaliate also violates the policy.

Calvary University also considers filing an intentionally false report of misconduct a violation of this policy.

## Prevention

Calvary University endeavors to proactively prevent gender-based misconduct, specifically sexual assaults, by implementing the following:

- Escort Program
- Deterrent Signage
- Deterrent Camera Surveillance
- Armed Security Officers
- Defense Training
- Education for Men and Women

## Education

Calvary University endeavors to educate students, faculty, and staff about gender-based misconduct in a variety of ways:

- Incoming students are required to attend Orientation, which includes training on sexual violence prevention and bystander intervention. This course is available for all continuing students as well.
- Calvary's Biblical Counseling Center's library contains a variety of titles addressing sexual harassment (including sexual assault) which are available to all students.
- Training on harassment is held for faculty, staff, and student staff (RAs and Orientation Leaders).
- Training on misconduct and conducting misconduct investigations is held for designated Calvary officials.
- The Deans Department and Calvary Security provide on-campus programming relating to sexual harassment (including sexual assault).
- Calvary University's Gender-Based Misconduct Policy, Title IX Policy, and related resources are communicated to in-coming students during New Student Orientation, to returning students in their registration packets, and to new faculty and staff members at their Orientation.

## Student Support and Resources

Calvary University encourages students to make use of appropriate resources and will assist all persons involved in an allegation of misconduct. Support structures include the Dean of Students, Dean of Women, the Director of Calvary's Biblical Counseling Center (or designee), the Resident Assistants, the Resident Directors, and the Chief of Security (or designee). Each office is prepared to offer assistance to students both in an emergency and on an on-going basis. In addition to these on-campus resources, referrals for off-campus counseling and support services can be provided for both the student complainant and the accused student at the student's request.

Kansas City community resources include:

- **National Sexual Assault Hotline:** 800-656-HOPE (4673)  
[www.rainn.org/get-help/national-sexual-assault-hotline](http://www.rainn.org/get-help/national-sexual-assault-hotline)
- **Metropolitan Organization to Counter Sexual Assault (MOCSA)** 24/7 crisis line 816-531-0233 or 913-642-0233  
[www.mocsa.org/ndhlp\\_sxa.php](http://www.mocsa.org/ndhlp_sxa.php)
- **SAFEHOME Shelter** 24-Hour Crisis Hotlines  
913-262-2868 or 888-432-4300

## State and Federal Remedies

In addition to the above, if you believe you have been subjected to misconduct, you may file a formal complaint with the following government agencies:

- **United States Equal Employment Opportunity Commission (EEOC)**  
John F. Kennedy Federal Building, 475 Government Center  
Boston, MA 02203  
1-800-669-4000  
[www.eeoc.gov](http://www.eeoc.gov)
- **Missouri Commission on Human Rights**  
3315 W. Truman Blvd., Room 212, P.O. Box 1129  
Jefferson City, MO 65102-1129  
Toll Free Complaint Hotline: 1-877-781-4236  
E-mail: [mchr@labor.mo.gov](mailto:mchr@labor.mo.gov)  
[www.labor.mo.gov/mohumanrights](http://www.labor.mo.gov/mohumanrights)
- **Office for Civil Rights (OCR)**  
United States Department of Education  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
617-289-0111  
E-mail: [ocr.Boston@ed.gov](mailto:ocr.Boston@ed.gov)  
[www.ed.gov/ocr](http://www.ed.gov/ocr)

## GRIEVANCE PROCEDURES

A student may wish to present a grievance against a faculty or staff member, or another student, when the issues cannot be resolved informally or by use of other regular Seminary procedures. A grievance is a concern related to an alleged illegal or improper action not otherwise addressed in policies contained within the Seminary Student, Staff, or Faculty Handbooks. CBC has set procedures for students who wish to present grievances and are listed below. Academic-related grievances (i.e., appealing a course grade) should go through the Academic Dean's office.

1. Any student who would like to file a formal grievance must submit a written report to the Deans Department as promptly as possible, within 12 months of the occurrence of the incident, and should include the following information:
  - A. The date and place of the incident.
  - B. A description of what took place.
  - C. Why it is considered a grievance.
  - D. The date on which the grievance was recorded.
  - E. The name and signature of the grievant.
2. A thorough investigation of the grievance will be conducted, and CBC may take disciplinary action up to and including dismissal.
3. Should anyone be dissatisfied with an imposed sanction as a result of the investigation, an appeal may be made to the Seminary Dean and eventually the President of the College.
4. If the complaint is with or against the Dean of Students or the Dean of Women, then the complaint should be reported to the Academic Dean.

Students filing a written grievance with the Deans Department may be required to meet with a staff member face-to-face to answer questions and provide more contextual information related to the alleged incident. If the student chooses not to submit their grievance in writing and/or chooses not to meet with Seminary staff when requested to do so, the Seminary reserves the right to not

respond to the filed grievance (except in gender-based misconduct); although a copy of the report will be left in the student's file in the Deans Department.

When filing a complaint it is important that the accuser state the nature of the grievance, bring witnesses (if able), and be able to clearly state the facts, accusations, and situations. If the accusation against another student, staff, or faculty member is determined false or malicious, the student may be subject to discipline or dismissal. In all cases, confidentiality of the accuser and accused will be strictly adhered to except as required by applicable law. Any crimes violating federal, state, or local law will be referred to the appropriate enforcement agency.

The Seminary is committed to the scriptural principles found in Matthew 18:15-17. However, the Seminary understands the difficulty inherent in discussing an offense with persons in a position of authority. Therefore, the student is encouraged, but not required, to discuss the matter privately with the person in an effort to resolve the matter. If the student is in a situation where they are unsure how to proceed, please seek counsel from the Deans Department. The Deans Department is always available to provide advice and support for students who are uncertain as to how they should proceed in confronting someone.

### **Grievance Procedures for Students Enrolled in Distance Education Under the State Authorization Reciprocity Agreement (SARA)**

Students enrolled in distance education courses (online classes), or online programs who are residents of states other than Missouri, and when such state is a SARA participating state, may after exhausting their options under Calvary's grievance procedures appeal the institution's decision to the Missouri Department of Higher Education (MDHE). Only complaints that do not involve grades or student conduct may be appealed within two years of the incident to the Missouri Department of Higher Education.

#### ➤ **Missouri Department of Higher Education**

P.O. Box 1469  
Jefferson City, MO 65102-1469  
1-573-751-2361

If MDHE receives a complaint about a Missouri institution, the complainant will be contacted by MDHE staff to determine if the complainant has exhausted the grievance process at Calvary University. If the institutional grievance process has been completed, MDHE will provide appropriate forms to file a formal complaint against the institution. If the complainant has not utilized the institutional remedies available, the individual will be directed to contact Calvary University to seek resolution.

The formal complaint must be submitted in writing using the form provided by MDHE. The complaint may be mailed or faxed and must include supporting materials as well as documentation verifying that all institutional remedies have been exhausted. MDHE staff will acknowledge receipt of the formal complaint in writing.

SARA related complaints that fall within the jurisdiction of MDHE will be investigated and resolved as appropriate by MDHE. SARA applies only to those complaints resulting from distance education courses offered by participating institutions to students in other SARA states. It does not apply to distance education activity inside Missouri or to on-ground campuses. Complaints concerning criminal misconduct will be referred to local law enforcement authorities. Complaints relating to violations of federal law will be referred to the federal agency having jurisdiction over the matter in question.

Calvary University will provide a response to the complaint within ten working days of official notification by MDHE. All parties to the complaint will be notified of its resolution by mail. MDHE will keep a log of all complaints, record the date received, the name of the complainant, the institution against which the complaint is made, a brief description of the complaint, and the date and nature of its disposition.

### **Presidential Treatment of Students**

With respect to interactions with students or those seeking to be such, the President shall not cause or allow conditions, procedures, or decisions that are unbiblical, unsafe, undignified, or unnecessarily intrusive.

Further, without limiting the scope of the foregoing by this enumeration, the President shall not:

- A. Request information for which there is no clear necessity.
- B. Use methods of collecting, reviewing, transmitting, or storing student information that fail to protect against improper access to the material elicited.
- C. Fail to operate facilities with appropriate safety, accessibility, and privacy.
- D. Fail to establish with students a clear understanding of what may be expected and what may not be expected from the service(s) offered.
- E. Fail to use biblical principles in regulating student conduct or in counseling and discipline of students.
- F. Fail to inform students of this policy as applicable, or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their protections under this policy.
- G. Graduate any student who fails to possess a foundational understanding of the Holy Scripture and Calvary's Doctrinal Statement.

### **Procedure for Grievances**

Any grievances that a student would have regarding the President, faculty, or staff should be submitted in written form explaining the grievance. This appeal should be given to the Dean of Students with explanation deemed necessary. The Dean of Students will then submit the grievance to the appropriate Vice President. Grievances will be submitted as follows: concerning staff to the Vice

President of Operations; concerning faculty to the appropriate Academic Dean; concerning the President to the first Vice President; concerning a Vice President to the President.

### Clery Act

The annual crime index report is made available in accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The report is available in the following offices: Student Deans, Adult and Graduate Studies, Business, and Security. The report is also available in the Library. A copy should be on reserve—if not, ask any Library staff member. Any further questions should be directed to the Chief of Security.

### Sexual Offender Information

The "Campus Sex Crimes Prevention Act" is a federal law enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

*The Act amends the “Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act” to require sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.*

In the event Calvary Theological Seminary determines that an applicant for admission or existing student is listed on a Sex Offender Registry, the following procedures shall apply:

- A. The applicant will be denied admission to Calvary Theological Seminary. This is defined as:  
*Admission Denied/Revoked: Admission to the Seminary, or to seminary functions or activities, may be denied or revoked to individuals who are unable to demonstrate safe and/or non-disruptive conduct.*
- B. If the applicant registers for classes and/or becomes a student before the Seminary receives notification that such student is a registered sex offender, the student will be immediately informed that he/she is being administratively withdrawn from classes and will receive a refund according to the refund schedule.
- C. An applicant may invoke his/her right to an appeal process.

### Appeal Process for Denial of Admission or Withdrawal for Convicted Sex Offender

When a convicted sex offender is denied admission to or is administratively withdrawn from classes at Calvary Theological Seminary, he/she may invoke the following appeal process:

- A. The applicant or withdrawn student will receive a letter from the Student Deans, stating his/her denial of admission or administrative withdrawal.
- B. The applicant/withdrawn student may write a letter of appeal to the President’s Cabinet in which he/she provides the following information:
  1. Disclosure of the nature of the offense for which he/she has been convicted.
  2. Justification for consideration of admission/reinstatement.
  3. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the Seminary campus in accordance with federal and state law if he/she is admitted or reinstated.

**Note: If a student is appealing a denial of admission or an administrative withdrawal, he/she must submit the letter of appeal to the President’s Cabinet within seven (7) calendar days of the denial of admission/administrative withdrawal.**

- C. A panel of the President’s Cabinet and two other full-time faculty or administrators will review the information submitted and make a decision by a simple majority vote within fourteen (14) calendar days of receiving the letter of appeal. The Seminary Dean will serve as the convener of the panel.
- D. The Seminary Dean will inform the applicant/withdrawn student by letter of the decision of the appeals panel. The decision of the appeals panel shall be final.

## CULTURAL CLIMATE

### Population

Kansas City and its surrounding suburbs have a population of more than 1.5 million people. Widely known as “The Heart of America,” Kansas City offers all the advantages inherent in a metropolitan area.

### Agriculture

Kansas City is the natural center of a large agricultural area and is known for the American Royal livestock show. The Agricultural Hall of Fame, with its interesting exhibits and machinery, is located nearby.

### Arts

The city has many cultural attractions, among them the Nelson-Atkins Museum of Art, Kemper Museum of Contemporary Art, the Lyric Opera, Kauffman Center for the Performing Arts, and the Kansas City Symphony.

### Education

There are many schools of higher education in the area, including the University of Missouri at Kansas City, the University of Kansas School of Medicine, William Jewell College, Rockhurst University, Avila University, Mid-America Nazarene University, Kansas City Conservatory of Music and Dance, the Metropolitan Community Colleges, and Johnson County Community College.

**Industry**

Greater Kansas City is a large, diversified industrial area with major industries in food processing, manufacturing of pharmaceuticals, greeting cards, clothing, and petroleum products, automobile assembly plants, and conference/convention centers.

**Sports**

Professional athletic teams represent Kansas City in major sports, including the Royals in the American Baseball League, the Chiefs in the National Football League, and the Sporting Kansas City in Major League Soccer. Kansas City also is the home of the T-Bones, a minor league baseball team, and the Missouri Mavericks, a minor league hockey team. Kansas Speedway in Wyandotte County hosts a number of racing events throughout the year, including NASCAR and Indy Racing League events. The College Basketball Experience and Hall of Fame is also located in Kansas City at the Sprint Center.

**LIBRARY**

The Hilda Kroeker Library supports the academic and professional programs of Calvary by seeking the input of faculty and staff for those academic and professional resources necessary to support Calvary's mission and objectives. The library contains over 60,000 volumes, including periodicals and rare books. Audiovisual resources and equipment, computer software, and various curricula are in auxiliary collections maintained by the Calvary library staff and are available to all constituents of the Calvary family. The collection is catalogued according to the Library of Congress classification system. A library handbook is available online for all patrons.

The Calvary library is a part of the Kansas City Public Library – Library Services (KCPL-LS) and is a member of the Mid-America Library Alliance (MALA). These memberships provide access to the resources available in over 25 public and private libraries and library systems in the Kansas City area via the Internet. Books are delivered from the consortium two days a week.

A computer lab is located in the library and is available during library hours to all library patrons, with enrolled students receiving first priority. Students using these computers have Internet access and access to additional CD-Rom software, which is available from the front desk. An Internet policy is displayed in the computer lab.

**HOUSING**

Dormitory housing is available for single men and women. Married students should contact the College Student Deans Office for information about married student housing. Information concerning facilities available for handicapped students may be requested from the College Student Deans Office.

**MARRIED STUDENT MINISTRIES**

Married Student Ministries is an organized group for married student women and wives of students. It sponsors a variety of group activities, including discipleship groups, parenting groups, special social events, and Wives Fellowship. Scheduled meetings are held that include special speakers, instructional programs, activities, and Christian fellowship. The Wives Fellowship encourages married women in their role as wives. It assists them with their immediate needs and assures them that it is Calvary's desire for them to be a vital part of the Seminary family along with their husbands. To this end, the Seminary offers the spouses of full-time students the opportunity to take college or seminary courses for personal enrichment. The Registrar's Office has details.

**ALUMNI ASSOCIATION**

The Calvary Alumni Association represents a tie which binds together thousands of men and women who have attended Calvary Theological Seminary, Calvary Bible College, Citadel Bible College, Kansas City Bible College, or Midwest Bible College.

The Calvary Alumni Association endeavors to minister to its members throughout the world by informing them of school events and alumni news and by maintaining the Alumni Directory. Alumni are also prayed for regularly during the daily staff prayer meetings.

**REFERRAL SERVICE**

The Seminary invites Christian organizations such as churches, camps, mission boards, and schools with positions available to contact the Referral Service Office. The office will then supply that information to alumni who request it.



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## POLICIES

### Equal Opportunity and Nondiscrimination

Calvary Theological Seminary admits students of any race, color, age, sex, or national or ethnic origin to all the rights and privileges, programs (for exception, see the statement on Selective Admission later in this section under Requirements, Degree-Seeking, Pastoral Studies Programs), and activities generally accorded or made available to students at the Seminary. Calvary does not discriminate on the basis of race, color, age, sex, or national or ethnic origin in the administration of its educational policies, admission policies, financial aid programs, or other Seminary-administered programs.

### Disabled Students

Calvary promotes inclusion of individuals with disabilities. It is our policy to comply with the Americans with Disabilities Act and other applicable laws that prohibit disability discrimination. Calvary provides reasonable academic and physical access accommodation (call 816-322-0110 and ask for the Disability Support Services).

### Provisional Acceptance

When extenuating circumstances warrant, an applicant may, with the approval of the Seminary Academic Committee, be permitted to enroll for classes before all of the supporting materials for his application are on file. In such cases, the applicant will be admitted provisionally for one semester or modular course and will not be allowed to reenroll for a second semester or modular course until the Admissions Office has received all of the required application materials.

An applicant also may be provisionally accepted into a graduate program without having fulfilled all of the prerequisite requirements and may complete the deficiency courses at Calvary University. If an applicant needs 12 or fewer hours of undergraduate prerequisites and is enrolled in Calvary University to complete those prerequisites, he may request permission to take up to three graduate courses while he is completing the remaining prerequisites. All deficiencies, however, must be removed before a student will be admitted to candidacy for the degree.

An applicant may also be provisionally accepted into a graduate program without having achieved the minimum baccalaureate cumulative grade point average. In such cases, the applicant, if accepted, will be admitted provisionally for one semester or modular course and will be expected to exhibit increased achievement, attitude, and motivation in keeping with a strong desire to achieve academic excellence. The student may enroll for no more than nine credit hours. Failure to achieve the minimum 2.5 cumulative GPA required to maintain satisfactory academic progress will result in the student being placed on academic probation or, if warranted, being dismissed from the Seminary.

### Transfer of Credit

Students desiring to transfer credit to Calvary Theological Seminary from a recognized theological seminary or graduate school must have an official transcript sent to the Registrar for evaluation. Transcripts are official only if they are received directly from each seminary or school attended. A course description from an official catalog or course syllabus is to be on file before transfer credit is granted. Students are required to provide copies of course syllabi for courses they desire to transfer.

A maximum of twenty-five percent of hours needed for the program may be transferred toward the Master of Science degree, the Master of Arts degree, or the Master of Divinity degree, providing the courses transferred are equivalent to or meet the program requirements of those offered by Calvary Theological Seminary.

Transfer credit may be granted for courses where (1) a grade of B or above was earned, (2) the courses are equivalent to and meet degree requirements for the focus chosen at Calvary, and (3) the seminary or graduate school is accredited by an institutional accrediting agency recognized by the Commission on Recognition of Postsecondary Accreditation (CORPA) and listed by the American Council on Education in its publication *Directory of Recognized Accrediting Agencies and Supporter of Accreditation*.

