

# CALVARY UNIVERSITY



## 2022 - 2024 CATALOG

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This catalog contains information regarding the calendar, student life, admissions, fees, degree requirements, policies, and course offerings for the 2022-2024 academic years. Calvary reserves the right to make changes in these and other matters described herein, without prior notice, in accordance with established policies and procedures.

# CALVARY'S CALENDAR

## FALL 2022

FALL SEMESTER 2022	July 11 – December 16	
<b>Cycle 1</b>	<b>July 11 – August 19</b>	
Summer Break (offices closed)	Mon - Fri	July 4-8
Cycle 1 Classes Begin	Monday	July 11
Cycle 1 Classes End	Friday	August 19
<b>Cycle 2</b>	<b>August 22 – October 14</b>	
Cycle 2 Classes Begin	Monday	August 22
Labor Day Holiday / No Classes	Monday	September 5
Cycle 2 Classes End	Friday	October 14
Fall Break	Mon – Fri	Oct 17 - 21
<b>Cycle 3</b>	<b>October 24 – December 16</b>	
Cycle 3 Classes Begin	Monday	October 24
Thanksgiving Break / No Classes	Wed – Fri	Nov 23 - 25
Cycle 3 Classes End	Friday	December 16
Christmas & New Year's Break	December 19 – January 6	

*(Dates subject to change. All events on website calendar – [www.Calvary.edu](http://www.Calvary.edu))*

## SPRING 2023

SPRING SEMESTER 2023	January 9 – June 30	
<b>Cycle 4</b>	<b>January 9 – March 3</b>	
Cycle 4 Classes Begin	Monday	January 9
Martin Luther King, Jr. Holiday / No Classes	Monday	January 16
Conference for Global Engagement	Tues – Wed	Jan 24 - 27
Cycle 4 Classes End	Friday	March 3
Spring Break	Mon – Fri	March 6 - 10
<b>Cycle 5</b>	<b>March 13 – May 5</b>	
Cycle 5 Classes Begin	Monday	March 13
Good Friday / No Classes	Friday	April 7
Awards Chapel / Alumni Induction	Thursday	May 4
Baccalaureate	Friday	May 5
Cycle 5 Classes End	Friday	May 5
Commencement	Saturday	May 6
<b>Cycle 6</b>	<b>May 8 – June 30</b>	
Cycle 6 Classes Begin	Monday	May 8
Memorial Day Holiday	Monday	May 29
Cycle 6 Classes End	Friday	June 30
Summer Break	Mon – Fri	July 3 - 7

*(Dates subject to change. All events on website calendar – [www.Calvary.edu](http://www.Calvary.edu))*

**FALL 2023**

<b>FALL SEMESTER 2023</b>	<b>July 10 – December 15</b>	
<b>Cycle 1</b>	<b>July 10 – August 18</b>	
Summer Break	Mon – Fri	July 3 - 7
Cycle 1 Classes Begin	Monday	July 10
Cycle 1 Classes End	Friday	August 18
<b>Cycle 2</b>	<b>August 21 – October 13</b>	
Cycle 2 Classes Begin	Monday	August 21
Labor Day Holiday / No Classes	Monday	September 4
Cycle 2 Classes End	Friday	October 13
Fall Break	Mon – Fri	Oct 16 - 20
<b>Cycle 3</b>	<b>October 23 – December 15</b>	
Cycle 3 Classes Begin	Monday	October 23
Thanksgiving Break / No Classes	Wed – Fri	Nov 22 - 24
Cycle 3 Classes End	Friday	December 15
Christmas & New Year's Break	December 18 – January 5	

*(Dates subject to change. All events on website calendar – www.Calvary.edu)*

**SPRING 2024**

<b>SPRING SEMESTER 2024</b>	<b>January 8 – June 28</b>	
<b>Cycle 4</b>	<b>January 8 – March 1</b>	
Cycle 4 Classes Begin	Monday	January 8
Martin Luther King, Jr. Holiday / No Classes	Monday	January 15
Conference for Global Engagement	Tues – Wed	Jan 23 - 26
Cycle 4 Classes End	Friday	March 1
Spring Break	Mon – Fri	March 4 - 8
<b>Cycle 5</b>	<b>March 11 – May 3</b>	
Cycle 5 Classes Begin	Monday	March 11
Good Friday / No Classes	Friday	March 29
Awards Chapel / Alumni Induction	Thursday	May 2
Baccalaureate	Friday	May 3
Cycle 5 Classes End	Friday	May 3
Commencement	Saturday	May 4
<b>Cycle 6</b>	<b>May 6 – June 28</b>	
Cycle 6 Classes Begin	Monday	May 6
Memorial Day Holiday	Monday	May 27
Cycle 6 Classes End	Friday	June 28
Summer Break	Mon – Fri	July 1 - 5

*(Dates subject to change. All events on website calendar – www.Calvary.edu)*

# UNIVERSITY PROFILE

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## WELCOME TO CALVARY UNIVERSITY!

A photograph of a man with glasses, wearing a dark suit, white shirt, and patterned tie. He is standing at a podium, gesturing with his hands as if speaking or presenting. The background is slightly blurred, showing what appears to be a classroom or lecture hall setting.

Some wonder about the value of Christian higher education. After all, it appears that research universities, comprehensive universities, four-year colleges, community colleges, and for-profit institutions can give Christian students the skills and information needed for a vocation. However, according to the Bible, knowledge apart from God produces a fallen understanding of the world and perpetuates the disaster of Genesis 3. The fear of the Lord is the beginning of wisdom (Prov. 1:7). Hence, while these higher education institutions can provide certain pieces of information, from the perspective of a biblical worldview, they will ultimately fail since they cannot produce wisdom. The nature of education in today's society has, in essence, adopted the lie of the garden. The serpent tempted the woman by undermining what God really said offering an unsanctioned way to obtaining knowledge (Gen. 3:1-7). True wisdom is not ultimately based upon reason but divine revelation, which alone counteracts our fallen condition. As such, our job in education is to exalt divine revelation above our reason.