Transfer credit is not used in calculating a student's GPA at Calvary. Only course work taken for credit at Calvary is used to calculate this GPA. However, the GPA earned on transfer credit is combined with the Calvary GPA in determining graduation honors. The combined GPA, however, may not raise the honors higher than that merited by the cumulative GPA earned at Calvary.

## REQUIREMENTS

### Degree-Seeking Students

#### Character and Background

Applicants to degree programs at Calvary Theological Seminary must:

1. Be of proven Christian character; be recognized as being sound in the faith.
2. Have an earned baccalaureate degree from an approved college or university with a minimum grade point average of 2.5 on a 4.0 system.
3. Have an appropriate liberal arts component of at least 50 semester hours. The student is expected to have sufficient background in written and oral communications, the fine arts, religion and philosophy, history, and the social and natural sciences. Applicants with insufficient breadth in the liberal arts may be required to make up such studies.
4. Have satisfactorily completed the undergraduate prerequisite requirements of the program to be pursued.

### Doctrinal Understanding

On February 1, 2008, the Board of Trustees approved the following: "Students who graduate from Calvary shall possess a foundational understanding of the Holy Scriptures, as well as Calvary's Statement of Faith and Convictions."

### Theology Proficiency

The prerequisite for enrolling in any of the core Systematic Theology courses is a demonstrated proficiency in and an acquaintance with basic theological issues and terms. This proficiency may be demonstrated in one of three ways: (a) a grade of C or higher in an undergraduate survey of doctrine course; (b) a grade of C or higher in undergraduate courses in systematic theology that cover all major areas of doctrine; or (c) a score of 80 percent or higher on the Calvary Theological Seminary Proficiency Exam. Information about this exam may be obtained from the Calvary Admissions Office or from the Seminary Academic Office.

### Pastoral Studies Programs—Selective Admission

It is the Seminary's doctrinal conviction that the New Testament teaches that only men be ordained to the ministry (1 Tim 2:8-3:7) and that these men be "the husband of one wife" (1 Tim 3:1-7; Titus 1:5-9). Thus, only men are accepted into and may graduate from the Pastoral Studies programs, provided they have never been married, have been married only once (widowers excepted), and/or have not been divorced.

### Non-Degree Students

Non-Degree students may enroll in Seminary classes, provided they submit proof of an earned bachelor's degree by having an official transcript sent directly to the Registrar's Office from the school that conferred the degree.

Policies and regulations governing Seminary life are to be abided by while on campus, and any doctrine that is contrary to Calvary's Statement of Faith is not to be promoted or propagated. Failure to follow this requirement could result in suspension or dismissal from class(es).

Non-Degree students may change to a degree program by submitting an Application for Admission to the Seminary. Having been permitted by the Seminary to enroll as a nondegree student does not, however, guarantee acceptance as a degree student.

Non-Degree students may not live in Calvary housing. To live in Calvary housing, students are required to be degree-seeking students and taking at least six hours for credit. Appeal may be made in writing to the College Student Deans Office.

## APPLICATION INFORMATION

### Obtaining an Application

An application for admission to the Seminary may be obtained by calling 800-326-3960 or 816-322-0110, by visiting our website at [www.calvary.edu](http://www.calvary.edu), or by writing:

Admissions Office  
Calvary Theological Seminary  
15800 Calvary Road  
Kansas City, Missouri 64147-1341

### Application Materials

All materials submitted to Calvary in the application process become the property of the Seminary. Upon enrollment, materials deemed essential are kept in the Registrar's Office as a part of the student's permanent file.

### Application Categories

Prospective students may apply to enroll at Calvary in one of two categories: (1) Degree Applicants or (2) Nondegree Applicants. Degree students pursue a program leading to a master's degree. Nondegree students are not seeking to complete a program of study but are granted permission to take classes at Calvary for personal growth or to satisfy requirements at another seminary or graduate school.

## Application Process

### Degree Applicants

1. Submit an application. It is recommended that applications be sent in early to ensure sufficient time for all materials to be received.
2. Distribute the reference forms. Applications are generally not considered by the Admissions Committee until all supporting materials have been received. Delays in the receipt of these materials will extend the application process.
3. Submit official transcripts. Official academic transcripts from all institutions/colleges attended are to be sent directly from the school attended to Calvary's Admissions Office.
4. Graduate Record Examination. Applicants may enhance the quality of their application by submitting scores from the Graduate Record Examination (GRE). GRE scores are recommended as evidence of academic aptitude when: (a) the preseminary academic record is questionable (e.g., GPA less than 2.5) or (b) the applicant does not hold a baccalaureate degree from an accredited institution. Applicants are encouraged to consult with an Admissions

Counselor on the advisability of adding GRE scores to their application documents. Reports are to come directly from the College Board. Calvary's GRE code is 6331. For more information about the test, contact:

Graduate Record Examination  
Educational Testing Service  
P.O. Box 6000  
Princeton, NJ 08541-6000  
609-771-7670 (voice)  
610-290-8975 (fax)  
www.gre.org

5. Receive notice of Admissions Committee action. Applicants are notified of the Admissions Committee's decision regarding admission as soon as all the application materials have been received, and they have been evaluated by the Admissions Committee.

### **Non-Degree Applicants**

1. Submit enrollment form. A completed non-Degree enrollment form and payment for semester charges are necessary prior to or at registration for class(es). This is done each semester classes are taken.
2. Certify completion of a baccalaureate degree. Have an official transcript sent from the school where the baccalaureate degree was earned.
3. Abide by Seminary policies. Policies and regulations governing Seminary life are to be abided by while on campus, and any doctrine that is contrary to Calvary's Statement of Faith is not to be promoted or propagated. Failure to follow this requirement could result in suspension or dismissal from class(es).

### **International/Foreign Applicants**

Calvary Theological Seminary is authorized by the U.S. Department of Justice, Immigration and Naturalization Service to enroll nonimmigrant alien students. The following admission requirements are to be completed in addition to the ones above.

1. Submit satisfactory TOEFL scores. The Test of English as a Foreign Language (TOEFL) is required unless English is the student's first language. The Calvary TOEFL school identification code is 6331.  
Inquiries about the test and testing locations should be directed to:  
The Test of English as a Foreign Language  
P.O. Box 6151  
Princeton, NJ 08541-6151  
United States of America  
Applicants with a TOEFL score of 550 (213 for the computer based test) or higher may enroll in the Seminary. Applicants with a TOEFL score below 550 (or 213 CBT) will not be admitted.
2. Certify financial resources. International students are to underwrite their entire school expenses and/or have a qualified sponsor who will. The International Student Sources of Financial Resources form and appropriate International Student Certification of Financial Resources form(s) are to be completed and received by the Admissions Office as well as all other application materials before the United States Government Immigration and Naturalization Service Form I-20 A-B/I-20 ID Certificate of Eligibility for Nonimmigrant (F-1) Student will be issued. Providing false information will result in the applicant not being permitted to enroll.
3. Place on deposit the cost of the first semester. International students are to place the cost of the first semester (in U.S. currency) on deposit at Calvary Theological Seminary toward meeting their educational expenses. The first semester's expenses are calculated as one-half the estimated amount of expenses for 12 months listed on the projected I-20 form. The I-20 form will not be issued to the prospective student until official acceptance to Calvary has been confirmed and the check or international money order (to pay for the first semester's expenses) has cleared the bank. Nondegree students cannot qualify to receive the I-20 form.

## **NOTICES**

### **Promotional Materials**

From time to time, candid, posed, or staged photographs and/or videos of students are taken. Students are asked to release Calvary University from any and all claims of use of these so that the College or Seminary may, at its discretion, use them in promotional materials such as publications, brochures, and press releases.

### **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day Calvary receives a request for access. Students should submit to the Registrar, Academic Dean, head of the Academic Department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Calvary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Calvary

official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.  
Students may ask the Seminary to amend a record that they believe is inaccurate or misleading. They should write the Seminary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Seminary decides not to amend the record as requested by the student, it will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Calvary in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Calvary has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Calvary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### Directory Information

The following information is considered to be directory information by Calvary and, therefore, information that is generally not considered harmful or an invasion of privacy if disclosed:

- Name, address, telephone, and e-mail listing
- Date and place of birth
- Dates of attendance, degrees, and awards
- Most recent previous school attended
- Field of study (focus)
- Participation in officially recognized activities and sports
- Weight and height of athletes
- Photographs
- Full- or part-time status

If you do not wish any one or all of the above items to be released to anyone who does not have an authorized and/or legitimate need to know the above information, please notify the Registrar's Office in writing of this desire and the noted information will not be released. [Note: specifying that your address and phone number not be released will prohibit even friends and relatives from being able to obtain that information from Calvary.]



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Calvary University, without prior notice, in accordance with established policies and procedures may change the charges and fees listed below.

## EXPENSES

### Traditional, Modular, and Independent Study Courses

#### Tuition:

Credit: Per hour .....	375.00
Audit: Per hour .....	50.00
Personal Enrichment:	
Non Student or Nondegree Student (per course) .....	150.00
Degree Student (per course).....	50.00

Student Services Fee: 1-9 hours (per hour, \$225.00 maximum)..... 25.00

### Online Courses

Credit Online Courses: per hour .....	375.00
Technology Fee (per course).....	125.00

### Additional Charges, as applicable

Course Fees (per course, if applicable; plus tuition)..... 20.00-100.00

Independent Study Fee (per credit hour) ..... 40.00

Books and Supplies (average estimated cost per course) ..... 90.00

#### Housing:

##### Dorm Room:

    Double room .....

    Single room .....

##### Philadelphia Hall Apartment (per month):

    1 bedroom .....

    2 bedroom .....

Duplex House (per month):

    2 bedroom .....

    3 bedroom .....

#### Housing Deposits:

Key Deposit: (for a dorm room)..... 10.00

Dorm Room:       Female..... 125.00

                    Male .....

Philadelphia Hall Apartment ..... 250.00

Duplex House..... 250.00

Pet Deposit for duplex housing ..... 250.00

Board per semester..... 1,200.00

Federal Compliance Fee (per semester, beginning fall 2016) ..... 80.00

(One-time flat fee of \$160 in spring 2016)

Graduation Fee (for all masters degrees) ..... 100.00

Transcript Request Fee (one copy per request)..... 5.00

## EXPLANATION OF FEES

Following the title of each fee, in parentheses, is the refund policy for that fee. A nonrefundable fee means no refund is given after classes begin; a 100% refund is given for withdrawal (or not completing registration) prior to the first day of classes—except as noted in some course descriptions.

### Alphabetical Listing

**Course Fees** (nonrefundable)—The cost for use of labs and equipment or for materials used in select courses. Fees for each course, if any, are listed by course in the Course Descriptions section later in this catalog.

**Graduation Fee** (nonrefundable)—Required of all students completing the degree requirements of Calvary Theological Seminary. It pays for the costs associated with graduation.

**Federal Compliance Fee** (nonrefundable)—Required of all students. It pays for the costs associated with being in compliance with federal mandates, including the hiring of a Title IX Coordinator.

**Housing:**

Dorm Room (prorated)—The cost of a room for one semester.

Duplex (nonrefundable monthly rent)—The monthly cost of a two- or three-bedroom duplex house; this does not include the cost of utilities and trash pick-up; primarily for married students.

Philadelphia Hall (nonrefundable monthly rent)—The monthly cost of a one- or two-bedroom apartment, including utilities; primarily for married students.

**Housing Deposits:**

Dorm (refundable)—Due upon acceptance as a student. It reserves a room and is retained as long as the student lives in the room. It will be refunded, provided the room is left clean and in good repair, the student's financial account is current, and the College Student Deans Office has been properly notified in writing that the student no longer plans to reside in the room.

Key Deposit (refundable)—Due upon receipt of key(s) for those living in the dorms. It is retained until the student checks out and returns the key(s).

Pet Deposit (duplex only; refundable; not required for small caged animals)—Due upon bringing a pet onto the duplex property. It will be refunded, provided the duplex is left clean and in good repair, the student's financial account is current, and the College Student Deans Office has been properly notified in writing that the student no longer plans to reside in the duplex or no longer plans to keep the pet at the duplex.

Philadelphia Hall or Duplex Deposit (refundable)—Due after acceptance as a student to reserve an apartment or duplex. It is retained as long as the student lives in the apartment or duplex. It will be refunded, provided the apartment or duplex is left clean and in good repair, the student's financial account is current, and the College Student Deans Office has been properly notified in writing that the student no longer plans to reside in the apartment or duplex.

**Independent Study Fee** (nonrefundable)—charged for each hour of an independent study taken by a student.

**Student Services Fee** (nonrefundable)—Charged for each hour whether for credit or audit. It provides partial funding for noninstructional functions such as registration, computer use, library use, and security.

**Transcript Fee** (nonrefundable)—Charged each time an academic transcript is requested.

**Tuition** (percentage refund, see schedule below)—Provides partial funding for instructional and institutional expenses. It is due prior to the start of classes. Only courses for which the student has registered and for which the tuition fee has been paid may be attended.

## POLICIES

**Student Accounts**

Responsibility for meeting the cost of the student's education rests upon the student. Students are responsible for payment in full for each semester's charges at registration.

Financial statements of student accounts are issued each month. Semester charges on the statement are required to be paid according to the payment plan approved at registration. All other charges (e.g., monthly rent) are to be paid in full within 30 days.

Students who have not paid their semester and/or course charges in full (which includes completing all scholarship and/or payment plan forms) by the last day to add a class or who become delinquent (past due) in caring for their financial obligations to the Seminary will automatically be suspended from school. During the suspension period, the student will be administratively marked absent from class(es) and assignments and exam grades will not be counted. The student may be reinstated only after all delinquent financial obligations are brought current (i.e., paid) and clearance is obtained from the Business Office.

**Withdrawal from the University**

Withdrawal during the semester or from a modular course is generally inadvisable; however, unavoidable circumstances occasionally make it necessary. Students voluntarily withdrawing during the semester or from a modular course are to obtain, complete, and return an official withdrawal form to the Registrar's Office. The date of withdrawal is determined by the date the completed withdrawal form is received in the Registrar's Office. A financial refund and/or repayment may result when a student officially withdraws from all classes, drops out, is expelled, or otherwise fails to complete the period of enrollment.

**Institutional Refund Policy**

Refunds are credited, as applicable, first to scholarships, then to any balance due on the student's account, outside aid, and finally to the student.

The amount of refund for non-tuition fees is stated in parentheses following the title of each fee in the Explanation of Fees earlier in this section.

## Tuition Refund Schedule

Courses added to replace a dropped course are charged at 100% regardless of when the new course is started. The Student Services Fee is not refunded for dropped courses. Percentage refunds of tuition are based on the following schedules:

### Traditional Semester and Independent Study Course Refunds

Tuition for these courses is due by the first day of class.

- 100% through the end of the second week of classes
- 60% through the end of the third week of classes
- 40% through the end of the fourth week of classes
- 0% after the end of the fourth week of classes

### Half-Semester "Quad" Course Refunds

Tuition for these courses is due by the first day of class.

- 100% through the end of the first week of classes
- 60% through the end of the second week of classes
- 40% through the end of the third week of classes
- 0% after the end of the third week of classes

### Modular Course Refunds

Tuition for modular courses is due no later than 4:30 p.m. Friday, four weeks prior to the on-campus portion of the course.

- 100% through Friday, 4 weeks before campus classes
- 95% through Friday, 3 weeks before campus classes
- 90% through Friday, 2 weeks before campus classes
- 85% through Friday, 1 week before campus classes
- 80% the day before the class starts on campus
- 0% the day the class starts on campus

## Schedule Changes for Dropping a Course/Hours

The amount of tuition refunded for a schedule change is equal to the original tuition charge before the change minus the new tuition charge after the change. The resulting sum is then multiplied by the applicable tuition percentage refund.

## FINANCIAL AID

All financial aid at Calvary Theological Seminary is based on financial need, satisfactory academic progress, and/or availability of funds. Forms may be obtained from the Financial Aid or Admissions Offices. Eligibility for all scholarships requires that the student be enrolled for a minimum of nine credit hours. Financial aid funds are usually credited to the student's account at the beginning of the semester or course or as soon as the funds are available.

## Scholarships

The total amount of Calvary-funded scholarships and aid received may not exceed two-thirds of the recipient's tuition. The scholarships listed below are for degree-seeking students enrolled in nine or more hours for credit each semester they receive the scholarship(s). Appeals for exceptions to the regulations governing a particular scholarship are to be submitted in writing to the Student Aid Committee.

## Scholarship Application Deadlines

The Student Aid Committee awards all Calvary-funded scholarships. A separate application is required for each scholarship for which the student applies.

The applications are due in the Financial Aid Office no later than March 31 for the following academic year (fall and spring semesters) or by September 15 for students enrolling at Calvary for the first time in the spring semester.

## Available Scholarships

Calvary University Alumni Scholarship (for all graduates of Calvary, \$250 per semester): Applicants are to have received their baccalaureate degree from Calvary, agree with and sign the Statement of Faith of Calvary Theological Seminary, be enrolled as a full-time student taking a minimum of nine credit hours per semester, and maintain a 3.0 cumulative grade point average or higher. Qualified students are to complete an application form, be recommended by the Seminary Academic Committee, and be selected by the Student Aid Committee.

Chan Memorial Scholarship (for continuing students): Applicants are required to be international students, preferably Chinese or Asian, pursuing Christian service careers.

Charleen Grover Memorial Scholarship (for international students from a third-world country): Applicants are to be recommended and endorsed by a mission organization and plan to return to a full-time Christian ministry in their home country immediately after graduation. Applicants are to be enrolled for a minimum of nine credit hours per semester and maintain a 3.0 cumulative grade point average or higher.

Christian Ministry Scholarship (for all students, up to \$350 per semester): Applicants are required to have been engaged in full-time Christian ministry immediately prior to attending Calvary Theological Seminary and are required to be recommended by their Christian ministry leader.