Every year at Calvary University, students apply, are accepted, and attend. These students are seeking an education that will: instill in them the knowledge, skills, and attitudes necessary for their chosen profession; cultivate their spiritual growth; strengthen their moral character; and develop their abilities as global citizens and leaders (Phil. 1:27). Calvary University students desire more than just training for a career and a life of self-promotion. They seek an education suitable for their Christian calling – one that will impart invaluable transformative qualities of character and mind along with useful technical skills and knowledge. They want to be equipped for a life of enduring commitment to Christ and to be instructed to think like Christ, value like Christ, and serve as Christ has called them to serve in the home, church, academy, community, and marketplace.

A Calvary University education is a biblical passport for Christian servants seeking to effectively fulfill the Great Commission (Matt. 28:18-20) and the Great Commandment (Matt. 22:36-40). We offer excellent educational programs and equip students with a biblical worldview to exegete Scripture and

engage culture. We believe that a global Christian, guided by a biblical compass, is empowered by faith to work and to make a lasting contribution for the cause of Christ (Jas. 2:14-18).

Calvary University prepares men and women to pursue the glory of God throughout their lives. We believe that true success is not just about what you do for a living, but how you live while you make a living. No matter the career you are in, if you are not living in pursuit of God, you will miss His wisdom for choosing your job and your spouse and you are likely to live a self-centered life. That is why higher education at Calvary is so impactful. Calvary University prepares the whole person, for all of life—nothing less.

In His service,



Alexander Granados, M.Div., Th.M., Ph.D.  
President

## THE ADVANTAGES OF CALVARY UNIVERSITY

The Calvary University distinctive is found in our undergirding every class and every degree program with the Bible and the biblical worldview. This results in an education that not only provides the quality degree credentials needed, but more importantly prepares graduates to live and serve in a variety of ministry and vocational settings.

As a Calvary student, you will learn how to study and apply the eternal truths of God's Word in every aspect of life and service. If your goal is to serve in a full-time vocational ministry setting or if you are looking for a place to grow in your Christian faith while exploring the various career options available, a Calvary education will provide the necessary foundation and credential. Each student receives a solid core of biblical and theological studies that undergird every professional major and general education requirement. *You will not just learn how to make a living; you will learn how to live!*

The Calvary University distinctive is evident in all of our programs – and we have many designed to meet the needs of our diverse student population. Calvary University is committed to providing every student with the same high quality educational experience in every program, whether online, on campus, undergraduate or graduate. So whether you are just beginning your college education, whether you are wanting to complete something you started long ago, whether you are



wanting to make a vocational or ministry change in your life, or whether you are continuing your growth with a graduate degree program, Calvary University is here for you.

### Solid Doctrine

An unwavering commitment to the authority of Scripture is the foundation of Calvary's doctrine, both in what we teach and what we do. Your education will be consistent with the fundamental truths of the Christian faith, taught with love and conviction.

### Emphasis on Character

Who we are is the foundation for what we do. Calvary's emphasis on developing character qualities that represent the person and work of Christ in our lives is a key part of campus life and prepares us for success in any profession or ministry vocation.



### Focus on Ministry

Ministry opportunities expand beyond the college campus. Calvary students serve in churches and in ministry and fine arts performance teams across the country.

### Exceptional Faculty

Qualified faculty members are not only involved in academics, but also serve as role models in Christian ministry. In Calvary's family atmosphere, one-on-one interaction with faculty is possible to a much greater degree than on larger college and university campuses. Our faculty members are dedicated to both academic success and spiritual growth of each Calvary student.



### Students

More than sixty percent of Calvary students come from outside Missouri. You will study alongside others from around the world who share the same commitment to faith, God's Word, and desire to become better equipped to serve the Lord.

### Athletics

Calvary is a member of the Midwest Christian College Conference (MCCC) and the National Christian College Athletics Association (NCCAA). Our teams include men's basketball, men's soccer, women's basketball, women's volleyball, and men's and women's cross country. Intramural activities are also available for students.



### Financial Aid

Calvary offers financial assistance to students, including federal grants, loans and institutional scholarships.

### Location

Calvary University is located centrally in the Midwest, less than thirty minutes from downtown Kansas City, Missouri. We are within a day's drive of Chicago, St. Louis, Little

Rock, Indianapolis, Minneapolis, Dallas, Omaha, and Des Moines. This location enables interaction with urban, suburban, and rural communities.

## OBJECTIVES

Through the process of preparing the student for effective ministry and building of Christian character, we desire to prepare God's people to be:

(1) *Biblically Sound*, (2) *Culturally Relevant*, and (3) *Ministry Directed*.

It is Calvary's objective to produce alumni and graduates who will live according to a Biblical worldview and serve as Christians in the church and in the world. Our Institutional Learning Objectives are as follows:

- Students will be able to construct sound conclusions based upon a proper analysis of qualitative and quantitative data.
- Students will be able to demonstrate sound research methods for inquiry and the dissemination of knowledge.
- Students will be able to apply a consistent literal grammatical-historical interpretation of the Bible in order to think from the Biblical Worldview.
- Students will utilize their gifts and abilities to serve with excellence in their local church and chosen profession.
- Students will be able to develop discipling relationships and contribute to the spiritual growth of others by employing principles of servant-leadership.



## OUR MISSION

Calvary University is an independent, non-denominational institution providing undergraduate, graduate, and post-graduate education which prepares Christians to live and serve in the church and the world according to the biblical worldview. This is accomplished by providing appropriate educational curricula and a climate that fosters the development of intellectual and spiritual maturity, leadership potential, servanthood, and a sense of mission.