Departmental Scholarship (for all students, \$350 per semester): Applicants are required to submit an explanation of their purpose for having selected their academic focus and be recommended by a leader in a Christian ministry.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

To be eligible for financial aid, students must meet SAP standards. Calvary's SAP policy is the same for Federal Student Aid (FSA) recipients and non-FSA recipients, and it applies to all educational programs and to all students within categories (e.g., full-time, part-time, undergraduate, and graduate students). If a student fails a SAP check, eligibility for financial aid is lost, although an appeal may be made (see Appeals).

An Academic Year for traditional undergraduate and graduate students will have an annual review that corresponds with the end of the spring semester payment period but not before final grades are posted. Adult and Graduate Studies students will have their annual review at the end of the spring semester ending June 30 after all grades are posted.

#### **Two Components of the Satisfactory Academic Progress Policy**

The first is a qualitative standard based on cumulative grade point average (CGPA). To be making satisfactory academic progress, all financial aid recipients must have a CGPA of 2.0 at the required annual review.

The second is a quantitative standard. Essentially, this means the "pace" at which a student must progress through a program in order to ensure that they will graduate within the maximum timeframe. Our pace is calculated by dividing the total hours successfully completed by the total hours attempted. All financial aid recipients must obtain a pace of 67% at the annual review. Our maximum timeframe is 150% of a program's requirements.

For example, to earn a degree in Biblical Counseling requires 126 hours. The maximum timeframe is 189 credit hours ( $126 \times 1.5 = 189$ ). The pace:  $126 \text{ (hours to earn degree)} / 189 \text{ (maximum time)} = 67$ . At the time of the annual review, a student who took 30 hours (15 per semester) must complete at least 20 hours ( $20/30 = .66666$  rounds up to 67%). Extending this same pattern: Year 2 (Y2) = 40/60; Y3 = 60/90; Y4 = 80/120; Y5 = 100/150; Y6 = 120/180; Y7 = 126/189.

There could be many combinations of this "pace," accounting for semesters with less than full-time enrollment status, taking more than 30 hours, completing less or more hours than the required 67%, etc. For example, a traditional student takes 6 hours (half-time) in each of the fall and spring semesters (full-time is 12 hours per semester). A total of 12 hours taken requires 8 hours completed ( $8/12$ ) to be satisfactory. If a student takes 30 hours and completes 18 hours ( $18/30 = .60$  or 60%), this would be unsatisfactory academic progress. During year 2, this same student takes 34 hours and completes 31. So, the total attempted hours is now 64 hours and the total completed hours is now 49 ( $49/64 = .7656$ , or 77%); this student would regain SAP.

A complete SAP review includes both the CGPA and pace percentage. At the annual review, a student could have a 1.9 CGPA (unsatisfactory), yet have completed 24 of 30 hours (satisfactory). Both components must be satisfactory to continue financial aid eligibility.

All periods of enrollment will be counted, regardless if a student received financial aid or not. Course failures (F), incompletes (I), withdrawals (W, AW, WP, AP, WF, or AF), and remedial courses ("O" prefix) count as courses attempted but not completed (earned). Transfer credits count as courses taken and completed. Course repetitions always count as courses attempted, may or may not be courses completed (depending on the grade), and, if the student later passes with a higher grade, then CGPA is impacted (a student must formally request removal of the previous D or F).

By the time grades are posted and the annual review conducted, students who fail to make satisfactory progress are not likely to be on campus. Therefore, the primary notification will be by letter sent to the student's home address. As a backup, an email to the student's Calvary email address will also be sent.

#### **Appeals**

If a student loses eligibility to receive financial aid because of failure to make satisfactory progress, he or she may appeal that result on the basis of injury or illness, the death of a relative, or other special circumstances. Examples of special circumstances include but are not limited to: changing majors, if any grades that do not count in the new major impact SAP; if, after an unsatisfactory annual review, an "I" is converted to a passing grade; or, regaining SAP after one semester of ineligibility.

In an appeal, a student must explain failure to make satisfactory progress or why they believe they should be in a satisfactory status. An explanation should include specifics, e.g., changes to situation, errors, and other relevant information.

Appeals must be submitted in writing or by email to the Financial Aid Office for review by the Student Aid Committee (SAC). The SAC may decide to require more extensive information on an initial appeal and some type of an updated statement on a subsequent appeal.

The SAC will review a student's appeal and notify the student in writing of their decision. A copy of this letter will be placed in the student's financial aid file. The SAC has the following actions: deny an appeal, probation without an academic plan, probation with an academic plan, reinstate eligibility, and return the appeal to the student for additional information.

#### **Financial Aid Probation**

Financial aid probation is a status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

If the SAC determines that a student should be able to meet the SAP standards by the end of the subsequent payment period, the student may be placed on probation without an academic plan. A student's progress must be reviewed at the end of that one payment period.

If the SAC determines that a student will require more than one payment period to meet SAP standards, the student may be placed on probation with an academic plan developed with the academic advisor. The academic plan needs to ensure that the student is able to meet SAP standards by a specific time and is to be approved by the Seminary Academic Committee.

A student's progress under an academic plan must also be reviewed at the end of that one payment period to determine if the student is meeting the requirements of the academic plan. If meeting the requirements, the student is eligible to receive aid as long as the student continues to meet the requirements and is reviewed according to the requirements in the plan.

### **Subsequent Appeals**

A student on probation without an academic plan, who fails an SAP check, may only continue to receive aid under a subsequent successful appeal to the SAC. Follow the same procedures outlined above, including notification and documentation.

A student on probation with an academic plan, who fails an SAP check, may appeal again but is unlikely to have their appeal approved. Follow the same procedures outlined above, including notification and documentation. Only a successful appeal to the Seminary Academic Committee can change an academic plan.

### **Reestablishing aid eligibility**

Students regain financial aid eligibility by taking action that brings them into compliance with SAP standards. This can be done without having appealed by achieving a 2.0 CGPA and/or meeting the 67% "pace" at the next annual SAP check, by a successful appeal that reinstates eligibility, or by successfully completing probation with or without an academic plan.

### **Return of Title IV Funds (Federal Funds)**

Per federal regulations, schools are required to provide students with the details of all refund policies which may be applicable to them, as well as information on the requirements for determining the amount of Title IV funds a student has earned when he/she withdraws. Contact the Financial Aid Office for details of these policies.

If a student who receives Title IV grant or loan funds withdraws from school after beginning attendance, the amount of Title IV grant or loan funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement for aid earned but not disbursed.

### **Federal Aid Programs**

Eligibility for federally funded financial aid is established by the United States Department of Education regulations. All of Calvary's undergraduate programs, including the one-year certificate program, are eligible for federal aid. The Free Application for Federal Student Aid (FAFSA) is primarily, but not exclusively, used to determine whether a student qualifies for federal financial aid and how much aid will be received. Step-by-step instructions for the online FAFSA may be obtained from Calvary's Admissions or Financial Aid Offices; or log onto [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Calvary's U.S. Department of Education Title IV Institutional Code is 002450.

When completing the online FAFSA, the Department of Education regulations require students and/or their families to report all sources of income (including, but not limited to, employment, Veterans Benefits, interest on investment income, trust income, inheritance, etc.).

After the FAFSA form is evaluated, the applicant is issued a Student Aid Report (SAR) which specifies the student's Estimated Family Contribution (EFC). The EFC is the amount of money the student and/or his family is expected to pay toward the student's educational expenses. Also, the EFC assists in determining the amount of Pell Grant money the student is eligible to receive, and it assists in determining the student's eligibility for the federally funded loan programs.

All financial aid funds received through the federal government Title IV assistance program at Calvary are disbursed and credited directly to the student's account throughout the semester, approximately two weeks after classes start. Funds are disbursed for only those classes which have begun and that the student's attendance has been verified.

### **Credit Balances and Overage Checks**

When a student has an FSA credit balance (disbursed federal funds exceed allowable charges), a check for the credit balance will be made available to the student within 14 days of Calvary receiving the funds which created the credit balance. The student will receive an email from the Cashier, sent to their Calvary email address, notifying and instructing them on how and where the check may be obtained when it is available. If the student wishes, they may instruct the Financial Aid office to hold the credit balance on their Student Account until the end of the semester. An authorization form is available from either the Financial Aid or Cashier Offices.

**Loans**

Calvary University participates in the Stafford Loan program, a student loan program under the U.S. Department of Education. Stafford Loans are NOT "FREE" MONEY AND MUST BE PAID BACK. Interest rates are low, and repayment begins six months after graduation or if enrolled for less than six credit hours. The amount that may be borrowed and the loan type(s) depend on financial need, college classification, and dependent or independent status. The first step in seeking a loan is completing the FAFSA. Once the results are known (student receives the SAR; the college receives a similar form—an ISIR), consult the Financial Aid Office, as additional paperwork is required in order to apply for a loan.

Another federal loan program, the PLUS loan, is available at Calvary University. It is for parents of dependent students. Repayment on the loans begins immediately. The parent is responsible for repayment. The Financial Aid Office has the forms and details.

**Exit Counseling**

Student borrowers of Direct Loans who are graduating, leaving school, or are taking less than six hours in any semester, are required by law to complete exit counseling. Exit counseling provides important information a student needs to prepare for repaying their student loan(s). During exit counseling, the student will review their rights and responsibilities as a borrower. The student will also need to provide the names, addresses, email addresses and phone numbers for their next of kin, two references who live in the United States and their current or future employer. Calvary requires students to fulfill their legal requirement of completing exit counseling online. For more information please contact the Financial Aid Office.

**Veteran's Benefits**

Calvary is approved for the education of veterans. Veterans should check with the Veteran's Administration regarding eligibility for educational or other VA benefits. The Veteran's Administration may be contacted by calling 1-888-GI-BILL-1 (1-888-442-4551) or online at [www.gibill.va.gov](http://www.gibill.va.gov).

**OTHER ARRANGEMENTS****Monthly Payments**

Calvary offers MAPP (Monthly ACH Payment Plan); this is done by Advanced Education Services, Inc. (AESI). AESI arranges payments for students and/or parents via automatic payment withdrawals from a savings or checking account or with a credit or debit card. A \$35 enrollment fee is paid to set up payments for each semester. The fee is required for both the fall and spring semesters. The enrollment fee is automatically deducted on either the 1st or 20th day of the month, and all payments apply toward the student's semester charges. There are no interest charges. Calvary reserves the right to charge service fees for payments that are rejected for insufficient balances. MAPP payments should be set up in advance of a semester in order to divide balances into the maximum number of payments and smallest monthly withdrawals.

**Employment**

A limited number of on-campus jobs are available for students to be employed in Calvary offices, food service, maintenance, and other areas. A listing of full- and part-time off-campus jobs is maintained in the *Job Notebook* in the College Student Deans Office.



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## PROGRAMS OF STUDY

### Master of Science (M.S.)

Education  
 Administration & Leadership  
 Curriculum & Instruction  
 Christian Education  
 Elementary Education  
 Organizational Development  
 Worship Arts  
 Guitar  
 Voice  
 Piano

### Master of Arts (M.A.)

Biblical Counseling  
 Bible & Theology

### Master of Divinity (M.Div.)

Pastoral Studies

## ACADEMIC POLICIES

### Academic Honesty

It is assumed that students enrolled at Calvary Theological Seminary have done so for the primary purpose of learning. As such, students are expected to refrain from those actions that contradict this purpose and which would jeopardize their Christian character and testimony.

### Academic Records

A permanent academic record is kept for each student in an academic file (paper and/or computerized) in the Registrar's Office. All grades earned by the student at the Seminary are recorded. The record also shows the credits transferred from other graduate schools or seminaries that apply toward meeting the student's degree requirements at Calvary Theological Seminary. Credits from other schools that do not meet the Seminary's degree requirements are not posted. A transcript of credit is made by printing a computerized record or by photocopying a paper record.

At the end of each semester, the courses for which the student officially enrolled, the grades earned, and grade point average are recorded. Only courses that the student has dropped during the first two weeks of a semester are omitted. Cumulative hours attempted and earned, as well as the cumulative grade point average, are posted at the conclusion of each semester's listing of courses and grades.

### Appeal Process

Appeals for exceptions to academic policies and regulations are to be submitted in writing to the Seminary Dean for consideration by the Seminary Academic Committee. The Academic Dean's Office or the Registrar's Office should be contacted regarding procedures and/or forms.

### Assignments

Students are responsible for fulfilling, on time, all assignments made by professors. Grades may be reduced for late work at the discretion of the professor. Assignments are to be completed according to accepted standards for research, investigation, and reporting, including spelling, organization, style, grammar, neatness, and originality. Precourse assignments for modular courses are to be started at least one month prior to the start of the first class and are due to the professor at the start of the first class. Post course assignments are due no later than one month after the last class session.

### Auditing a Class

Auditing a class is open to any degree student currently enrolled in a class for credit. Auditors attend class under the regular class attendance policies. They are not required to take examinations, quizzes, or do other projects that may be assigned. At the discretion of the professor, auditors do not participate in class discussions or have assignments graded. Academic credit is not received, and hours are not computed in the grade point average. A class being audited may not be changed to being taken for credit after the last day to add a class. Only regularly scheduled classroom courses may be audited and then only for the hours for which the course is scheduled. Not all courses are available for audit.

### Taking a Class for Personal Enrichment

Taking a class for personal enrichment follows the same guidelines as auditing a class with two exceptions. First, the person does not have to be a degree student. Second, attending the class does not generate an academic record.

Therefore, there are no transcripts for classes taken for personal enrichment. A certificate of attendance may be issued at the end of the course for those persons successfully completing the course for personal enrichment. Please note that a nondegree student cannot pay the degree student rate for personal enrichment, but rather must pay the rate for someone who is not a student.

## CATALOG REQUIREMENTS

Students are responsible to know and abide by the policies, procedures, and requirements set forth in the Seminary catalog and published supplements to it. They are to meet graduation requirements from the catalog that is in effect at the time of their initial enrollment at Calvary. Students wishing to change to a more recent catalog may do so, provided they are enrolled when that catalog is in effect, and they submit a written request to do so to the Registrar. Students reenrolling or completing graduation requirements after being out of school for more than three semesters are to meet graduation requirements from the catalog in effect at the time they reenroll or their transfer credit is received in the Registrar's Office.

### Class Attendance

The Seminary faculty view attending classes to be a necessary requirement for passing a course. This means that attending all meetings of every class is expected for every course in which the student is enrolled. Consequently, absences are looked on with disfavor. Anyone missing the equivalent of 12 contact hours in an 8-week Quad, 10 contact hours in an intensive Modular, or two consecutive weeks in an online course is subject to administrative withdrawal from the course. Any conflicts in absenteeism need to be resolved between the student and the professor, with final approval from the Dean and the Registrar's office. Furthermore, online class attendance is verified every session by roll call in the synchronous environment and every week by forum participation or assignment in the asynchronous environment.

### Class Cancellation

All course offerings are subject to enrollment minimums. The Seminary reserves the right to cancel classes for which there is insufficient enrollment.

### Computer Lab

The Seminary computer lab is available for all Seminary students and for College students who are enrolled in Greek and Hebrew courses. Use of the computers is on a space-available, first-come-first-served basis. Access will be provided during regular building hours.

The Seminary will provide and maintain computers, basic software, and printers. Students are responsible to provide any additional materials, including disks and paper. Any printing done by the student on the Seminary's printers is to be paid on a per-page basis by the student. Current charges are posted at the printers. Commercial software provided by the Seminary may not be copied onto any computer-readable media by students for use on any other computer, whether owned by the student or someone else. Students may not install software or store personal files on the hard drives of the Seminary's computers.

### Course Grades

All grades earned by the student become a part of his permanent record and will be shown on every transcript of credits issued by Calvary Theological Seminary. Any appeals regarding the grade earned in a particular class should be made first to the professor within six weeks following the end of the semester or course. If satisfactory terms are not reached, further appeal may be made to the Seminary Dean. Grades shall become final six weeks after the end of the semester or course in which they were earned.

### Repeating a Course

When a course is repeated for credit, normally both grades are posted and calculated in the semester and cumulative grade point averages. However, under specific circumstances, a student may elect to repeat a course and use only the second grade for calculating the cumulative GPA. The first grade will continue to be printed on the transcript, but will be marked as a repeated course which will not be included in GPA calculations. The student may repeat up to a maximum of 6 credit hours for a Master of Science degree, 12 credit hours for a Master of Arts degree, and 15 credit hours for a Master of Divinity degree. Only "F", "AF", and "WF" grades may be repeated under this option. In no case will credit toward a degree be given twice for the same class. Forms requesting the use of a repeat are available from the Registrar's Office.

### Course Substitutions

Students who provide evidence on a transcript of having done A or B work in an upper-level (300 or 400) undergraduate course that duplicates the course content of a required seminary class may, with the approval of the Dean of the Seminary, receive "advanced standing" for up to one-sixth of the hours required in a program. Requirements in the program of study will be reduced by the number of hours granted to the student. Students who attend Calvary University may receive additional credits based upon the program attempted. The number of advanced standing hours available to the student of Calvary University is one-third of his/her degree requirements. Thus, for the Master of Arts program, the maximum number of advance credit hours available is twenty-one (21). In the Master of Divinity program, students may receive a maximum of thirty (30) hours. No advanced standing will be granted for the Master of Science degree.

Specifics on how advanced standing affects each program can be obtained from the Registrar's Office.

Courses that qualify for advanced standing will typically be in the areas of Bible, biblical languages, and homiletics.

### Grade Point Average

The Calvary grade point average (GPA) is calculated using the following formula: GPA equals total grade points from courses taken at Calvary divided by total credit hours. Total grade points is the sum of the products of the credit hours of each course taken at Calvary multiplied by the grade point value of the grade earned in each course (see Grading System below for grade point values). Total credit hours is the sum of the credit hours taken at Calvary.

The Calvary GPA is calculated using only courses taken for credit at Calvary. Transfer credit does not affect the Calvary GPA except in determining graduation honors; then the transfer GPA and the Calvary GPA are combined. The combined GPA, however, may not exceed the cumulative GPA earned at Calvary.

### Grading System

A	100 - 96
A-	95 - 94
B+	93 - 92
B	91 - 88
B-	87 - 86
C+	85 - 84
C	83 - 80
C-	79 - 78
F	below 78

P Passing or better work; not figured in the grade point average.

S Satisfactory; not computed in grade point average.

I Incomplete; issued only upon approval and for extenuating circumstances; allows the student to complete course work up to six weeks after the end of a term. The grade for the late course work is lowered by one letter grade; the incomplete grade is figured as an F in the grade point average until the course work is graded and a Grade Change form is submitted. The grade becomes an F by default if the course work is not submitted within the six-week period. Also used to indicate a grade for a final product when registered for "Final Product Continuation" (up to a maximum of two semesters).

W Withdrawal between the third and ninth weeks for a traditional semester course; withdrawal between the second and fifth weeks for a quad (half-semester or eight-week) course; not figured in the grade point average. Also assigned to all classes dropped during the first two weeks of class (traditional semester course) or first week (quad course) because the student withdraws from school.

AF 8-week course – Unofficial (Administrative) Withdrawal after a student begins a scheduled course when course-work-to-date is failing; figured as an "F" in the grade point average.

16-week course – Unofficial (Administrative) Withdrawal after a student begins a scheduled course when course-work-to-date is failing; figured as an "F" in the grade point average.

AP 8-week course – Unofficial (Administrative) Withdrawal after a student begins a scheduled course when course-work-to-date is passing; not figured in the grade point average.

16-week course – Unofficial (Administrative) Withdrawal after a student begins a scheduled course when course-work-to-date is passing; not figured in the grade point average.

AU Successful audit; indicates regular attendance and involvement in an audited course. Academic credit is not received and hours are not computed in the grade point average.

AW 8-wk course – Unofficial (Administrative) Withdrawal, done after week two, when a student does not begin a course; not figured in the grade point average.

16-wk course – Unofficial (Administrative) Withdrawal, done after week two, when a student does not begin a course; not figured in the grade point average.

The above policy will be prorated based upon the actual meeting schedule of the course.

WA Withdrawn or unsuccessful audit; indicates that regular attendance and/or requirements were not satisfactorily fulfilled for an audited course and/or the student was administratively withdrawn from the course.

- WF Withdrew failing; assigned upon withdrawal or dismissal from a class or school after the last day to drop a class when the course-work-to-date is failing; figured as an F in the grade point average.
- WP Withdrew passing; assigned upon withdrawal or dismissal from a class or school after the last day to drop a class when the course-work-to-date is passing or better; not figured in the grade point average.
- LA Leave of Absence; requires a student to be out of class for up to 180 days. Students not returning within the 180-day period will be issued an “F” grade for all classes having the “LA” designation.

Students are on record until they complete all withdrawal procedures or are notified that by default they have withdrawn themselves. All pertinent school regulations are binding until withdrawal procedures have been completed or notification of withdrawal by default has been received from the College. In no case is the cessation of class attendance taken as intent to withdraw from school.

### Temporary Withdrawal–Leave of Absence

When a student needs to withdraw from classes for a short period of time, a “Leave of Absence” status may be granted to the student. A “Leave of Absence” is issued only upon approval and for extenuating circumstances (family sickness, personal medical emergency, financial emergency, etc.) which requires a student to be out of class for up to 180 days in a 12-month period. Students not returning within the 180-day period will be issued an “F” grade for all classes having the “LA” designation. They will also be considered withdrawn from the seminary.

Students applying for a leave of absence must:

1. Obtain a leave of absence consumer information sheet from the Registrar’s or Financial Aid Office.
2. Submit a request in writing at least one week in advance of the requested start date (if possible).
3. State the reason(s) for the request.
4. Provide assurance of intent to return to school should the request be granted.
5. Request the start and end dates of the leave of absence.
6. Submit their request to the Registrar’s Office.
7. Upon return from leave of absence, resume program at the point left.

### Military Personnel

Military personnel who are activated and/or deployed will be granted a “Leave of Absence” with conditions established on a case-by-case basis, depending on their deployment circumstances. Military spouses and dependents may apply for a standard “Leave of Absence.”

### Independent Study or Research Courses

Upon approval by the student’s advisor and the Seminary Dean, a student may arrange to complete courses by independent study, using requirements established individually with a professor, a syllabus prepared by a professor, and approved by the faculty as a whole.

## Modular Courses

### Length

To allow for completion of pre- and post-class assignments, students enrolled in modular classes are on record from the Friday four weeks prior to the in-class portion of the course through four weeks after the in-class portion.

### Dates

Last Day to Enroll: Friday four weeks prior to the in-class portion. Enrolling means the student has registered for the course with the Registrar’s Office and paid or arranged payment of the course tuition and fees with the Financial Aid and/or Business Offices.

Pre-Class Period: Pre-class assignments must be completed and submitted according to the due dates in the course syllabus. This is the four-week period preceding the beginning of the in-class portion of the course.

In-Class Period: The class session or meeting times—eight hours on Thursday, twelve hours on Friday, and six hours on Saturday.

Post-Class Period: Post-class assignments are to be completed and submitted according to the due dates in the course syllabus. This is the four-week period following the end of the in-class portion of the course.

### Registration

Enrollment in a class is not official until the proper registration forms have been processed in the Registrar’s Office, and (1) all financial obligations have been paid, or (2) approved arrangements for payment have been made. No one is permitted to attend a course for which he is not officially registered. Registration for modular courses is to be completed at least one month before the beginning of the in-class portion of the course. This is to permit sufficient time for completion of the assigned pre-class work.

### Research Methods

All degree-seeking students must complete the Research Methods course when first offered in their program.

### **Satisfactory Academic Progress**

Students who maintain a cumulative grade average equal to or greater than 2.500 will be considered making satisfactory progress. A cumulative GPA of less than 2.500 will result in the student being placed on academic probation and limited to a maximum of six credit hours per semester. Two consecutive semesters on probation will result in a review of the student's eligibility to continue in the program.

### **Schedule Changes**

Traditional courses may not be added after the end of the first week of classes. Courses may be dropped through the fourth week of classes without academic penalty. Students dropping a course or withdrawing from school or being dismissed from a class or school after the fourth week of classes are assigned a WP, withdraw passing, or WF, withdraw failing, grade. Courses may also be changed from being taken for credit to audit through the fourth week. Students may make changes to schedule through Student Portal. Withdrawals may be done only through the Registrar's Office.

### **Student's Responsibility and Academic Advising**

The student is responsible to see that all courses are taken according to the program requirements laid out for his program of study and that all degree requirements are met. An academic advisor is available to provide guidance concerning the student's academic program and to verify the accuracy of the course selections. However, the ultimate responsibility for knowing program requirements and satisfying these requirements in an orderly and timely manner is the student's.

### **Transcript Requests**

Federal law requires that all transcript requests be made in writing and have the student's written signature on the request. Requests for a transcript should include:

1. The student's name and, if applicable, maiden name
2. Date of last attendance or degree earned with date of graduation
3. Birth date
4. Social Security number

A \$5 fee is charged each time a transcript is requested, except for the very first request which is complimentary. Payment should accompany the request. Official transcripts bearing the Calvary seal are sent to the person or place designated by the student. Only unofficial transcripts are issued to students.

Transcripts are issued in their entirety, and no partial transcripts will be issued. Transcripts will not be released if the student's financial account is not current.

### **Withdrawal from School**

Withdrawal during the semester or from a modular course is generally inadvisable. However, unavoidable circumstances occasionally make it necessary. If it is necessary for a student to withdraw, he is to:

1. Discuss the matter with his academic advisor.
2. Secure a withdrawal form from the Registrar's Office.
3. Have the withdrawal form completed and return it to the Registrar's Office.

The official date of withdrawal is the date the completed withdrawal form is received in the Registrar's Office. Students are considered to be on record until they complete all withdrawal procedures or are notified that by default they have withdrawn themselves. All pertinent school regulations are binding until withdrawal procedures have been completed or notification has been received from the Seminary of withdrawal by default.

## **GRADUATION REQUIREMENTS**

### **Application for Degree**

In order to graduate and participate in Commencement, an Application for Degree form is to be filed with the Registrar's Office no later than registration day of the last semester the student will be taking course work from Calvary.

### **Definite Purpose and Christian Ministry**

The student is to have a definite purpose and Christian ministry for which he is preparing. This is to say that graduate studies at Calvary Theological Seminary are aimed at equipping students with the tools to enable them to perform in the ministry to which God is leading them.

### **Doctrinal Understanding**

Candidates for a degree will be graduated only if the students possess a foundational understanding of the Holy Scriptures, as well as Calvary's Statement of Faith and Convictions.

### **Final Product Requirement**

The student must complete the requirements pertaining to the final product specified for the student's selected focus. See the major section which follows in this catalog and details the requirements for the final product.

**Financial Obligations**

The degree will not be received by the student or a transcript of grades released to a third party until all financial obligations to Calvary Theological Seminary have been met.

**Grade Point Average**

All course work must be completed with a minimum cumulative grade point average of 2.500 on a 4.000 system. All grades will be included in the calculation of the student's grade point average.

**Mature Christian Character**

The student is expected to evidence a mature Christian character. Failure to do so will prevent graduation.

**Participation in Commencement Exercises**

Commencement exercises are held annually at the conclusion of the spring semester. All graduating students are expected to participate in these exercises. Students participating in Baccalaureate and Commencement are to have completed all of their academic requirements prior to the date of Commencement. Candidates who fail a course during the semester of Commencement will not be permitted to participate in that Commencement. Students not satisfying these requirements will have to wait and participate in the Commencement exercises following the completion of their degree requirements.

Degrees will be delivered when all graduation and financial requirements have been met. In cases of extreme hardship in returning for Commencement, candidates who have completed all academic requirements may present a written request to the Seminary Dean to be graduated in absentia.

**Philosophy of Ministry**

One of the objectives of the Calvary Theological Seminary is to assist students in developing a biblical philosophy of ministry. This philosophy of ministry is to provide clear guidelines and direction for the student's ministry.

Each graduating student demonstrates his ability to formulate a biblical philosophy of ministry by submitting a written philosophy of ministry statement along with the final draft of his final product.

**Program Requirements**

All requirements of the program of study selected by the student are to be completed, including all undergraduate prerequisite requirements.

**Residency Requirements**

Students intending to earn a Master of Science degree must take all classes through course work at Calvary. Students intending to earn a Master of Arts degree are required to complete all but six hours of the requirements through course work at Calvary. Students enrolling to earn a Master of Divinity degree are required to complete all but 24 hours of the requirements through course work at Calvary. Students who have completed work at Calvary University or institutions recognized by ABHE may be granted advanced standing in their programs up to one-sixth hours needed to complete the programs. The Seminary Dean will determine the level of advanced standing to be granted.

**Time Limits**

All requirements for the Master of Arts degree are to be completed within five years from matriculation as a degree-seeking student. All requirements for the Master of Divinity degree are to be completed within six years from matriculation. Extensions are not automatic and are given only upon the approval of the Seminary Academic Committee in response to a written request. Missionaries may request a total of two consecutive furloughs to complete course work.

Course work more than five years old at the time of initial enrollment or reenrollment, if the student has not been continuously enrolled, may not be used toward meeting degree requirements. Requests for exemptions may be submitted in writing to the Seminary Dean. Approval is not automatic and may require validation of the course work.



## FINAL PRODUCT

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## DESCRIPTIONS

Every student earning a Master of Arts or a Master of Divinity degree from Calvary Theological Seminary produces a final product. It is viewed as the essence of research and creative contribution to learning. It is carefully evaluated and regarded as evidence of professional and spiritual development.

The final product (project or thesis) allows the Master of Arts or Master of Divinity student to produce an original paper, representing biblical and theological research on a scholarly level. It is to include the exegesis of Scripture, employing the original languages as appropriate, either for the purpose of clarifying the meaning of some particular term(s) or passage(s) in Scripture or for the purpose of clarifying the biblical evidence relating to some issue(s) of the theological significance. The thesis is to demonstrate (1) the student's ability to do research by showing an awareness and evaluation of all major contemporary and historical interpretations related to his chosen topic and (2) his ability to express himself in a proper literary style. The thesis is to be between 50 and 75 pages.

## REQUIREMENTS

Each final product is made up of a topic proposal and syllabus; a first draft; and a final draft. Theses are submitted to the Theological Research Exchange Network (TREN) for publication.

Students are to register for their final product course in the semester of their graduation, the semester in which the grade will be awarded. Failure to meet the due date deadlines following registration for the final product course will result in a grade of "I" and will require the student to register for the "Final Product Continuation" course. This course may be taken for a maximum of two semesters after which the "I" (in the final product course) will be changed to whatever grade is earned.

All final products are to meet the requirements and specifications set forth in the *Calvary Theological Seminary Manual*, available in the Seminary Dean's Office and on the Seminary website.

### Due Dates

All graduation product deadlines are to be honored to allow adequate time for writing, evaluating, and defending. It is an intricate, interrelated process involving both the student and the faculty. Failure to honor each deadline means the student must appeal in writing, through his product advisor, to the Seminary Academic Committee to be reinstated in the next appropriate set of due dates. In general, this means graduation is delayed a minimum of one academic year. To maintain consistency and fairness to all students, permission should not be sought for extension or exceptions to this policy. For a summary of dates, see the chart below.

Final Product	Spring Graduation	Fall Graduation
Proposal	February 1, a year before graduation	October 1, a year before graduation
Syllabus	April 1	December 1
First 2 Chapters	September 1	April 15
First Draft	December 1	September 1
Prelim. Final Draft	April 1	November 1
Final Draft	April 15	December 1

### Topic Proposal

The student is to select a suitable and appropriate product topic. The topic should be broad enough so that sufficient material is available to adequately present it and narrow enough so that the material is thoroughly covered within the confines of the maximum page requirement. The product must drive toward a definite, clear proposition which can be stated in a single sentence. A topic dealt with in a previous product may be accepted if it presents a fresh and original approach to the subject and endeavors to make a distinct contribution to the previous research. If a repeat topic is proposed, the student must give evidence in the proposal of familiarity with the earlier product so that the student can discuss it in relation to his own plans.

The student should consult his faculty advisor for preliminary advice on the selection of a product topic. Once tentative approval of a topic has been obtained, the student is to present a formal proposal to his faculty advisor for consideration by the Seminary Academic Committee. The proposal shall include the following:

1. A clear statement of the product in a single sentence.
2. A statement of how the product will be an original, distinct contribution to knowledge, research, or ministry.
3. A tentative outline of the proposed product with brief paragraphs explaining the student's intention and approach for each major division of the outline (about three pages in length).
4. A tentative bibliography that indicates that the student has located significant sources of information for his research project (about three pages in length).

The student will be allowed to submit a proposal for approval no more than three times. If the third attempt fails to meet the expectations of the Seminary Academic Committee, the student will no longer be considered as having candidate status. The topic syllabus is due in the Seminary Dean's Office no later than April 1, one year prior to expected

Commencement participation, if finishing requirements in the spring semester. The topic proposal is due no later than the first day of the spring semester, if finishing in the following fall semester.

### **First Draft**

Upon approval of the topic, a final product advisor and reader will be assigned. The final product is to be submitted for review to the advisor and reader as each chapter or section is completed. Suggestions, changes, and corrections are to be incorporated and the chapter resubmitted to the advisor before continuing on to the next chapter or section. The completed first draft of the product is to be submitted to the advisor no later than December 1, if finishing the following spring semester, or no later than September 1, if finishing that fall semester. Failure to meet the first draft deadline will prohibit the student from graduating on time and will cause the student to register for the course "Final Product Continuation" in the next semester. This keeps the proposal active while allowing the student to pursue further study of the topic. "Final Product Continuation" may only be registered for twice (i.e., for two semesters). Failure to submit a first draft by the extended due date will result in the student having to submit a new proposal. Failure to maintain continuous registration each semester will also result in the student having to submit a new topic proposal and begin the process over again.

The first draft is to conform to the required length and be prepared in correct Turabian form. Should changes still be necessary, the student shall resubmit the corrected draft as soon as possible to avoid missing the next deadline. The readers are to return the initial draft with recommended changes and corrections within three weeks of the time the draft was received. Each time a revised draft is resubmitted, the previous comments of the readers are to be incorporated into the revised paper.

### **Preliminary Final Draft**

The preliminary final draft, incorporating such revisions as may be necessary to satisfy the demands of the Seminary Academic Committee, shall be submitted to the product advisor no later than April 1, if finishing that spring semester, or no later than November 1, if finishing that fall semester. The preliminary final draft is to conform to the required page length and follow correct Turabian form. It is to be understood, however, that the advisor still has the prerogative to demand significant revisions.

### **Final Draft (Library Proof)**

Upon approval of the final product, the candidate will present two copies of the finished product to the Seminary Dean. Both copies are to be on 20# acid-free paper with a minimum of 25 percent cotton content. One copy must be original; the other may also be an original or photocopied. A grade page is to be included with each copy. The Calvary Library will handle binding, and both copies are the possession of the Seminary. Should the student desire to have a personal copy bound by the Library, arrangements shall be worked out personally with the Librarian. The final copies are to be submitted to the Seminary Dean no later than April 15 for a spring semester finish or December 1 for a fall semester finish.

### **Publication**

All theses are submitted to the Theological Research Exchange Network (TREN) for publication. The TREN publication agreement form is to be submitted along with the final copies of the thesis. The fee for publication with TREN is included in the course fee.



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## MASTER OF SCIENCE (M.S.)

Calvary Theological Seminary offers the Master of Science degree in Education, Organizational Development, and Worship Arts. Students entering the Education, Organizational Development, or Worship Arts programs who did not attend or graduate from an approved Bible college will be expected to take 12 hours of Bible in addition to their degree program.

### EDUCATION

#### *With emphases in Christian Education, Curriculum & Instruction, Educational Administration & Leadership, or Elementary Education*

The Master of Science in Education degree (MSEd) is a graduate degree that offers various areas of concentration for those who desire to advance further in the field of education. The degree is especially attractive for current school leaders and classroom teachers. In addition, the MSEd degree is a specialized academic degree that encourages an educator's professional development and intellectual enrichment. Moreover, this degree facilitates licensure renewal, faculty promotion, and potential salary increases for those in education. Finally, the MSEd degree is a professional degree that supports educators in their preparation for advanced graduate studies.