### Bible Requirement

The Bible shall be a required textbook for every course offered at Calvary.

## PURPOSE

The purpose of every program at Calvary is to teach students Bible and theology and to prepare them for Christian ministry.

## **PHILOSOPHY**

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

## **CORE VALUES**

### **Biblical Core**

Calvary shall always maintain a Christian accreditation, and specifically ABHE as long as it is available, or another comparable accreditation if ABHE is not available, to ensure accountability in maintaining a Biblical core and Practical Christian Ministry requirements.

### **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 the 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.

## **CULTURAL CLIMATE**

### **Arts**

A thriving arts community in the Kansas City area is anchored by the Kauffman Center for the Performing Arts, the Nelson-Atkins Art Museum, and the Kemper Museum of Contemporary Art. Several theaters provide many opportunities to enjoy outstanding professional stage productions.



### **Activities**

Activities around the area include the College Basketball Hall of Fame, concerts, athletic events at the T-Mobile Center located in

downtown Kansas City, the Agricultural Hall of Fame, the Harry S. Truman Presidential Library, the Plaza shopping area, the Nelson-Atkins Museum of Art, and BBQ contests that are held annually.

### Population

The greater Kansas City metropolitan area has a population of over 2 million people. Widely known as the Heart of America and the “City of Fountains”, Kansas City offers all the advantages of a major city while maintaining a smaller, hometown feel.



### Sports

The Kansas City metropolitan area is home to several professional sports teams, including the Kansas City Chiefs (*National Football League*), the Kansas City Royals (*Major League Baseball*), Kansas City Current (*National Women’s Soccer League*), and Sporting KC (*Major League Soccer*). Minor league teams include the Monarchs (*baseball*), and the Mavericks (*hockey*). The Kansas Speedway hosts both NASCAR and IRL races.



## STATEMENTS OF FAITH AND PRACTICES

### Statement of Faith

#### The Scriptures

We believe the Holy Scriptures of the Old and New Testaments to be the verbally and penarily 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 people 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 people (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 people (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 His work on the cross is attested to 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 illuminates 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 or her 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 humanity, 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).

**Humanity**

We believe that humanity came into being by the direct creation of God and that humans are 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 within humanity (Rom 3:23), and that sin is exceedingly heinous to God (Ps 5:5). We believe that each person inherited a sinful nature (Ps 51:5), that we became alienated from God (Col 1:21), are totally depraved, and that we are utterly unable to remedy our lost estate by ourselves (Eph 2:1-5, 12). We believe that all people 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 humanity. "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, we are set apart to God. This is positional sanctification and refers to our standing. We then undergo a process whereby the Holy Spirit quickens our affections, desires, and attitudes, enabling us to respond in faith to live a life of victory over sin. This is progressive sanctification and refers to our state (2 Cor 3:18; 7:1; Gal 5:16-25; Eph 4:22-29; 5:25-27; Col 3:10). Someday our standing and our 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; 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 believers' 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, 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 28:19-20; 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), pretribulational, and premillennial (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 people, 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).

## **Statements & Positions**

### **Doctrinal Understanding**

Students should realize that Calvary will graduate only those who possess a foundational understanding of the Bible and Calvary's doctrinal statement.

### **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 school family, whether in the classroom, in chapel, or in extracurricular activities and projects.

### **Solidly Biblical**

Theologically, Calvary can be described as biblical, fundamental, pre-millennial, and dispensational. Each year, faculty members and trustees must affirm acceptance of the Bible as the inerrant, verbally inspired Word of God.

### **Separated**

It is Calvary's desire to be separated unto God from worldliness, whether in personal actions, attitudes, and thoughts, 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.

### **A Friend of Bible-Believing Churches**

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

### **Nurturing 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 great 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 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.

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

God created human beings distinctly as male and female (Gen 1:27). The distinctness, complementarity, and relational nature of the human race as “male and female” is based on the created order given by God when He created humanity “in His image” (Gen 1:26-27; 5:1-3; 9:6; 1 Cor 11:7; Jam 3:9; 2 Cor 3:18; Eph 4:23-24; Col 3:10), and these establish a normative connection between biological sex and gender. The created distinctness, complementarity, and relational nature also establish the basis for the marital relationship as being between one man and one woman (Gen 2:23-24; Eph 5:21-33).

The Bible affirms two options or giftings for sexual expression: monogamous marital relations between one man and one woman (Gen 1:27-28; 2:18, 21-24; Mt 19:4-6; Mk 10:5-8; 1 Cor 7:7; Heb 13:4; Eph 5:22), or sexual celibacy, if one is not in a monogamous marital relationship between one man and one woman (1 Cor 7:7; Mt 19:12). Within these two Biblical designs there can be found sexual fulfillment, whereas outside of these two designs sexual expression is improper.

The Bible affirms that human sexuality is a gift to be treasured and enjoyed (Gen 2:24; Prov 5:19, 31:10; 1 Cor 7:4), as is sexual celibacy (1 Cor 7:7). The fall of humanity (Gen 3) corrupted human sexuality in both spiritual and physical ways (Rom 1:18-32, Eph 2:1-10), and one result is confusion and pain in the lives of those who struggle with brokenness regarding gender, and who struggle with the guilt of desiring sinful expressions of sexuality (Gen 3:1-7; Rom 3:9-18; 5:12-17). The Bible prescribes faith in Jesus Christ (1 Cor 15:2-3) as the remedy for guilt and as the provision for life (Rom 3:23, 6:23; Jn 3:16), and the Bible prescribes an ongoing relationship with Him as the means for a whole and fulfilling life (Jn 15:1-11, 17:3; Col 3:16; Gal 5:16-25; Rom 8:28-38).

### **Corporate 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 Corporation’s position, and not to practice or propagate their beliefs while studying at Calvary.

## **STATEMENT ON DIVERSITY**

At Calvary, we endeavor to prepare students to live out the biblical worldview in a diverse world. This project is enshrined in our mission statement and fulfills the Board of Trustee 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 and recruit students, staff, and faculty from a variety of cultural, ethnic, and linguistic 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.

## STATEMENT ON THE SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps.139).

## 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, and 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 Bible College. 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 thirteen acres vacated by the U.S. Marines and awarded to the school by the U.S. 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 by-laws reaffirming and deepening Calvary's commitment to the Bible as foundational and to the biblical worldview.

When the presidency of Dr. Cone ended in May of 2020, the Board of Trustees appointed Calvary's Chief Operating Officer, Jeff Campa, as interim president. Mr. Campa served until January of 2021, when the Board hired Dr. Alexander Granados to serve as Calvary's next president.

## ACCREDITATION

Calvary University is accredited by the Higher Learning Commission (HLC), an institutional accreditation agency recognized by the U.S. Department of Education. The HLC webpage address is [www.hlcommission.org](http://www.hlcommission.org).

Calvary has been accredited with HLC since 2003.

Calvary University is nationally accredited by the Commission on Accreditation of The Association for Biblical Higher Education (ABHE), 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822. ABHE 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). Initial accreditation with ABHE was granted in 1961.



Documents pertaining to the school's accreditation may be reviewed in the office of the President, or questions may be submitted to him.

## Approvals

Calvary is approved for the training of veterans and authorized to enroll international (nonimmigrant alien) students.

The teacher education programs of Calvary University are approved by the State of Missouri. Candidates who graduate from these programs and successfully complete licensure exams can be recommended for state certification and licensure.

## CALVARY GRADUATE SCHOOL

In 1966, Calvary established a graduate division to offer a program of study beyond the baccalaureate level. The initial offering was a Master of Arts in Biblical Literature. The Graduate Division was eventually superseded by the Seminary in 1992. In 2011, the Seminary added Master of Science degrees in Education and Organization Development. In 2013, a Master of Science in Worship Arts was also added. During the 2016 presidential transition and reorganization of Calvary University, the Cabinet determined that a Graduate School would more appropriately house graduate programs in Education, Organization

Development, and Music than the Seminary, so a Graduate School was created beginning July 1, 2016. The Worship Arts program was then suspended in 2022.



### CALVARY SEMINARY

Calvary Theological Seminary began as the Graduate Division of the College in 1966. In 1992, the Seminary became a separate school, and the name was changed to Calvary Theological Seminary. Seminary programs of study in 1992 included a Master of Ministry,



Master of Arts in Biblical Studies, Master of Arts in Bible and Theology, Master of Arts in Biblical Languages, and a Master of Divinity. With the institutional reorganization associated with Calvary University in 2016, the Seminary was split into two schools: the Graduate School and the Seminary. Programs currently offered include a Master of Arts in Biblical Counseling, a Master of Arts in Bible and Theology, a Master of Divinity, and a Ph.D. in Bible and Theology.

### LIBRARY

The Hilda Kroeker Library supports the academic and professional programs of Calvary by seeking the input of faculty and staff for those resources necessary to support Calvary’s mission and objectives. The library is home to more than 30,000 books, e-books, and audio visual materials. The collection is catalogued according to the Library of Congress classification system.

The Library is a member of the Mobius Consortium, which also provides connection to Prospector Consortium (Colorado). The membership in the Consortium gives students access to over 30 million resources. These memberships provide access



to the resources available in 17 public and private libraries in the Kansas City area, as well as access to the entire Mobius network consisting of 80 libraries (233 branches). Students can use the pickup anywhere function to pick up their materials at the participating library closest to them. In addition, interlibrary loan requests for materials located outside of the Mobius consortium can be made by contacting library staff directly via email. For assistance with academic papers and projects, students are encouraged to visit the Clark Academic Center at <https://www.calvary.edu/mycu/>.

The Hilda Kroeker Library ([www.calvary.edu/library](http://www.calvary.edu/library)) and the Clark Academic Center ([www.calvary.edu/cac](http://www.calvary.edu/cac)) provide resources, assistance, and space for producing academic papers and projects. These are both located in the building next to the Student Life Center (SLC).



# STUDENT LIFE

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## ACTIVITIES

Building and maintaining relationships are a top priority at Calvary and are fostered through a variety of class and dorm events, banquets, assemblies, music concerts, picnics, athletic events, brother-sister dorm activities, and so much more.

### Personal Devotions

Calvary strongly encourages students to maintain a personal "quiet time" each day, since habits formed today will set the pattern for the future.

### Prayer

Prayer is part of the normal routine at Calvary. Classes and scheduled meetings usually begin with prayer. A special Day of Prayer is set aside for the entire campus to devote itself to communication with our Lord. Additional opportunities for organized group prayer meetings are also scheduled throughout the year.

### Chapels

While enrolled at Calvary, students attend weekly chapel services. Chapel includes a time of worship as well as special speakers, group discussions, roundtables, and other programs of interest.



### Local Church

With the goal of developing the biblical worldview and learning to be effective in service, Calvary students are involved in local, Bible-believing churches. Students are expected to participate in the activities of the local church they attend.

### Practical Christian Ministries

A vital part of the educational program at Calvary University is participation in Christian ministries. Since ministry is the normal expression of a healthy Christian life, degree-seeking students are expected to minister while attending Calvary. The number and types of ministries required will vary with each degree program. First-time freshmen students and transfer students will be given one semester of ministry to find a church where they will attend and become involved during their time at Calvary. The school places a high priority on being involved in a local church while being trained for service. Students should be involved in ministries in a local church, an organization, or in local evangelism as well as in areas focusing on the student's major. Summer ministries are allowed and special consideration is extended to students transferring from



other institutions.