#### Objectives

- To enhance the student's professional ability, knowledge base, and skill level for effective school leadership and professional development.
- To foster an attitude of continuous improvement and to enrich the quality of classroom instruction.
- To promote the integration and application of best educational practices, instructional theories, and research methods.
- To develop the professional skills necessary for making informed leadership decisions and taking appropriate actions based on study, investigation, reflective analysis, and the utilization of relevant data.

#### Program Requirements – 36 hours

To complete program requirements for the degree, students may select from three different plans of study:

1. Option 1: Complete 36 hours of coursework.
2. Option 2: Complete 33 hours of coursework and a three-hour project: ED689 Project.
3. Option 3: Complete 30 hours of coursework and a six-hour thesis: ED690 Master's Thesis

#### Educational Foundations Core – 9 hours (required)

Regardless of concentration or program option selected, all students are required to take the following 9 hours of Educational Foundations courses:

- ED621 Historical & Philosophical Foundations (3 hours)
- ED623 Graduate Writing Workshop (3 hours)
- ED625 Introduction to Research (3 hours)

#### *Christian Education Emphasis*

(Option 1 = 21 hours of coursework + 15 hours of Seminary Bible and Theology courses. Option 2 = 18 hours of coursework + 3 hours project + 15 hours of Seminary Bible and Theology courses. Option 3 = 15 hours of coursework + 6 hours thesis + 15 hours of Seminary Bible and Theology courses.)

- BI601 OT History (3 hours)
- BI604 Gospels & Acts (3 hours)
- BI607 Hermeneutics & Inductive Bible Study (3 hours)
- TH614 Dispensational Theology (3 hours)
- TH640 Foundations of Biblical Apologetics
- ED622 Psychological & Theoretical Foundations (3 hours)
- ED624 Educational Assessment (3 hours)
- ED627 Educational Supervision & Management (3 hours)
- ED628 The Master Teacher (3 hours)
- ED640 Curriculum Design (3 hours)
- ED660 Intro to Administration & Leadership (3 hours)
- ED661 The Principalship (3 hours)
- ED662 Current Theory & Practice in Assessment (3 hours)
- ED663 Facilities Management (3 hours)
- ED664 School & Personnel Management (3 hours)
- ED665 Intro to School Law (3 hours)
- ED667 School Finance (3 hours)
- ED668 Administrative Policy Issues (3 hours)

- ED680 Diversity & Equity in Schools (3 hours)
- ED681 Educational Technology in Schools (3 hours)
- ED689 Project (3 hours - Option 2)
- ED690 Master's Thesis (6 hours - Option 3)

### **Curriculum & Instruction Emphasis**

(Option 1 = 27 additional hours of coursework. Option 2 = 24 additional hours of coursework + 3 hours project. Option 3 = 21 additional hours of coursework + 6 hours thesis.)

- ED624 Educational Assessment (3 hours)
- ED628 The Master Teacher (3 hours)
- ED632 Teaching ESL (3 hours)
- ED640 Curriculum Design (3 hours)
- ED641 Differentiated Instruction (3 hours)
- ED642 Elementary & Middle School Curriculum (3 hours)
- ED643 Instructional Issues & Trends in Schools (3 hours)
- ED644 Standards-Based Teaching & Learning (3 hours)
- ED662 Current Theory & Practice in Assessment (3 hours)
- ED664 School & Personnel Management (3 hours)
- ED680 Diversity & Equity in Schools (3 hours)
- ED681 Educational Technology in Schools (3 hours)
- ED689 Project (3 hours - Option 2)
- ED690 Master's Thesis (6 hours - Option 3)

### **Educational Administration & Leadership Emphasis**

(Option 1 = 27 additional hours of coursework. Option 2 = 24 additional hours of coursework + 3 hours project. Option 3 = 21 additional hours of coursework + 6 hours thesis)

- ED622 Psychological & Theoretical Foundations (3 hours)
- ED624 Educational Assessment (3 hours)
- ED627 Educational Supervision & Management (3 hours)
- ED628 The Master Teacher (3 hours)
- ED640 Curriculum Design (3 hours)
- ED660 Intro to Administration & Leadership (3 hours)
- ED661 The Principalship (3 hours)
- ED662 Current Theory & Practice in Assessment (3 hours)
- ED663 Facilities Management (3 hours)
- ED664 School & Personnel Management (3 hours)
- ED665 Intro to School Law (3 hours)
- ED667 School Finance (3 hours)
- ED668 Administrative Policy Issues (3 hours)
- ED680 Diversity & Equity in Schools (3 hours)
- ED681 Educational Technology in Schools (3 hours)
- ED689 Project (3 hours - Option 2)
- ED690 Master's Thesis (6 hours - Option 3)

**Elementary Education Emphasis** (Option 1 = 27 additional hours of coursework; Option 2 = 24 additional hours of coursework + 3 hours project; Option 3 = 21 additional hours of coursework + 6 hours thesis).

- ED622 Psychological & Theoretical Foundations (3 hours)
- ED624 Educational Assessment (3 hours)
- ED628 The Master Teacher (3 hours)
- ED632 Teaching ESL
- ED633 Elementary Phonics & Literacy
- ED634 Teaching Elementary Mathematics (3 hours)
- ED635 Teaching Elementary Science (3 hours)
- ED636 Teaching Elementary Social Studies (3 hours)
- ED640 Curriculum Design (3 hours)
- ED660 Intro to Administration & Leadership (3 hours)
- ED680 Diversity & Equity in Schools (3 hours)
- ED681 Educational Technology in Schools (3 hours)
- ED689 Project (3 hours - Option 2)
- ED690 Master's Thesis (6 hours - Option 3)

Please Note: All students working on the Project Track are required to take ED689 Project (3 hours). All students working on the Thesis Track are required to take ED690 Master's Thesis (6 hours).

## ORGANIZATIONAL DEVELOPMENT

This graduate course of study prepares the student to collaborate with organizational leaders to strategize a system-wide application of knowledge to the planned development and reinforcement of organizational strategies, structures, and processes for improving an organization's effectiveness according to a biblical worldview. Viewing the organization as a complex system of systems each having distinctive attributes and degrees of alignment, OD intervenes in these systems with inclusive methodologies and approaches to strategic planning, organization design, leadership development, change management, performance management, coaching, diversity, and work/life balance.

This Degree requires an undergraduate degree from a Bible college. Each student's undergraduate transcript will be evaluated. CTS reserves the right to require courses (making fewer elective hours) if a deficiency or low grades are observed.

### Objectives

- To enhance the student's professional ability, knowledge base, and skill level for effective organizational leadership and professional development.
- To improve the student's reflexive intervention with organizations and to foster an attitude of continuous improvement.
- To promote the integration and application of leadership development, organizational design, strategy, and change management in all groups of people including enterprise, nonprofit organizations, and the church.
- To develop the professional skills necessary for making informed decisions and taking appropriate actions based on study, examination, reflective analysis, and the utilization of pertinent data.

### Program Requirements – 36 hours

#### Core - 18 hours (required)

- OD621 Organizational Communication (3 hours)
- OD622 Leadership & Influence Process (3 hours)
- OD624 Applied Business Statistics (3 hours)
- OD625 Strategic Planning (3 hours)
- OD626 Organizational Behavior & Planned Change (3 hours)
- OD623 or CO637 Conflict Management (3 hours)

#### Electives - 18 hours

- OD630 Managerial Accounting (3 hours)
- OD631 Training & Development (3 hours)
- OD632 Data Driven Decision Making (3 hours)
- OD633 Strategic Management (3 hours)
- OD634 Managerial Economics (3 hours)
- OD635 Marketing Systems (3 hours)
- OD636 Consulting Skills (3 hours)
- OD637 Group Development & Facilitation (3 hours)
- OD638 Foundations of Operations Management (3 hours)

## WORSHIP ARTS

### Comprehensive Approach

This program addresses the needs of the twenty-first-century church by offering the appropriate classes and experiences that will prepare the individual for a vocational worship arts or music ministry. Our focus on understanding the various expressions of worship reinforces the flexibility and empathy that we train into our students so that they can serve within this growing diversity of worship expression.

### Ministry Focus

The typical twenty-first-century church has need of highly trained individuals who can manage a worship arts ministry while utilizing extensive human and technological resources for the worship of God, training of volunteers, and dissemination of the Gospel. Such leaders are expected to understand and manage an audio/visual staff, be sympathetic to varying forms of artistic expression (music, drama, art, and movement), be able to produce dynamic church services, be well versed in the ever-changing tastes of popular music, understand the needs of older church members, and be familiar with a rapidly shifting landscape of technology.

### Professional Foundation

As a master's degree, the program includes advanced theology and related ministry courses matched by the Department Chair to the unique professional course structure for Worship Arts. Within the professional area, students will be exposed to advanced information and skills necessary to organize and lead music, manage technical systems and requirements, and be able to integrate worship services at large churches. In addition, our highly qualified faculty has established a high standard of musical excellence for students so that they may pursue a number of different paths after graduating including doctoral work and teaching at institutions of higher learning.

This Degree requires an undergraduate degree from a Bible college. Each student's undergraduate transcript will be evaluated. CTS reserves the right to require courses (making fewer elective hours) if a deficiency or low grades are observed.

**Objectives:**

- The student will develop the necessary skills to manage a successful worship arts ministry for the local church.
- The student will acquire competency in musicianship, leadership, conducting, service production, music technology, and performing.
- The student will evaluate multiple worship arts resources and apply the best choices as dictated by individual circumstances.
- The student will develop a personal philosophy of music that is biblical and God-centered.
- The student will apply a diverse set of skills to create an engaging and purposeful worship service.
- Note: Students entering the Worship Arts program who have not attended a Bible college will be required to take 12 hours of Bible and Theology courses.

**Program Requirements – 33 hours**

Music and Worship (21 hours)

- Graduate Music History elective (3 hours)
- Graduate Music Theory elective (3 hours)
- Graduate Applied Lessons (8 hours)
- MU690 Research and Bibliography (3 hours)
- MU691 Graduate Worship Recital (2 hours)
- MU671 Advanced Worship Literature (2 hours)

Bible, Theology, and Leadership (12 hours)

Pick 1:

- OD622 Leadership and Influence Processes (3 hours)
- OD625 Strategic Planning (3 hours)

Pick 1:

- CO637 Conflict Management (3 hours)
- CO638 Biblical Counseling (3 hours)

Pick 2:

- WA630 Current Issues in Worship (3 hours)
- MU650 Worship Technology (3 hours)
- TH638 Theology of Worship (3 hours)

## **MASTER OF ARTS (M.A.)**

All Master of Arts degrees are centered around a core of required courses. A focus is then chosen by the student, where additional elective courses are taken from the same discipline. The final product rounds out the credit hours required for the M.A. degree. Bible college graduates may qualify for advanced standing in the M.A. programs. Part of the program may be waived if the student has earned a B or better in an equivalent upper-level (junior or senior) undergraduate course. Credits may be transferred into the standard Master of Divinity program at the Seminary if the student desires to pursue further study.

There are two prerequisites for the M.A. programs. The prerequisite for the Biblical Counseling focus is the undergraduate Introduction to Biblical Counseling course. The prerequisite for the Systematic Theology courses is either an undergraduate doctrine survey course, systematic theology courses covering all the major areas of doctrine, or a satisfactory score on the Seminary's Theology Proficiency Exam.

### **BIBLICAL COUNSELING**

The Biblical Counseling Program is committed to producing highly skilled and trained leaders in the area of historic (nouthetic) biblical counseling. The student will be exceptionally faithful in relying upon the sufficiency of Christ and the infallible Word of God in evangelizing, restoring, and disciple-making weak, broken, or lost people for Jesus Christ. Each student will be profoundly proficient as practical theologians, be strong and capable leaders in developing biblically sound and growing counseling ministries, and be thoroughly equipped teacher/trainers for the local church to the glory of God. Each student should be near completion of the AABC and ACBC certification process upon or before the completion of the program.

The prerequisite for the Biblical Counseling focus is the undergraduate Introduction to Biblical Counseling course, or the completion of the Certificate in Nouthetic Studies course (Subject to approval by the Program Manager). The

prerequisite for the Systematic Theology courses is either an undergraduate doctrine survey course, systematic theology courses covering all the major areas of doctrine, or a satisfactory score on the Seminary's Theology Proficiency Exam.

### Objectives

- That the student be able to articulate a historic biblical philosophy of counseling.
- That the student demonstrates in his life the Christian character qualities necessary for a biblical counseling ministry.
- That the student acquires a basic knowledge of the biblical counseling process.
- That the student be able to identify and address spiritual heart issues and people problems.
- That the student will specifically identify and discern the dangers of integration and eclecticism in historic biblical counseling.

### Program Requirements – 54 hours

Track #1 denotes the full, required core coursework for those without approved transfer credits of equivalent Bible coursework of at least 30 credit hours from an approved institution.

Track #2 is the fast track for students who have approved Bible credits from CBC (standing credit) or other approved academic institutions. Note: Research Methods is required for both tracks.

#### Bible and Theology - track #1: 21 hours (required)

- BI602 Old Testament Poetry (3 hours)
- BI605 Pauline Epistles (3 hours)
- BI607 Hermeneutics/Inductive Bible Study (3 hours)
- TH610 Systematic Theology I (3 hours)
- TH611 Systematic Theology II (3 hours)
- TH612 Systematic Theology III (3 hours)
- RT615 Research Methods (3 hours)

#### Bible and Theology - track #2: 3 hours (required)

- RT615 Research Methods (3 hours)

#### Core - tracks #1 and #2 21 hours (required)

- CO620 Evangelism in Counseling (3 hours)
- CO630 Foundations of Biblical Counseling (3 hours)
- CO633 Marriage & Family Counseling (3 hours)
- CO634 Research and Critique of Counseling Sys. (3 hours)
- CO650 Theology of Counseling (3 hours)
- OD622 Leadership & Influence (3 hours)
- TH640 Foundations for Biblical Apologetics (3 hours)

#### Electives – 9 hours

Pick 3 complementing electives to solidify chosen Cognate (defined as an academic proficiency, strength, or specialization, but less than a minor degree).

Cognates are provided by selecting three complimenting electives in these approved areas: Practical Theology (any three counseling electives), Educational Services (must include ED623), Organizational Development (must include OD626), or Addictions & Dependency (must include CO647 or CO645). Note: student must declare their Cognate upon declaring their major.

#### Final Project - 3 hours

- CO690A Counseling Project (3 hours)\*
- CO690B Counseling Internship (3 hours)\*
- CO690C Counseling CPE Internship (3 hours)\*

\* NOTE: CO690B is required for completion of the program unless alternatives (CO690A or CO690C) are specifically approved by the Program Director and at his discretion.

## BIBLICAL STUDIES

This program is designed for the person having a baccalaureate degree from an accredited college who desires to pursue graduate work in biblical studies. The program will be beneficial for those involved in ministry, either vocational or otherwise, who have not had undergraduate training in Bible. Anyone involved in ministry will find this focus very helpful in providing a biblical framework for their ministry. College graduates who need to earn credit hours in Bible and theology to qualify for acceptance by a mission board are also served well by this degree program.

The purpose of the Biblical Studies curriculum is to train the student in the sound linguistic, hermeneutical, and theological skills necessary for accurate interpretation and application of the Scriptures in preparation for effective ministry. The student can choose an emphasis in English Bible/Bible Exposition, New Testament Languages, Old Testament Languages, or Biblical Studies.

The prerequisite for the Systematic Theology courses is either an undergraduate doctrine survey course, systematic theology courses covering all the major areas of doctrine, or a satisfactory score on the Seminary's Theology Proficiency Exam.

### Objectives

- That the student uses a consistent, dispensational approach when interpreting the Scriptures and applying them to his own life and the lives of others.
- That the student possesses a store of biblical and theological facts as a foundation for personal development, teaching, and further study.
- That the student acquires the tools necessary for personal Bible study and has practiced the skill of exegesis and exposition.

### Program Requirements—60 hours

#### Core—36 hours (required)

- BI601 Old Testament History (3 hours)
- BI602 Old Testament Poetry (3 hours)
- BI603 Old Testament Prophecy (3 hours)
- BI604 Gospels and Acts (3 hours)
- BI605 Pauline Epistles (3 hours)
- BI606 General Epistles and Revelation (3 hours)
- BI607 Hermeneutics/Inductive Bible Study (3 hours)
- RT615 Research Methods (3 hours)
- TH610 Systematic Theology I (3 hours)
- TH611 Systematic Theology II (3 hours)
- TH612 Systematic Theology III (3 hours)
- TH614 Dispensational Theology (3 hours)

#### Final Project—3 hours (required)

- RT690 Thesis Project (3 hours)

#### ***English Bible/Bible Exposition Emphasis - 21 hours***

- BI631 Advanced Hermeneutics (3 hours)
- BI632 Genesis (3 hours)
- BI633 Daniel/Revelation (3 hours)
- Pick 2: BI634, BI635, BI636 (6 hours)
- Pick 2: Bible/Theology Electives (6 hours)

#### ***New Testament Languages Emphasis - 21 hours***

- NT631 Greek I (3 hours)
- NT632 Greek II (3 hours)
- NT635 Intermediate Greek Grammar & Syntax (3 hours)
- NT636 Greek Exegesis (3 hours)
- Pick 1: NT633 or NT634 (3 hours)
- Pick 2: Focus Electives (6 hours)

#### ***Old Testament Languages Emphasis - 21 hours***

- OT631 Hebrew I (3 hours)
- OT632 Hebrew II (3 hours)
- Pick 5 Focus Electives (15 hours)
- OT633 Hebrew Reading (3 hours)
- OT634 Hebrew Narrative (3 hours)
- OT635 Hebrew Poetry (3 hours)
- OT636 Hebrew Exegesis (3 hours)
- OT638 Biblical Aramaic (3 hours)

TH631 Old Testament Theology (3 hours)  
Other (3 hours)

### ***Biblical Studies Emphasis - 21 hours***

This emphasis allows the student to tailor Bible and Theology courses to meet their specific ministry needs. Student should select 21 hours from BI/TH/NT/or OT courses for this degree with the approval of their advisor.

## **MASTER OF DIVINITY (M.DIV.)**

### **PASTORAL STUDIES**

The Master of Divinity program also serves to provide solid preparation for ministry on the mission field. Other ministry goals, such as Christian education, campus ministry, or counseling, will also benefit from the biblical and theological foundation offered in the Master of Divinity program. Advance standing is granted for those who have adequate undergraduate preparation in the specified areas.

### **Oral Defense of Personal Statement of Faith**

During the semester prior to graduation, students will orally defend their Personal Statement of Faith. Guidelines for preparing the written Personal Statement of Faith and the procedures for scheduling the oral examination are presented in the Seminary Manual. Only faculty members and students receiving prior permission from the Seminary Academic Committee shall be allowed to witness this signal event. Only faculty members who have read the student's Personal Statement of Faith shall participate in the assignment of the grade.

### **Advanced Standing Option**

Graduates from Christian colleges that hold a doctrinal position similar to Calvary's may petition to have a certain number of credit hours waived (i.e., reducing the total hours required) if they have earned at least a B in equivalent upper-level (junior or senior) courses in the following areas: Hebrew (up to 8 hours); Greek (second-year or above; up to 8 hours); biblical language electives (second-year or above; up to 6 hours); Bible exposition electives (up to 6 hours); theology electives (up to 4 hours); homiletics (up to 3 hours); and Bible, biblical language, or theology electives (up to 6 hours).

### **Objectives**

- That the student be prepared for a pastoral ministry.
- That in the study of Scripture, the student applies correct linguistic and hermeneutical skills.
- That the student understands Scripture from a dispensational theological perspective.
- That the student fashions a ministry philosophy and practice based on an accurate theological foundation.

### **Program Requirements—90 hours**

#### Core—36 hours (required)

BI601	Old Testament History (3 hours)
BI602	Old Testament Poetry (3 hours)
BI603	Old Testament Prophecy (3 hours)
BI604	Gospels and Acts (3 hours)
BI605	Pauline Epistles (3 hours)
BI606	General Epistles and Revelation (3 hours)
BI607	Hermeneutics/Inductive Bible Study (3 hours)
RT615	Research Methods (3 hours)
TH610	Systematic Theology I (3 hours)
TH611	Systematic Theology II (3 hours)
TH612	Systematic Theology III (3 hours)
TH614	Dispensational Theology (3 hours)

#### Focus—21 hours (required)

PS631	Expository Preaching I (3 hours)
PS632	Expository Preaching II (3 hours)
PS633	Theology of Church Ministry (3 hours)
PS634	Practice of Church Ministry (3 hours)
PS640	Local Church & the Great Commission (3 hours)

Pick 2:

CO630	Biblical Counseling (3 hours)
CO633	Family Counseling (3 hours)
CO637	Conflict Management (3 hours)

#### Biblical Languages—18 hours (required)

NT631	Greek I (3 hours)
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NT632 Greek II (3 hours)  
NT633 Greek Reading I (3 hours)  
NT634 Greek Reading II (3 hours)  
OT631 Hebrew I (3 hours)  
OT632 Hebrew II (3 hours)

Electives—12 hours

Final Project—3 hours (required)

RT690 Thesis (3 hours)



## COURSE DESCRIPTIONS

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Course listings, descriptions, and course scheduling are subject to change, without prior notice, in accordance with established procedures. From time to time, courses are offered which are not listed here. Independent study courses which are equivalent to a course listed here, will carry the same number with the type of course identified as "D". Courses taken in the modular format will carry the same number with the type of course identified as "M". Courses taken for more or less credit than listed here will carry the same number as shown here, but the transcript will show the actual number of hours of credit taken, and the professor will modify the syllabus for that student to reflect the change in credit hours earned.

## BI—BIBLE EXPOSITION

### **BI601 Old Testament History**

**3 Hours**

An exposition of the books of Moses and the books of history of the Old Testament (excluding Ruth and Esther), analyzing the specific message and modern application of each book as well as expounding the progress of God's program for Israel throughout Old Testament history.

### **BI602 Old Testament Poetry**

**3 Hours**

An exposition of the Old Testament poetic books, including Ruth and Esther, emphasizing the relevance of each book to the modern believer and the local church body.

### **BI603 Old Testament Prophecy**

**3 Hours**

An exposition of the prophetic portion of the Old Testament (Isaiah-Malachi), analyzing the specific message and modern application of each prophet as well as expounding the progress of God's program for Israel throughout Old Testament history.

### **BI604 Gospels and Acts**

**3 Hours**

An exposition of the Gospels with an emphasis on the differing messages of each Gospel's presentation of the person and work of Christ; and an exposition of the book of Acts with an emphasis on the continuing work of Christ in the person of the Holy Spirit through the beginning and early development of the church.

### **BI605 Pauline Epistles**

**3 Hours**

An exposition of the letters of Paul (Romans-Philemon), analyzing the specific message and modern application of each book as well as developing an overview of Paul's teachings.

### **BI606 General Epistles and Revelation**

**3 Hours**

An exposition of the General Epistles (Hebrew-Jude) and of the Revelation of Jesus Christ, analyzing the specific message and modern application of each book.

### **BI607 Hermeneutics/Inductive Bible Study**

**3 Hours**

This foundational course is a study of the principles and practices of *Inductive Bible Study* with an emphasis on the correct interpretation of the Bible. Special consideration is given to developing the skills necessary for the proper exposition of Scripture.

### **BI631 Advanced Hermeneutics**

**3 Hours**

Based on a review of fundamental hermeneutics, this course addresses contemporary hermeneutical issues. These topics include language, genre, authorial intent, inspiration, inerrancy, the relationship between the Testaments, the New Testament's use of the Old Testament, Dispensationalism, and other theological positions. A seminar format that includes student research and presentations will be followed during part of the course. (Prerequisite: BI607 or equivalent)

### **BI632 Genesis**

**3 Hours**

A systematic study of this Old Testament foundational book, including terms, doctrines, and the chronological progression of events. Practical emphasis is placed on the content, with a view to seeing the course of events and their relation to the geography, local setting, and historical significance in the history of Israel.

### **BI633 Daniel & Revelation**

**3 Hours**

An exposition of the books of Daniel and Revelation, emphasizing how they shape our view of history, the Tribulation, and the Millennium.

### **BI634 John**

**3 Hours**

The fourth Gospel is analyzed to distinguish its unique features, which traditionally have placed it in a category distinct from the viewpoint of the Synoptics. The doctrinal, devotional, and prophetic aspects are emphasized.

### **BI635 Romans**

**3 Hours**

A systematic analysis of God's method of salvation through the righteousness of God being both imputed to and implanted in sinful man. Each student is required to master the argument of Romans as a solid foundation for Christian living.

**BI636 1 & 2 Corinthians****3 Hours**

An exposition of the Corinthian Letters as they relate to the historical church at Corinth and their application for Christian ministry and dealing with problems in the present-day church.

**BI638 Matthew****3 Hours**

An analytical study of the Gospel of Matthew with particular attention given to narrative analysis, Matthew's portrait of Jesus, discipleship, and special interpretive problems of the book.

**BI639 Luke****3 Hours**

An exposition of the Gospel of Luke's portrayal of Jesus' person, message, and mission, emphasizing his ministry to the disciples as he prepared them for their ministry as Jesus was on his way to Jerusalem.

**BI640 Acts****3 Hours**

An exposition of the Acts of the Apostles, analyzing its narrative argument and exploring its historical and theological significance as a book of dispensational transition, as well as its practical use in local churches, missions, and God's program of evangelism.

**BI642 James & Galatians****3 Hours**

An analysis/exposition of the early New Testament books of James and Galatians. The relationship of "justification by faith" to the demonstration of a "faith that works" is studied in these seemingly contradictory letters. The problems of "legalism" and "license" and the concept of the "law of liberty" in the Christian life are examined with other theological themes.

**BI648 Pastoral Epistles****3 Hours**

An analysis and exposition of 1 Timothy, 2 Timothy, and Titus, including their application to contemporary church life and ministry.

**BI650 1 & 2 Thessalonians****3 Hours**

The Day of the Lord and its implication for living is the focus of the exposition of 1 and 2 Thessalonians. The study will include the history of the church in Thessalonica; the characteristics of the believers; and their hope of the future deliverance from the Day of the Lord.

**BI690 Bible Analysis Project****3 Hours**

The Bible Analysis Project demonstrates the student's grasp of the argument and the theology of a complete book of the Bible. The project is to summarize the historical and literary factors that govern the student's interpretation of the book and to analyze the book as to its unifying theme, its structure, its thought development, and its theological and practical significance. The project is to be undergirded with broad reading, which is reflected in the bibliography. (Fee: \$95)

**BI691 Final Product Continuation****0 Hours**

This course keeps the student's final product proposal current in the event the student is unable to meet the deadlines for the first draft, final draft, or final/library copy. Final Product Continuation may only be taken two times. (Fee: \$100)

**CO-BIBLICAL COUNSELING****CO620 Evangelism in Counseling****3 Hours**

This course will explore and critically evaluate the numerous opportunities to evangelize lost people in the pre-counseling setting. Each student can expect to examine the various counseling methods and theories of evangelism for application in a counseling relationship.

**CO630 Foundations of Biblical Counseling****3 Hours**

This course will provide a comprehensive foundation for historic biblical (nouthetic) counseling. Through a balance of research and practical application, the student will examine the theological basis for the counseling dynamic, as well as all of the practical implications of counseling. (Prerequisite: Certificate in Nouthetic Studies or CO244 for Biblical Counseling Majors)

**CO631 Counseling in the Local Church****3 Hours**

A course designed to fully acquaint the student with a counseling ministry in the local church. The student will be challenged to explore the potential and importance of connecting people to the local church in discipleship as an extension of the counseling and change process. (Prerequisite: Certificate in Nouthetic Studies or CO244 for Biblical Counseling Majors)

**CO632 Crisis Counseling Intervention****3 Hours**

This course will deal specifically with gospel-centered intervention strategies within a crisis situation. The student will investigate and compare philosophies of crisis intervention with crisis situations and learn how to utilize biblical intervention techniques. (Prerequisite: Certificate in Nouthetic Studies or CO244 for Biblical Counseling Majors)

**CO633 Family Counseling****3 Hours**

This course examines the components needed for effective premarital, marital, and family counseling. Issues addressed will be communication systems, conflict management, family systems, role concepts, parenting, etc. Principles, methods, and techniques will be consistent with biblical truth and the historic biblical model of counseling. (Prerequisite: Certificate in Nouthetic Studies or CO244 for Biblical Counseling Majors)

**CO634 Research and Critique of Counseling Systems****3 Hours**

A critical analysis of popular secular and Christian counseling systems will be researched and explored. The student will construct a complex comparative analysis and evaluative approach in examining common counseling methodologies and philosophies with historic biblical counseling. (Prerequisite: Certificate in Nouthetic Studies or CO244 for Biblical Counseling Majors)

**CO635 Assessing Medical Models in Counseling****3 Hours**

This course will provide students a frame of reference by which to understand modern American psychiatry, its theoretical bases, its methods of diagnosis and treatment, and how it relates to the historic biblical counseling dynamic. (Prerequisite: Certificate in Nouthetic Studies or CO244 for Biblical Counseling Majors)

**CO637 Conflict Management****3 Hours**

This course will offer the student a biblical approach to dealing with personal and interpersonal conflict. Essential character qualities of a biblical peacemaker will be considered as well as very practical biblical principles and elements of peacemaking that best prepare the student to make, disturb, and keep the peace with other believers.

**CO640 Counseling Case Studies****3 Hours**

A biblical counseling course of dealing with specific and complicated problems encountered by counselors. Through the use of biblical analysis and diagnosis in case studies, the student will be exposed to various methodologies and biblical approaches that better prepared them in counseling difficult and unique cases. (Prerequisite: Certificate in Nouthetic Studies or CO244 for Biblical Counseling Majors)

**CO641 Biblical Counseling of Youth****3 Hours**

The student will investigate, through research, the various culturally esteemed addictions models of counseling used in society, and their philosophical and epistemological presuppositions. These findings will be systematically compared and contrasted with a biblical model of counseling people with life-dominated sins.

**CO642 Counseling Women****3 Hours**

This course deals with specific issues and problems that women face. The student will be exposed to various potential counseling concerns and given biblical solutions and resources in assisting women in counseling. (Course is restricted to women.)

**CO643 Counseling Porn Addictions****3 Hours**

This course will provide the student with a thorough biblical understanding behind the greatest debilitating and enslaving sexual sin obsession in the world. The student will learn to correctly recognize and analyze the complicated pre-conditioning behaviors and thinking associated with pornography at every level and how to effectively counsel them biblically.

**CO644 Premarital Counseling****3 Hours**

An in-depth study of issues related to the role of the counselor in preparing couples for marriage. This course will explore the biblical sanctity of marriage and investigate biblical premarital assessment tools and instruments used by the counselor.

**CO646 Counseling Sexual Issues****3 Hours**

To establish a biblical grid in dealing with a variety of areas related to sexual addictions. Issues regarding sinful strongholds and idols of the heart will be considered, as well as recognizing and implementing biblical approaches that lead to change.

**CO662 Advanced Counseling Issues****3 Hours**

This course will provide students a thorough and comprehensive understanding, as well as a practical working knowledge, of biblically handling the most difficult and complex counseling issues of today.

**CO690A Counseling Project****3 Hours**

The student will develop a written ministry-related counseling project of 50 to 75 pages that will incorporate the student's philosophy of counseling and demonstrate his ability to (1) do scholarly research and use correct methodology, (2) express himself in a proper literary style, and (3) defend the project in a consistent theological and intellectual manner. (Fee: \$95)

**CO690B Counseling Internship****3 Hours**

This course is an alternative to taking CO690A for the final product requirement. It is designed to have the student work under and with an established counselor and/or counseling-related agency or ministry. The time requirement involves a minimum of twenty hours per week for three months or its equivalent over a six-month period. The student shall be supervised by the agency's/ministry's director, who shall submit evaluation reports to the chairman of the Counseling Department at Calvary Theological Seminary.

**CO690C Counseling CPE Internship****3 Hours**

This internship provides the graduate student a non-parish placement with which to develop pastoral skills in a secular environment. The student will gain a basic understanding of chaplaincy services as it applies to a specialized setting for emergency and residential youth services as well as supporting the staff that provides care to the youth.

**CO691 Final Product Continuation****0 Hours**

This course keeps the student's final product proposal current in the event the student is unable to meet the deadlines for the first draft, final draft, or final/library copy. Final Product Continuation may only be taken two times. (Fee: \$100)

**ED—EDUCATION****ED621 Foundations of Education****3 Hours**

This course presents the historical and philosophical influences on American public and private education, including contemporary school organization and development. The course examines a variety of educational philosophies by contrast to a Christian philosophy of education. Students are exposed to relevant Internet resources which they will utilize in the completion of their course assignments and a required philosophy paper.

**ED622 Psychological and Theoretical Studies****3 Hours**

This course focuses on classical and contemporary theories that are foundational to learning and relates their applications in educational settings. The course especially examines the impact of psychological, social, and theoretical forces that have affected the development of learning and schools in the United States. The course establishes a general framework for utilizing research to analyze and interpret problems in education and our wider American culture, and it explores the nature of human growth and development that is essential for professionals who work with learners and teachers in educational settings. Finally, the course addresses some of the relationships between theory and practice regarding current topics in education.

**ED623 Writing Workshop****3 Hours**

This course is designed to enable the graduate student to understand the relevance of processing and communicating in specialized written form advanced-level data and academic research, and to develop his or her ability to write at that level. The course focuses on APA style, the mechanics of research and writing, using databases and archives; employing investigative methods; outlining; organizing and developing a thesis statement; composition; grammar; style; and word processing.

**ED624 Introduction to Educational Assessment****3 Hours**

This course is designed to assist students to develop their knowledge and skills in the utilization, administration, interpretation, and construction of formal and informal assessments for evaluating students and educational programs. With a view to enhancing the student's critical thinking, problem solving, and decision-making abilities, the course considers various assessment types and measurement methods commonly used in educational institutions.

**ED625 Introduction to Research****3 Hours**

This course introduces the student to the historical, experimental, descriptive, survey, qualitative, and quantitative research design methods that relate to problem solving and decision making within the field of education. Research techniques, the analysis of research results, and the uses of research are examined and explained. Research methodology, techniques, and literature review information constitute the core of the course with a view to assisting the student to prepare for his or her graduate project or research thesis proposal.

**ED627 Classroom Management****3 Hours**

This course enhances and strengthens professional and educational leaders in their understanding of the relationships that exist within the school and the classroom environment with regard to behaviors that promote learning. This course focuses on management models and the development of alternatives for dealing with typical management problems, and it explores the biblical basis for a positive, orderly learning environment.

**ED628 The Master Teacher****3 Hours**

Master educators are expected to demonstrate advanced levels of teaching, leadership, reflection, self-direction, and decision-making abilities that effect positive changes in their classrooms, schools, and communities. This course extends the student's practices of critical thinking, reflective decision-making, and technological competence, as well as providing a basis for improved pedagogical and professional performance.

**ED640 Curriculum Design****3 Hours**

This course provides a graduate-level understanding of curriculum and classroom instruction. The course focuses on identification, evaluation, selection, organization, and utilization of instructional materials, environmental resources, and technological methods with an emphasis on adaptation, best practices, and assessment.

**ED632 Teaching ESL****3 Hours**

This course is planned for development in the future.

**ED633 Elementary Phonics and Literacy****3 Hours**

This course is planned for development in the future.

**ED634 Teaching Elementary Mathematics****3 Hours**

This course is planned for development in the future.

**ED635 Teaching Elementary Science****3 Hours**

This course is planned for development in the future.

**ED636 Teaching Elementary Social Studies****3 Hours**

This course is planned for development in the future.

**ED640 Curriculum Design****3 Hours**

This course provides a graduate-level understanding of curriculum and classroom instruction. The course focuses on identification, evaluation, selection, organization, and utilization of instructional materials, environmental resources, and technological methods with an emphasis on adaptation, best practices, and assessment.