All ministries are approved by the Practical Christian Ministries Director and normally last for a minimum of 12 weeks during the semester. A pass / fail grade will be given at the end of each semester and recorded on the student's transcript. Those students who have not completed all Practical Christian Ministry requirements will not be permitted to participate in graduation.

**Missions Emphasis**

Annually, Calvary devotes a special time for an emphasis on missions. During this “Conference on Global Engagement”, missionaries speak in chapels, classes, and hold seminars. The challenge of worldwide missions is stressed, and opportunity is given for students to meet missionaries from evangelical faith missions.



**STUDENT ORGANIZATIONS**

**Student Senate:** The Student Senate is the liaison group between the student body and the faculty / administration and is composed of a president, vice-president, secretary, and treasurer elected from the student body and four members of each class: a president, vice-president, and two representatives.

**Student Missions Committee:** This is a volunteer-based student organization consisting of those who share a passion for missions and reaching the lost. The Student Missions Committee exists to promote missions on campus and help the student body to be engaged in reaching our local community and the world.



**Veterans Association:** The Veterans Association promotes, supports, and serves the diverse needs of veterans among students, staff, and faculty.

**STANDARDS**

**Conduct**

Spiritual expectations for students at Calvary University are purposefully high. They could not be otherwise and follow biblical principles. Calvary seeks to create and encourage a godly atmosphere for students to make spiritual decisions.



Primary to spiritual growth is a consistent, personal devotional life along with faithful fulfillment of responsibilities. These responsibilities include attending classes, chapels, prayer meetings, local church services, and similar activities. Consistent completion of class and Practical Christian Ministry assignments and proper adjustment to college life also demonstrate maturity.

Calvary has the responsibility, under God, to maintain standards that are above reproach. The school seeks to cultivate personal habits that will bring honor to the name and person of the Lord Jesus Christ.

Calvary reserves the right to discipline and/or dismiss any student whose behavior is deemed to be contrary to the standards of conduct listed in the Student Handbook and/or any activity which negatively impacts class atmosphere, reflects unfavorably on the

student's personal testimony or Calvary's testimony, or improperly influences other students.

Calvary complies with federal regulations regarding "drug and alcohol abuse prevention." (see Zero Tolerance Policy)

The standards concerning student behavior are set forth in detail in the *Student Handbook*. Guidance in these areas is provided through the Student Development Office as well as through faculty advisors.

Attending Calvary University is a privilege, not a right. Calvary may insist on the withdrawal of a student at any time that the student, in the opinion of the school, does not conform to the established regulations and standards of conduct.

In the event that a student is no longer able to attend on-campus classes, but is not dismissed from school (either voluntarily or non-voluntarily), Calvary reserves the right to administratively transfer a student from on-campus classes to Directed Study or Online courses. If a course cannot be transferred, it will be refunded at a pro-rated price. Such circumstances may include: Gender-Based Misconduct accusations, injury/illness, various extenuating circumstances, etc. If a student is administratively removed from on-campus housing but not dismissed, he/she will be refunded at a pro-rated amount for the time remaining.

## Housing

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

Students must be enrolled in class taking place during the Cycle(s) in which they are living in the Residence Hall unless a written exception has been given. Single- and double-occupancy rooms are provided for students in the dorm. Each room is equipped with complete bathroom including shower, and one closet per student. Dorm rooms have individually controlled heating/cooling systems. Lounges and laundry facilities are provided on each dorm floor. Inquiries for housing in the dorm should be directed to the Student Development Office.



The school also has housing available in an apartment building named Philadelphia Hall. Inquiries for housing in Philadelphia Hall should be directed to the Business Office. Students with special disability needs are encouraged to contact the Student Development Office to discuss their individual housing needs.

All single, undergraduate students who have earned fewer than 60 credits and are under 22 years of age at the start of the Semester must live in the University Residence Hall unless living with parents or grandparents. Students who are 22 years of age and older may choose to live in non-dorm housing on campus (for exceptions and appeals, please see the *Student Handbook*).

Calvary offers meal plans for students to choose from. Due to the nature of our Food Service program, dormitory residents are required to participate in one of the available meal plans.

### Vehicles

All students are permitted to have cars on campus by properly registering them with the Security Department. Vehicle identification stickers are to be displayed in the lower left corner of the rear windshield on the driver's side. The ID sticker is valid as long as the student maintains enrollment at Calvary and continues to drive the vehicle on campus. All vehicles driven on campus by students are to be registered. Registration is needed for easy identification in the event of an emergency (i.e., vehicle needs to be moved, lights left on, etc.).

## STUDENT SERVICES

### Counseling

All counseling from the Student Development Department will be biblical with the goal of the individual being changed into the image of Christ. We believe that in Christ we have everything we need for life and godliness and rely heavily upon this in counseling. We believe the Word of God is sufficient to meet the needs of mankind for salvation and sanctification. Students may seek formal counseling with either the Student Development Department or with counselors recommended by the Student Development Department. For more information, please refer to the *Student Handbook*.

### The Clark Academic Center



The Clark Academic Center is designed to assist students in becoming successful learners. One-on-one tutorial sessions with qualified tutors are available during posted hours or by appointment. All students are encouraged to take advantage of this service to enhance their college learning experience.

The Clark Academic Center ([www.calvary.edu/cac](http://www.calvary.edu/cac)) and the Hilda Kroeker Library ([www.calvary.edu/library](http://www.calvary.edu/library)) provide resources, assistance, and space for producing academic papers and projects. These are both located in the building next to the Student Life Center (SLC).

### Accommodations Support Services

Calvary offers reasonable accommodation support services to students with special needs in compliance with the Americans with Disabilities Act (1990) and Section 504. Students with support services needs have the responsibility of informing the Accommodations Support Services Coordinator of any disabling condition that may require accommodations.