**ED641 Differentiated Instruction****3 Hours**

This is a directed instructional course that involves meeting individually with the professor on a regular basis. This class introduces the graduate student to selections of current thought, research, and practices for understanding individual student differences and their relationships to learning. Content focuses on the creation, design, and use of specialized instructional strategies, curriculum materials, and instructional methods that meet the particular needs of diverse learners in a mixed-ability classroom. The course endeavors to enhance educator thought and practice within the broader intellectual, psychological, social, and spiritual conditions that have advanced the need for differentiated instruction in twenty-first-century schools. These contexts include the numerous forms of increasing diversity in student populations, the rise of home schooling, the expanding gap in student achievement, and the shift toward inclusion in the regular classroom.

**ED642 Elementary and Middle School Curriculum****3 Hours**

This course is planned for development in the future.

**ED643 Instructional Issues and Trends in Schools****3 Hours**

This course is planned for development in the future.

**ED644 Standards-Based Teaching and Learning****3 Hours**

This course is planned for development in the future.

**ED660 Instructional Leadership****3 Hours**

This course addresses strategic administrative leadership and operational management theories and research issues that confront educational leaders. Based on the premise that leadership and management skills can be learned, students will examine various theoretical constructs and practical models as a means of becoming more aware of their own leadership styles through the construction and application of policies, regulations, strategic models, and governance concepts that can inform their decision-making skills and improve their administrative abilities. Drawing mainly from the other related disciplines of organizational administration, business, political science, psychology, and human resource management, this course is designed to expose students to some of the intermediate theories, conceptual frameworks, methodologies, and strategies that can enhance their short- and long-range planning skills, their organizational decisions, their problem-solving abilities, and their influence on subordinates. Students will analyze administrative problems, identify and apply organizational models, formulate suitable solutions, and make sound management decisions.

**ED661 The Principalship****3 Hours**

This course facilitates the identification, development, and confirmation of an administrator's natural leadership style and presents insights for aspiring and seasoned principals. The course focuses on best practices of effective leaders and covers the relevant topics that relate to the principalship, including the management of change; dealing with conflict and crisis; developing and encouraging teacher leadership; sustaining links with central office personnel, teachers, parents, students, and community relationships. The course addresses the nature of establishing and building cooperation, working with the media, managing resources, and balancing the principal's professional and personal life. Through thoughtful peer and self-assessment, continuous refinement of leadership

philosophy, and exposure to successful leaders and leadership, students gain a compelling vision of the possibilities that can be achieved through the principalship.

**ED662 Current Theory & Practice in Educational Assessment 3 Hrs**

This intermediate course examines some of the various and current assessment theories and practices. Emphasis is placed on methods and processes within a variety of assessment contexts. Course content focuses on the design, development, and implementation of performance-based assessment, task analysis, development and use of scoring instruments and rubrics, application of professional assessment skills and competencies, and the supervision and professional development of assessment practitioners. Using the case-study method, students will explore current academic assessment issues and procedures that involve K-12 and at-risk students, general education, and academic program and curricular reviews. Special consideration is given to the ethics of assessment practices.

**ED663 Educational Facilities Management 3 Hours**

Designed to prepare building-level school administrators for the responsibilities of educational facilities management as it relates to public relations and sound fiscal policies, this course covers basic facility issues at the building level, as well as district-wide concerns regarding facility planning, development, and utilization. The course addresses fundamental building management concepts and processes to assist building leaders in the planning of capital projects and the operations of buildings and grounds. The course explores the impact that school facilities in planning, design, construction, renovation, maintenance, and operation have on student learning. By focusing on facility environments, contemporary models, development trends, and problem-solving approaches, students develop a knowledge of theories, concepts, and principles of school physical plants with a view to managing cost-efficient and functional facilities that support the instructional program.

**ED664 School Personnel Management 3 Hours**

This course builds on organizational theory and management, teamwork in school environments, and oversight of curriculum programming. School Personnel Management further examines some of the intermediate approaches and techniques used for selecting, supervising, and evaluating school personnel. The course employs the case-study method in the observation and study of faculty and staff performance and offers a variety of professional perspectives of management, supervision strategies, program design, implementation, and evaluation. The course focuses on employee relations, motivation, and negotiations to enable students to refine their skills in personnel management.

**ED665 Introduction to School Law 3 Hours**

School Law provides an overview of the legal knowledge, ethical attitudes, relational skills, and professional applications necessary for the lawful and effective administration and supervision of instruction in schools and school-related roles and services. Course content is designed to assist the student in the acquisition of the skills necessary for building level administrative positions, especially principals and assistant principals. The course focuses on case studies and the analysis of selected general legal principles, statute law, and law-making agencies that affect both public and private schools. The course addresses the American legal system; the role of federal, state, and local governments; the legislative process; school governance; policies, rules, and regulations; church and state relationships; civil rights; students' and parents' rights and responsibilities; teacher rights and responsibilities; collective negotiations; torts, and contracts; and legal research with an emphasis on the practical application of school law.

**ED667 Introduction to School Finance 3 Hours**

This course presents a critical analysis of the finance and business management of education. School Finance investigates philosophies of finance, practices of budgeting, and principles of accounting and accountability with a view to the operation and management of school business operations. The course addresses human and resource management as a basis of support for organizational and institutional programs. Coursework addresses theories, procedures, methods, and applications that relate to financing public and private schools, and it considers some of the current funding issues, trends, and complexities that confront educators today. The course examines reasons for funding education, who provides the funding, and how funds are distributed and managed.

**ED-667 Introduction to School Finance 3 Hours**

This course presents a critical analysis of the finance and business management of education. School Finance investigates philosophies of finance, practices of budgeting, and principles of accounting and accountability with a view to the operation and management of school business operations. The course addresses human and resource management as a basis of support for organizational and institutional programs. Coursework addresses theories, procedures, methods, and applications that relate to financing public and private schools, and it considers some of the current funding issues, trends, and complexities that confront educators today. The course examines reasons for funding education, who provides the funding, and how funds are distributed and managed.

**ED-668 Administrative Policy Issues 3 Hours**

This course is planned for development in the future.

**ED680 Diversity and Equity in Schools****3 Hours**

This course offers an intermediate overview of the nature and variety of human differences. Course content explores the cultural, physical, social, psychological, and spiritual issues related to diversity and emphasizes the biblical perspective of variation within the overarching plan of God. Variation within creation and among human beings in modern society is unlimited. Thus, from the standpoint of collaboration, empowerment, reflection, and technology, this course examines issues and problems of diversity that relate primarily to education including age, class, culture, disability, gender, language, learning styles, race, religion, and other forms. Students investigate the unique implications, strengths, and sensitivities of groups, processes of interacting with diverse people and cultures, the intersection of issues, and the individuals whose lives are affected by multicultural issues.

**ED681 Educational Technology in Schools****3 Hours**

This course promotes the use of technology in schools and classrooms by emphasizing the organization, management, and integration of educational technology in all educational settings. Course content introduces the history and development of instructional technology and improved technological concepts, and it addresses classroom strategies such as the use of innovative technologies and adaptive materials for exceptional learners. Students are exposed to the integration of foundational learning theory and instructional design, the implementation of current technologies into the curriculum, and the impact of emergent resources on schools, students, and learning. With a view to learning enrichment, the course facilitates reflection and evaluation of ethical issues that affect the use of technology in education. The course is guided by the National Education Technology Standards (NETS) for teachers and for students, as prepared by the International Society of Technology Education.

**ED689 Master's Project in Education****3 Hours**

Before enrolling in this course, students who elect to complete a master's project should give increasingly careful thought to their topic. This course involves substantial reading, research, and writing designed cooperatively by the student and the student's major advisor. Students will select a project topic, engage in research, and develop a project proposal. The student is responsible to initiate contact with his or her major advisor, to submit a written proposal for the project, and to ensure that all the advisor's recommendations and requirements for the project are met. Students are required to work independently under the direction of the advisor, to follow the project proposal, to meet periodically with the advisor, and to submit the final project. Students who plan to enroll in the project should pursue a pre-determined course of study that leads to the completion of a minimum of 33 hours of coursework followed by 3 hours of project. Prerequisites for admission to candidacy include: regular admission status in good standing as a Calvary Theological Seminary graduate student; successful completion of at least 30 graduate hours in the program; and timely registration for this course (i.e., to earn proper credit, the student must be registered by the first day of the semester in which the project is to start). Depending upon research needs and on approval, the project may be extended beyond one semester, but it must be completed by the end of the following semester.

**ED690A Master's Thesis in Education****1 Hours**

Before enrolling in this course, students who elect to complete a master's thesis should give increasingly careful thought to their topic. This course involves extensive planning, reading, research, and writing designed cooperatively by the student and the student's major advisor. Students will review significant aspects of research, learn the thesis process, select their thesis topic, research the related literature, and develop a thesis proposal. The student is responsible to initiate contact with his or her major advisor, to submit a written proposal for the thesis, and to ensure that all the advisor's recommendations and requirements for the thesis are met. Students are required to work independently under the supervision of the advisor, to follow the thesis proposal, to meet periodically with the advisor, and to submit the final product. Students who plan to enroll in this class should pursue a pre-determined course of study that leads to the completion of a minimum of 30 hours of coursework followed by 6 hours of thesis. Prerequisites for admission to candidacy include: regular admission status in good standing as a Calvary Theological Seminary graduate student; successful completion of at least 27 graduate hours in the program; and timely registration for this course (i.e., to earn proper credit, the student must be registered by the first day of the semester in which the project is to start). Depending upon research needs and on approval, the thesis may be extended beyond the semester. (This Master's Thesis in Education requires a total of six [6] credit hours of independent coursework to be completed in three [3] consecutive semesters or less. Fee: \$30)

**ED690B Master's Thesis in Education****2 Hours**

This course is the same as ED690A with extra coursework completion resulting in 2 credit hours. (This Master's Thesis in Education requires a total of six [6] credit hours of independent coursework to be completed in three [3] consecutive semesters or less. Fee: \$60)

**ED690C Master's Thesis in Education****3 Hours**

This course is the same as ED690A with extra coursework completion resulting in 3 credit hours. (This Master's Thesis in Education requires a total of six [6] credit hours of independent coursework to be completed in three [3] consecutive semesters or less. Fee: \$90)

## MU-WORSHIP ARTS

### **MU600G Graduate Applied Guitar**

**1-2 Hours**

Private guitar instruction for graduate students wishing to explore advanced aspects of the instrument. Direct application to worship and other ministry settings will be stressed.

### **MU600N Non-Keyboard Private Lessons**

**1-2 Hours**

Private instruction in non-keyboard instruments for Worship Arts majors. (Fee: \$125 per hour)

### **MU600P Graduate Applied Piano**

**1-2 Hours**

Private piano instruction for graduate students wishing to explore advanced aspects of the instrument. Direct application to worship and other ministry settings will be stressed.

### **MU600V Graduate Applied Voice**

**1-2 Hours**

Private voice instruction for graduate students wishing to explore advanced aspects of the instrument. Direct application to worship and other ministry settings will be stressed.

### **MU601VE Graduate Vocal Ensemble**

**1 Hour (remove vocal and must call it Ensemble ??)**

The Graduate **Vocal** Ensemble is a **vocal** ensemble made up of graduate students. This ensemble performs sacred and standard literature at certain College functions. Solid vocal technique and sight reading skills are required.

### **MU601E Graduate Vocal Ensemble**

**1 Hour (This is the way it is listed in CAMS currently)**

The Graduate ensemble is an ensemble made up of graduate students. This ensemble performs sacred and standard literature at certain College functions. Solid vocal technique and sight reading skills are required.

### **MU615 Research and Bibliography**

**3 Hours**

Introduction to research and writing about music topics. Includes how to use a variety of scholarly sources, learning how to format an academic research paper, and writing and presenting a research paper.

### **MU620 Form and Analysis**

**3 Hours**

This course is a graduate level survey of form and analysis in tonal music. The course will equip the students with the skills to identify and describe the formal designs of a broad range of pieces and formal techniques. Graduate students who take this course will gain greater understandings of the aspects of form, harmonic structure, musical idioms, and compositional techniques within tonal music.

### **MU621 Music Theory Pedagogy**

**3 Hours**

Study of pedagogical techniques, methods, philosophies, and resources for the music theory teacher. Coursework will include research, presentations, discussions, and supervised teaching, as well as other practical studies concerning concepts such as grading, creating a syllabus, student centered learning, etc.

### **MU622 Analysis of Post Tonal Music**

**3 Hours**

A balanced study of the materials and techniques of post tonal music beginning with impressionist music and tracing through the development of musical trends throughout the 20th century, including shifting views of harmony and tonality, Serialism, Neoromanticism, film music, aleatory, electronic music, and recent movements, among others. The course will study post tonal music through the lens of both historical development where appropriate and isolated functional elements of music, such as harmony or timbre, where appropriate.

### **MU630 Advanced Diction**

**3 Hours (or is it 2 hours? – listed as 3 in CAMS)**

This course focuses on the study of the International Phonetic Alphabet (IPA) and its application to the sung languages of German, French, and Italian. The student will develop critical listening skills and is expected to apply this knowledge to speech and singing.

### **MU634 Advanced Worship Literature**

**2 Hours**

An advanced study of worship literature currently in use by the church over the last 150 years. Practical information on developing worship themes, blending music styles, and the effective use of transitions, pads, and atmosphere will be examined.

### **MU635 Advanced Conducting Problems**

**2 Hours**

Some music compositions seem to contain almost insurmountable problems for the modern conductor. This course examines some of the difficult passages in standard music repertoire and explores possible solutions for rehearsal and performance.

### **MU636 Advanced Conducting Literature**

**2 Hours**

Advanced study of the music literature of the six main eras of Western Music focusing on the last 1000 years of music composition. An exploration of standard style specific practices for each era will also be examined.

**MU637 Advanced Vocal Literature****2 Hours**

Advanced study of the art song repertoire: Italian, German, French, British, American, and Spanish.

**MU638 Advanced Piano Literature****2 Hours**

A survey through analysis, reading, listening, and performance of the development of the classical keyboard literature at the advanced level from Baroque to 21<sup>st</sup> Century.

**MU639 Advanced Instrumental Literature****2 Hours**

Advanced study of instrument specific literature focusing on the last 400 years of music composition. Techniques for recital and concert programming will be examined.

**MU640 Romantic Era****3 Hours**

This course is a graduate level survey of the music of the "Romantic" era of music history. The course traces the trajectory of music history in the nineteenth-century from the late "Classical" era through the development of modernistic trends in the early twentieth-century. Graduate students who take this course will gain greater understandings of the social, historical, and musical concepts of the nineteenth-century.

**MU642 Baroque Era****3 Hours**

This course is a graduate level survey of the music of the "Baroque" era. The course traces the trajectory of music history in the seventeenth- and early eighteenth-centuries from the advent of opera to the development of instrumental forms. Special consideration is given to the works of Bach and Handel.

**MU644 20<sup>th</sup> Century Music****3 Hours**

This course is a graduate level survey of the music of the "Twentieth Century" era of music history. The course traces the trajectory of music history in the twentieth century from the late "Romantic" era through the experimentation and ultimate destruction of tonality in the twentieth century. Graduate students who take this course will gain a greater understanding of the social, historical, and musical currents of the twentieth century.

**MU650 Chamber Music/Accompanying****3 Hours**

A performance-based course designed to give instruction and experience in collaborative piano playing with instrumentalists and vocalists at the advanced level.

**MU661 Advanced Instrumental Pedagogy****2 Hours**

Advanced study of instrument specific methods and literature concerning the teaching and learning process. Best practices for creating, growing, and managing a music studio are also explored.

**MU662 Advanced Piano Pedagogy****2 Hours**

Survey, comparison, and evaluation of method series and repertoire at the advanced level. A continuing study of the learning process and teaching strategies at the advanced level. (Student teaching required.)

**MU671 Advanced Vocal Pedagogy****2 Hours**

Advanced study of vocal production, learning the scientific principles of respiration, phonation, resonance, articulation and other vocal features. Areas emphasized will include the psychology of teaching voice and vocal health.

**MU672 Vocal Coaching****1 Hour**

A weekly one on one session focusing on diction, interpretation, text and musical structures of assigned vocal literature.

**MU673 Conducting Workshop****1-2 Hours**

Conducting Workshop offers the student an opportunity to practice the art of conducting in front of real singers along with immediate feedback and discussion.

**MU680 Current Issues in Worship****2 Hours (This replaces WA630)**

This course is designed to start the master's candidate on a path of scholarly research and writing about worship and music from a cultural standpoint. Emphasis is given to researching the changing aspects of worship against the backdrop of the immutable truth of the Bible. The student will plan, carry out, and write about their original research and also examine current issues affecting the church today.

**WA630 Current Issues in Worship****3 Hours (To be changed to MU680)**

This course is designed to start the master's candidate on a path of scholarly research and writing about worship and music from a cultural standpoint. Emphasis is given to researching the changing aspects of worship against the backdrop of the immutable truth of the Bible. The student will plan, carry out, and write about their original research and also examine current issues affecting the church today.

**MU691 Graduate Recital****2 Hours**

A graduate level recital will be scheduled to take place during the final year of graduate studies. The student will plan, prepare and perform a 45 minute recital with supporting recital notes in the area of applied concentration.

**NT—NEW TESTAMENT****NT631 Greek I****3 Hours**

An introduction to the elementary grammar and basic vocabulary of Koiné Greek, including the reading of progressively more complex passages from the Greek New Testament. Printed and computerized reference tools used in Greek Exegesis are introduced. (Fee: \$20)

**NT632 Greek II****3 Hours**

Building upon the foundation laid in Greek I, this study completes the basic survey of elementary Greek grammar and includes the reading of the Greek text of 1 John, as well as wide reading in the Greek New Testament. (Prerequisite: NT631 or equivalent; Fee: \$20)

**NT633 Greek Reading I****3 Hours**

Building on one year of elementary Greek grammar, this course introduces the student to an intermediate level of Greek through an inductive, reading-based approach to the text. The student is also introduced to the basic methods and issues related to New Testament textual criticism and its relevance to contemporary ministry. The primary goals of the course are to build the student's confidence in reading the Greek New Testament through exposure to a wide range of Scriptures, and to build sermon outlines based on the actual structure and flow of paragraphs in the Greek New Testament. (Prerequisite: NT632; Fee: \$20)

**NT634 Greek Reading II****3 Hours**

This course is the continuation of NT633 and continues an inductive study of New Testament Greek. The student is enabled to build necessary skills in the interpretation of the epistolary and narrative genres of the New Testament with a view toward personal and ministry application. (Prerequisite NT633; Fee \$20)

**NT635 Intermediate Greek Grammar and Syntax****3 Hours**

Intermediate Greek grammar and syntax are studied in a topical, deductive framework with assigned readings from the New Testament that illustrate the relevant principles. (Prerequisite: NT633 or concurrent enrollment in NT633; Fee: \$20)

**NT636 Greek Exegesis****3 Hours**

Greek exegesis of selected portions of the original text of the New Testament. The particular selections chosen will be the decision of the professor, but an attempt will be made at exposing the student to the various genres and writers of the New Testament. Emphasis will be placed on sight-reading of the text, as well as detailed exposition of a more limited portion. The historical and cultural background of the text and its theological contributions will be studied. This course may be repeated for credit due to the rotating nature of the selections covered. (Prerequisite: NT634 or equivalent; Fee: \$20)

**OD—ORGANIZATIONAL DEVELOPMENT****OD621 Organizational Communication****3 Hours**

This course emphasizes the applied nature of organizational communication using foundational principles and current research in the field. Relevant models will be discussed from a biblical worldview. Models will include historical, cultural, structural, and organizational theory.

**OD622 Leadership & Influence Processes****3 Hours**

This course is designed to challenge graduate students to examine leadership theory and determine causes for employee and volunteer reaction. Leadership is a process and not merely a role. Students will learn to evaluate this process from a biblical viewpoint and choose methods of influence honoring to Christ.

**OD624 Applied Business Statistics****3 Hours**

The student will examine the application of statistical analysis, hypothesis testing, and regression analysis in business decision-making. The course will focus on the utilization of statistical methods as applied to business problems and operations.

**OD625 Strategic Planning****3 Hours**

Strategic planning enables an organization to shape and guide its overall objectives to achieve a preferred future. Through effective planning, an organization creates a framework for developing, adapting, and aligning organizational vision, mission, beliefs, and goals to achieve and sustain a strategic advantage.

**OD626 Organizational Behavior & Planned Change****3 Hours**

This study includes interaction of individuals and groups in an organization with a focus on planned change. A specific emphasis will be aimed at the behaviors of those working within the organization as well as the behaviors of those affected by the organization.

**OD630 Managerial Accounting****3 Hours**

The term managerial accounting refers to the set of information concepts, models, and systems that provide control information for managers. In this course, students concentrate on the design of control systems and operational analysis.

**OD631 Training & Development****3 Hours**

In this course, the student will learn how to identify training and development needs through needs assessment, analyze jobs and tasks to determine training and development objectives, create appropriate training objectives, design effective training and development programs using different techniques or methods, implement a variety a different training and development activities, and evaluate training and development programs.

**OD632 Data Driven Decision Making****3 Hours**

This course is designed to introduce knowledge management concepts into an educational context and to provide an in-depth focus on data-driven decision-making through the eyes of a Bible student. The models, tools, techniques, and theory of data-driven decision-making that can improve the quality of leadership decisions are examined through solution-based scenarios.

**OD633 Strategic Management****3 Hours**

The emphasis of this course will be on the strategic analyses, decisions, and actions that organizations take to create sustainable competitive advantages, with the consideration of both the internal condition and the external environment..

**OD634 Managerial Economics****3 Hours**

The student will examine the application of microeconomics theory as applied to the manager's responsibilities within the organization. This course emphasizes the quantitative and qualitative applications of economic principle to business analysis with typical problems of managerial decision-making and policy formulation in business organizations whether in a local or global context.

**OD635 Marketing Systems****3 Hours**

This course is designed to provide an adequate overview of the field of Marketing from a managerial standpoint, along with the fundamental concepts which will be systematically presented and related to their real life applications. Case studies will be liberally used to highlight the most relevant issues to enhance a better understanding of marketing problems, the setting in which marketing decisions are made, the tools available to facilitate these decisions, and the impact of the decisions for the firm and the larger marketplace.

**OD636 Consulting Skills****3 Hours**

This course will provide the student with an opportunity to become familiar with the typical phases in a consulting project. These phases include: selling a project, entering the client firm, gathering data, diagnosing issues, implementing solutions, and leaving. In addition to discussing these phases in class, students will discuss how similarly, and how differently, consultants work with their clients.

**OD637 Group Development & Facilitation****3 Hours**

This course features an examination of theoretical basis of group development including group types, group counsel, leadership styles and skills, and application to various populations. Ethical group leadership is emphasized throughout the course. Major course emphasis is practical application from a biblical worldview.

**OD638 Foundations of Operations Management****3 Hours**

This course will discuss planning and decision-making activities associated with the management of an organization's operations; that is, managing what the firm does. The basic goals of this course are: to help the student gain an exposure to the spectrum of operations management planning and decision-making activities; to help the student to obtain insights into the basic trade-offs associated with operations management decisions; and to introduce a variety of tools and techniques for helping operations managers implement their decisions and reach their goals.

**OT—OLD TESTAMENT****OT631 Hebrew I****3 Hours**

A study of the fundamentals of Hebrew phonology, morphology, and syntax, emphasizing extensive reading of the biblical text. (Fee: \$20)

**OT632 Hebrew II****3 Hours**

The practical demonstration and application of grammar, reading, and exegesis in the Hebrew text. Special emphasis is placed upon making Hebrew a useful tool for the ministry. (Prerequisite: OT631 or equivalent; Fee: \$20)

**OT633 Hebrew Reading****3 Hours**

Building on the skills developed in other Hebrew courses, this course reinforces the student's grasp of the grammar and syntax of biblical Hebrew by exposing him to selected texts in several literary genres. Focus is placed on sight recognition of terms, grammatical forms, and syntactical relations. (Prerequisite: OT632 or equivalent; Fee: \$20)

**OT634 Hebrew Narrative****3 Hours**

Building on the skills developed in other Hebrew courses, this course introduces the exegesis of Old Testament narrative with a special focus on the function of verbs and clauses in plot development. Applying a consistent exegetical approach, the student reads and analyzes selected Old Testament stories. (Prerequisite: OT632 or equivalent; Fee: \$20)

**OT635 Hebrew Poetry****3 Hours**

Building on the skills developed in other Hebrew classes, this course introduces the exegesis of Old Testament poetry, with a special focus on textual criticism and lexical studies. Applying a consistent exegetical approach, the student reads and analyzes various genres of psalms, explaining their parallelism and figures of speech. (Prerequisite: OT632 or equivalent; Fee \$20)

**OT636 Hebrew Exegesis****3 Hours**

In this course, the student applies sound exegetical methods to assigned Hebrew passages to find the author's intended meaning and its theological and practical significance. These methods include research into the historical, cultural, and literary background of each passage as well as lexical, grammatical, and syntactical analyses. Since different portions are used each time the course is offered, the student may repeat it for credit. (Prerequisite: OT632 or equivalent)

**OT638 Biblical Aramaic****3 Hours**

This course introduces the student to the phonology, morphology, and syntax of biblical Aramaic and uses his insights in an exegetical analysis of the Aramaic portion of the Book of Daniel (2:4–7:28). In addition to grammar and text analysis, the course addresses the questions of date, historicity, and genre associated with this portion of the book. (Prerequisite: OT632 or equivalent)

**PS—PASTORAL STUDIES****PS631 Expository Preaching I****3 Hours**

This is an introductory level course in expository preaching, seeking to produce adequate techniques pertaining to pulpit ministry. The student will have ample opportunity to apply the principles of sermon preparation and delivery before the class. Requires the preparation of preaching manuscripts. (Fee: \$20)

**PS632 Expository Preaching II****3 Hours**

This course is designed to evaluate and instruct a student with a view to improving his performance in the pulpit. Class lectures will be limited. The student will preach several types of sermons. Requires the preparation of preaching manuscripts from the original languages. (Prerequisite: PS631 or equivalent; Fee: \$20)

**PS633 Theology of Church Ministry****3 Hours**

This course examines church ministry from various perspectives, which do not include the pastoral ministry in general, or preaching in particular. This course will cover areas such as evangelism, discipleship, missions, Christian education, worship, music, conflict management, and administrative and management skills and responsibilities.

**PS634 Practice of Church Ministry****3 Hours**

In this course the practical side of pastoral ministry will be surveyed, studied, discussed, and where possible, demonstrated or practiced.

**PS635 Pastoral Field Work****3 Hours**

This course is designed to have the student work under and with an established pastor of his choice for a period of four to eight weeks. During this period, the student will be exposed to the various practical ministries of the pastorate. This internship must be completed by the time the student reaches his graduating semester. If a student can demonstrate an equivalency for this requirement to the faculty, the requirement will be waived. (Fee: \$80)

**PS636 Counseling in the Local Church****3 Hours**

A course designed to acquaint the student with a counseling ministry in the local church. The student will be challenged to explore the potential within the church as a care-giving ministry. Issues considered will include the training of church leaders and the use of talents and spiritual gifts of laypersons in the context of counseling. (Cross-listed as CO631)

**PS640 Local Church and the Great Commission****3 Hours**

This course is a biblical and practical study of the Lord's command to "make disciples of all the nations." The student will do biblical study of the elements of local church ministry necessary for fulfilling that command (i.e., evangelism, discipleship, and missions), will do research of contemporary models for fulfilling that command, and will apply the results of that study and research to the development of a practical strategy the student could employ in a church he may serve.

**PS646 Family Counseling****3 Hours**

This course examines the components needed for effective premarital, marital, and family counseling. Issues addressed will be communication systems, conflict management, family systems, role concepts, parenting, etc. Principles, methods, and techniques that are consistent with biblical truth will be considered. (Cross-listed as CO633)

**PS690 Thesis****3 Hours**

The student will produce an original paper of 50 to 75 pages demonstrating his ability to (1) do scholarly research on an approved topic, (2) express himself in a proper literary style, and (3) defend the thesis in a consistent theological and intellectual manner. (Fee: \$95)

**PS691 Final Product Continuation****0 Hours**

This course keeps the student's final product proposal current in the event the student is unable to meet the deadlines for the first draft, final draft, or final/library copy. Final Product Continuation may only be repeated two times. (Fee: \$100)

**RP- RELIGION AND PHILOSOPHY****RP620 Philosophy and Logic****3 Hours**

This course prepares the student to generate such clear and reliable thinking that others cannot reasonably disregard it and to evaluate the thinking of others so fairly that they cannot justly ignore his assessment. Toward these ends, it trains him in the use of basic logic and gives him a general orientation to the history of Western thought.

**RT-RESEARCH TOOLS****RT615 Research Methods****3 Hours**

An introduction to research methods for graduate students is studied. An introduction to the Turabian style guide and to writing a thesis is included. The "Greek for Non-Greek" section of the course includes a study of the alphabet, vocabulary, and some of the basics of Greek grammar of New Testament Greek which lays the foundation for using various biblical tools in research. These tools require a fundamental knowledge of Greek.

**RT690 Thesis****3 Hours**

The student will produce an original paper of 50 to 75 pages demonstrating his ability to (1) do scholarly research on an approved topic, (2) express himself in a proper literary style, and (3) defend the thesis in a consistent theological and intellectual manner. (Fee: \$95)

**RT691 Final Product Continuation****0 Hours**

This course keeps the student's final product proposal current in the event the student is unable to meet the deadlines for the first draft, final draft, or final/library copy. Final Product Continuation may only be taken two times. (Fee: \$100)

**TH-THEOLOGY****TH610 Systematic Theology I****3 Hours**

Provides a theological foundation for ministry in contemporary society by examining the biblical teaching about God and man's relationship to Him (Bibliology, Theology Proper, Theological Anthropology, and Hamartiology). (Prerequisite: An undergraduate doctrinal survey course, systematic theology courses covering all major areas of doctrine, or an acceptable score on Calvary's proficiency exam)

**TH611 Systematic Theology II****3 Hours**

Provides a theological foundation for ministry in contemporary society by examining the biblical teaching about the person and work of Jesus Christ and the Holy Spirit (Christology, Soteriology, and Pneumatology). (Prerequisite: An undergraduate doctrinal survey course, systematic theology courses covering all major areas of doctrine, or an acceptable score on Calvary's proficiency exam)

**TH612 Systematic Theology III****3 Hours**

This course examines Ecclesiology, Angelology, and Eschatology. It focuses on the nature and purpose of the church, the reality of angels, demons, and Satan, and the great themes of prophecy from a premillennial dispensational viewpoint. (Prerequisite: An undergraduate doctrinal survey course, systematic theology courses covering all major areas of doctrine, or an acceptable score on Calvary's proficiency exam)

**TH614 Dispensational Theology****3 Hours**

A defense of dispensational theology as a theological system. This course will examine the biblical distinctions, usage, and terminology, the hermeneutical framework, and the *sine qua non* of dispensationalism. It will also examine the millennium as a necessary part of God's rule.

**TH631 Old Testament Theology****3 Hours**

An examination of the fundamental theological teachings of the Old Testament. Special emphasis will be given to the historical chronological development of biblical theology along with consideration being given to each of the Old Testament dispensations.

**TH632 New Testament Theology****3 Hours**

An examination of the fundamental theological teachings of the New Testament. Various theological themes relating to the dispensation of the church and the kingdom will be traced through the New Testament revelation.

**TH633 Contemporary Theology****3 Hours**

A survey of recent thought and trends in the theological field. An attempt is made to acquaint the student with the leading writers of contemporary theology. The study is approached from the objective point of view to determine the content of each new system of theology. Comparison is made to biblical theology with particular attention to the premises and implications of the views set forth and the dangers and weaknesses of such contemporary theologies as neo-evangelicalism and neo-orthodoxy.

**TH634 Dogmatic Theology****3 Hours**

A comparison of systems of theology that are derived from various hermeneutical persuasions, such as Dispensationalism compared to Covenant Theology, Calvinism compared to Arminianism, and Protestantism compared to Roman Catholicism.

**TH635 Historical Theology****3 Hours**

A study of the development of theology through the course of history, beginning with the Church Fathers through the Middle Ages and the Reformation to the present scene in America.

**TH636 Apologetics****3 Hours**

A study of the vindication of the Christian philosophy of life against the various forms of the non-Christian philosophy of life. Presuppositional and evidential approaches to apologetics are evaluated on the basis of a study of relevant portions of Scripture.

**TH637 Spiritual Life****3 Hours**

This course is a careful examination of the biblical plan and process of the spiritual life and spirituality. Included are studies of the spiritual conflict and how to cope with the world, the flesh, and the devil.

**TH638 Theology of Worship****3 Hours**

This course is an inductive analysis of what the Old and New Testaments teach about worship: what worship is, why people ought to do it, what makes worship acceptable to God, and what the appropriate role of worship leaders should be. While based on exposition, the course focuses on applying the principles taught in Scripture to worship in the contemporary evangelical church

**TH651 Issues in Ecclesiology****3 Hours**

A seminar to investigate, discuss, and evaluate current issues in Ecclesiology. Topics of investigation could include church government, leadership qualifications, purpose of meeting, and philosophy of church growth.

**TH652 Issues in Soteriology****3 Hours**

A seminar to investigate, discuss, and evaluate current issues in Soteriology. Topics of investigation could include Lordship salvation, relation of faith and works, and necessity of hearing the Word of God for salvation.

**TH653 Issues in Theology Proper****3 Hours**

A seminar to investigate, discuss, and evaluate current issues in Theology Proper. Topics of investigation could include divine foreknowledge, theodicy, and God and time.

**TH658 Issues in Theology and Science****3 Hours**

This is a seminar examining issues related to theology and science such as origins, early earth history, creation versus evolution, the flood, and the age of the earth.

**TH660 Issues in Eschatology****3 Hours**

A seminar to investigate, discuss, and evaluate current issues in Eschatology. Topics of investigation could include relation of the rapture to the tribulation, the eternal state and heaven, and the reality and duration of the lake of fire.

# PERSONNEL

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## ADMINISTRATION

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## Academic Curriculum Committee

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Mike Dodds

Mark Hager

Victor E. "Skip" Hessel, Jr.

Neil Nelson

Eric Stricker

## FACULTY

### **Baurain, Thomas S.**

B.A., Lawrence College; Th.M., Dallas Theological Seminary; D.Min., Trinity Evangelical Divinity School; Ph.D. Studies (ABD), Loyola University. 2000

### **Hager, Mark O.**

Assistant Professor, Biblical Counseling; B.A., M.Div, International Bible College & Seminary; Th.D.P., Master's International Graduate School of Divinity; Ph.D. candidate, Trinity Theological Seminary. 2013

### **Hessel, Victor E. Jr.**

Associate Professor, Organizational Development; B.S., Calvary Bible College; M.B.A., University of Missouri-Kansas City; D.M., University of Phoenix. 2002

### **Nelson, Neil D.**

Professor of New Testament Studies; B.S., University of Wisconsin—Madison; M.Div., North American Baptist Seminary; S.T.M., Ph.D., Dallas Theological Seminary. 1996.

### **Stricker, Eric C.**

Associate Professor, Education; B.S.E., John Brown University; M.A.B.S., Dallas Theological Seminary; M.Ed., Ed.S., Ed.D., University of Arkansas. 2011

## ADJUNCT FACULTY

### **Dodds, Michel L.**

B.A., Asbury College; Th.M., Dallas Theological Seminary; D.Min., Dallas Theological Seminary. 2007

### **Eyrich, Howard**

B.A., Bob Jones University; B.D., Faith Theological Seminary; M.A., Liberty University; Th.M., Dallas Theological Seminary; D.Min., Western Conservative Baptist Seminary

### **Phelan, Thomas**

B.A., Calvary Bible College; M.A., Liberty University; M.A., Bob Jones University; Ph.D., Bob Jones University

### **Washington, Germaine**

A.S., Missouri Western State University, 1996; B.S., Missouri Western State University, 1996; M.B.A., University of Phoenix, 2009; D.M., University of Phoenix, 2014

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