### Medical Resources

First-aid treatment and minor medical supplies are available through the RDL's. For additional services, a list of physicians, dentists, optometrists, clinics, and hospitals may be

obtained from the Student Development Office. More information can be found in the “Student Health Insurance” section of this catalog under the chapter heading “Finances.”

**Student Accident Fee** (non-refundable) – When a student is involved in an accident during any Calvary-related activity, the student’s personal accident/sickness insurance coverage will be primary. If the accident has been reported to the Accounts Payable office within three business days of the occurrence, Calvary will provide up to, but not exceeding \$1000 per occurrence for costs not covered by the student’s personal insurance.

### **Alumni Association**

The Calvary Alumni Association is a family composed of thousands of men and women who have attended Calvary University, Calvary Bible College, Calvary Theological Seminary, Citadel Bible College, Kansas City Bible College, Midwest Bible College, or Ozark Bible Institute.

The Calvary Alumni Association endeavors to minister to and to connect its members throughout the world to Calvary and to each other by informing them of school and alumni news and by maintaining contact information. Calvary alumni are prayed for regularly, and reunions and homecomings are planned to bring the alumni family closer together.

## **GRADUATION RATE**

Graduation rate is based on full-time, first-time students completing a program within 150% of the normal time required for their program. Many students opt to extend their length of study due to employment needs, family issues, or academic achievement goals. There is no statute of limitations regarding completion of associate or baccalaureate degrees.

<b>First-Time Cohort Completion</b>	<b>Calvary 150% Overall</b>	<b>IPEDS 150%</b>
2015 Student Cohort	43 %	Not published
2014 Student Cohort	59 %	38 %
2013 Student Cohort	36 %	45 %
2012 Student Cohort	29 %	45 %
2011 Student Cohort	67 %	44 %
2010 Student Cohort	68 %	58 %
2009 Student Cohort	59 %	43 %
2008 Student Cohort	48 %	44 %
2007 Student Cohort	50 %	40 %
2006 Student Cohort	55 %	41 %
<b>Average</b>	<b>52 %</b>	<b>45 %</b>
150% of time equates to a student taking six years to complete a 4-year degree or three years to complete a 2-year degree.	This indicates overall completion of all degrees.	Source for IPEDS Overall Comparison: National Center for Education Statistics IPEDS Data Feedback Reports

**JOB PLACEMENT RATE**

The following chart depicts post-graduation employment status for individuals completing professional baccalaureate programs in 2018 – 2020. Data is derived from confirmed employment status of graduates with the number of students identified with each year such as “2020 (n=11/12)” indicating that 11 out of 12 graduates within the professional program that year reported their employment status, or their status was known to the faculty.

<b>Business Administration</b>				
	<b>Directly Related</b>	<b>Related</b>	<b>Not Related</b>	<b>Not Employed</b>
2018 Graduates (n = 2/3)	100 %	0 %	0 %	0 %
2019 Graduates (n = 4/4)	100 %	0 %	0 %	0 %
2020 Graduates (n = 12/12)	75 %	25 %	0 %	0 %
<b>Biblical Counseling</b>				
2018 Graduates (n = 8/9)	13 %	37 %	50 %	0 %
2019 Graduates (n = 7/10)	29 %	0 %	71 %	0 %
2020 Graduates (n = 5/9)	40 %	20 %	40 %	0 %
<b>Ministry Studies</b>				
2018 Graduates (n = 2/2)	50 %	0 %	50 %	0 %
2019 Graduates (n = 7/9)	72 %	14 %	14 %	0 %
2020 Graduates (n = 5/6)	40 %	40 %	20 %	0 %
<b>Teacher Education</b>				
2018 Graduates (n = 1/1)	100 %	0 %	0 %	0 %
2019 Graduates (n = 3/3)	100 %	0 %	0 %	0 %
2020 Graduates (n = 2/2)	50 %	0 %	50 %	0 %
<b>Music</b>				
2018 Graduates (n = 5/5)	60 %	0 %	40 %	0 %
2019 Graduates (n = 3/3)	67 %	0 %	33 %	0 %
2020 Graduates (n = 3/3)	100 %	0 %	0 %	0 %
<b>Theatre Arts</b>				
2018 Graduates (n = 1/1)	100 %	0 %	0 %	0 %
2019 Graduates (n = 2/2)	50 %	0 %	50 %	0 %
2020 Graduates (n = 4/4)	25 %	25 %	50 %	0 %
<b>Professional Directed Studies</b>				
2018 Graduates (n = 2/2)	50 %	0 %	50 %	0 %
2019 Graduates (n = 0/0)	0 %	0 %	0 %	0 %
2020 Graduates (n = 1/2)	100 %	0 %	0 %	0 %

### RETENTION RATE

Retention rate is based on full-time, first-time students returning to school the year following their entrance.

Dates	Calvary Retention	IPEDS Average
Fall 2020 to Fall 2021	81%	Not published
Fall 2019 to Fall 2020	68 %	Not published
Fall 2018 to Fall 2019	63 %	63 %
Fall 2017 to Fall 2018	62 %	61 %
Fall 2016 to Fall 2017	74 %	63 %
Fall 2015 to Fall 2016	52 %	63 %
Fall 2014 to Fall 2015	69 %	66 %
Fall 2013 to Fall 2014	54 %	73 %
Fall 2012 to Fall 2013	66 %	70 %
Fall 2011 to Fall 2012	63 %	71 %
Fall 2010 to Fall 2011	71 %	70 %
Fall 2009 to Fall 2010	69 %	66 %
Fall 2008 to Fall 2009	50 %	64 %
Fall 2007 to Fall 2008	57 %	66 %
Fall 2006 to Fall 2007	74 %	70 %
Fall 2005 to Fall 2006	61 %	67 %
Fall 2004 to Fall 2005	79 %	69 %
Fall 2003 to Fall 2004	59 %	66 %
Average	65 %	67 %
Source for PEDS Comparison: National Center for Education Statistics IPEDS Data Feedback Reports.		



# ADMISSIONS

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## ADMISSIONS INFORMATION

### Spiritual Standards

Calvary's desire is to cultivate the personal, spiritual, and academic growth of men and women in preparing them for Christian service. Each applicant to the school is therefore asked to confirm by personal action and written testimony the following: (1) trust in the Lord Jesus Christ as personal Savior, (2) live a life of commendable Christian character recognized by a pastoral and personal reference, and (3) have a desire to serve God. Regular attendance and involvement in a local church is expected, as well. Calvary University reserves the right to do a background check on all applicants. Applications found to be untruthful are a basis for denied acceptance.

### Academic Standards

An applicant must have either:

- A high school diploma
- A recognized equivalent of a high school diploma (e.g., GED)
- Completed homeschooling at the secondary level

Each applicant to Calvary is required to take the ACT or SAT. The scores from these tests provide an estimate of the prospective student's ability to succeed academically in college. Such factors are weighed by the Admissions Committee when they review the applicant's file. Information about the ACT and SAT is available at:

<b>ACT:</b> <a href="http://www.act.org">www.act.org</a> 319-337-1270 ACT code for Calvary: <b>2312</b>	<b>SAT:</b> <a href="http://www.collegeboard.com">www.collegeboard.com</a> 866-756-7346 SAT code for Calvary: <b>6331</b>
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**No Previous College Experience:** *(For all students except those in Teacher Education)* Applicants with no previous college experience are required to have at least a 2.0 cumulative GPA in high school and a composite score of 17 on the ACT (840 SAT).

**Some Previous College Experience:** *(For all students except those in Teacher Education)* Applicants who have previously attended any post-secondary school are required to have at least a 2.0 cumulative GPA. To enter the 5-year BA / MDiv degree program, the applicant must have a minimum GPA of 2.5. The ACT and SAT requirement will be waived if the applicant has successfully completed 12 or more semester hours. The high school transcript requirement will be waived if the applicant has 24 or more transferable credit hours from an accredited institution.

**For Students Seeking Teacher Certification:**

Applicants who are interested in becoming teachers are required to submit a high school transcript demonstrating a cumulative GPA of 2.7 or higher. Additionally, applicants are required to have a composite score of 20 or higher on the ACT OR a composite score of 1040 or higher on the SAT. Applicants with a composite score of 17, 18, or 19 on the ACT OR a composite score between 840 and 1030 on the SAT who are accepted as students at Calvary may take 100 and 200 level Education courses, but they must take and pass the

Missouri General Education Assessment (MoGEA) prior to acceptance into the Educator Preparation Program (EPP) and prior to enrollment in 300 and 400 level education courses.

**Below Minimum Standard:** Applicants who do not meet Calvary's incoming minimum academic standards of 2.0 GPA, but have a minimum cumulative GPA of at least 1.5, may be accepted, but will be admitted on an academic monitoring status. In such cases, the Admissions Committee will meet to consider the application.

## APPLICATION CATEGORIES

### Degree-Seeking Students

A degree-seeking student is pursuing a program of study leading to a doctor's degree, master's degree, bachelor's degree, associate's degree, or one-year certificate. (Note: special admissions requirements exist for certain programs.)

### Non-Degree Students

Non-Degree students desire to receive credit for courses taken, but do not intend to complete a program of study. Generally, students complete a Non-Degree application for one of the following reasons: 1) to satisfy requirements at another college; 2) to be "dual enrolled" (still a high school student); 3) to prove academic success at the college level; 4) to satisfy mission board requirements; or 5) to meet prerequisites for graduate school, etc.

Non-degree students may change to a degree or certificate program by submitting a new degree-seeking application. Having been admitted to the College as a non-degree student does not guarantee acceptance as a degree or certificate student.

Non-degree students do not qualify to receive financial aid.

Non-Degree students may enroll in Seminary and Graduate level classes provided they submit proof of an earned bachelor's degree by having an official transcript sent 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 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 Student Development Office.

### Dual Enrollment

Students in this program take classes on their high school campus with Calvary approved faculty following the course syllabus provided by Calvary. Tuition costs are handled through the high school administration. Per Missouri Department of Higher



Education laws, Juniors and Seniors with an overall GPA of less than 3.0 must provide a signed letter of recommendation from the school's administration and written permission from a parent or legal guardian.

### Early College

Students who are either high school Juniors or Seniors and are 16 – 19 years old can register for Early College classes at Calvary University. These classes can either be taken online or in-class.

### International Students

Calvary University is authorized by the U.S. Citizenship and Immigration Services to enroll non-immigrant students. International students must pursue a degree or certificate. Additional admission requirements apply to international students: 1) Pay the \$375 non-refundable application fee before the I-20 form can be issued. This fee includes the cost of express mailing the I-20 form and can be paid via Populi in the application form; 2) All semester charges on their billing statement are to be paid 45 days before classes start; 3) If full payment is not received, then the I-20 will be voided and registration dropped; 4) For following semesters, full payment will need to be made by the financial deadlines. Even though an international student cannot work off campus, Calvary University cannot or will not promise employment for on campus jobs. Only if jobs are available can international students apply.



### International students interested in Teacher Education:

- International students are allowed to complete an undergraduate degree in Education.
- International students are allowed to be certified in the state of Missouri.
- Students must have a social security number (SSN) to apply for a Missouri teaching certificate.
- Students who are not U.S. citizens will need to work with the Social Security Administration to obtain an SSN. More information about the process of applying for an SSN is located at: <https://www.ssa.gov/ssnumber/cards.htm>.
- Calvary University cannot guarantee that students who are not U.S. citizens will be able to obtain an SSN at the time of graduation. The United States Social Security Administration has the authority to grant SSN numbers.
- Calvary University strongly recommends that international students who are Education majors pursue state certification. Departments of Education in most countries require government certification for individuals to be employed as teachers.

### Re-enrolling Applicants

Re-enrolling students have previously attended Calvary. “Re-enrolling” means a student’s continuous enrollment was interrupted by missing two or more semesters. Re-enrolling students will need to submit a Re-enrollment application to the Admissions

Department. If a student has been away from Calvary for over a year, a pastoral reference is also required.

### **Military Personnel Re-Enrollment**

If a student can no longer attend due to an extended military deployment or other military duties, expected to be 180 days or longer, then the student will be withdrawn. Notification of military service and intent to return are to be given to the Registrar's office. If a student desires to be readmitted to Calvary, they should contact our Admissions office. In some cases, a re-enrollment application may be required of the student. In accordance with FSA Handbook, Volume 2 Chapter 3 (Readmission of service members), students will be readmitted with the same academic status they had prior to leaving Calvary, unless determined the student is not prepared to resume the program at that status.

### **Personal Enrichment**

Personal enrichment is designed for those who want to take a course for personal benefit only. They have no need for or desire to earn college credits, so an academic record (transcript) is not generated. Personal enrichment courses are subject to the professor's approval and are not available online. A personal enrichment enrollment form must be completed before the course begins. The personal enrichment fee is due with the form, and the form may be obtained by contacting the Registrar's office.

## **APPLICATION PROCESS**

### **Early College Applicants**

Early College application requirements include:

- Application
- Pastoral reference
- Academic reference
- English Placement essay
- High school transcript with a 2.0 minimum GPA.
- If taken, ACT/SAT of 17/840 minimum score.



Early College students are limited to no more than two concurrent classes per Cycle and no more than 12 credit hours per Semester. Students may take up to 42 total credit hours during Early College enrollment and students are limited to 100 and 200 level General Education and Bible courses approved by the university.

### **Undergraduate & Graduate Applicants**

The application process varies, depending on the Applicant's category (see application categories above). Calvary has separate applications and instructions for New Degree-seeking, Re-enrolling, Non-Degree seeking, and International students.

Please read instructions carefully and fill out the application completely. Completing the incorrect application or making errors and omissions delays action on your application.

The steps below are for new Degree-seeking applicants. (All other applicants should refer to the instructions corresponding to their applicant category.)

- Read the College Profile and Student Life sections of the catalog.
- Submit a completed application and the Self-Reference form including essay.
- Submit a Pastoral and a Personal reference form.
- Submit applicable transcripts from accredited institutions (e.g., high school, home school, GED, college).
- Submit ACT or SAT scores (if applicable).
- Submit a photograph. The photograph is optional; however, we would really love to be able to put a face and name together.
- Graduate applicants must supply their undergraduate transcript demonstrating completion of a bachelor's degree and resume.

### Master's Degree in Education

All students seeking admission to an M.S. Ed. program must be admitted to Calvary according to the following requirements:

- Request official admission status to the graduate school and to an M.S. Ed. Program.
- Other special admissions requirements may include the following:
  - Demonstrate a minimum overall GPA of 2.5 for the last sixty (60) credit hours of academic work completed.
  - Possess a minimum overall GPA of 2.5 with no grade below a C or below passing on a state approved and administered content area exam.

Applicants seeking admission to one of the following M.S. Ed. Programs must meet additional admission requirements.

Master's Degree in Education - Educational Administration & Leadership

Master's Degree in Education - Curriculum & Instruction

Additional Requirements:

- Previous experience in education, as verified by one of the following:
  - Two years of classroom teaching experience as the teacher of record.
  - A current teaching certificate.
  - An undergraduate degree in education.

### Doctoral Program Applicants

For admission to the Doctoral program, prospective students will:

- Submit an admissions application including personal testimony of faith in Christ.
- Provide a pastoral and personal reference.
- Provide a resume.
- Hold a Master of Arts in Bible and Theology, Master of Divinity, or Master of Theology with a minimum GPA of 3.0.
- Provide transcripts for all undergraduate and graduate work from accredited institutions.
- Pass language proficiency examinations in Hebrew and Greek.
  - Students who do not pass the proficiency examinations will take the appropriate language courses.
- Provide a writing sample (research paper, journal article or master's thesis).
- Meet with Program Director for an oral interview.

Note: Graduate Record Examination (Graduate School & Seminary Students)

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 pre-seminary 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:

<b>Graduate Record Examination Educational Testing Service</b>	
P.O. Box 6000 Princeton, NJ 08541-000	609-771-7670 (voice) 610-290-8975 (fax) www.gre.org

You will be notified by mail when your application is received. Once all of your required admissions documents are received, your application will be considered for acceptance by the Admissions Committee. Under normal circumstances, you will be notified of the acceptance decision within two weeks after your file is complete.

### International/Foreign Applicants

Calvary University 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 listed above:

- Submit satisfactory TOEFL or IELTS scores.
  - The Calvary TOEFL school identification code is 6331.  
Inquiries about the TOEFL test and testing locations should be directed to:  
The Test of English as a Foreign Language  
P.O. Box 6151  
Princeton, NJ 08541-6151
  - Inquiries about the IELTS test and testing locations should be directed to:  
IELTS USA  
825 Colorado Blvd., Suite 221  
Los Angeles, CA 90041
- Certify financial resources: 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.
- Pay the \$375 non-refundable application fee.
- Pay all semester financial charges 45 days before the start of classes.
- If full payment is not received, the I-20 will be voided and registration dropped.
- For following semesters, full payment will need to be made by the financial deadlines.
- Non-Degree students cannot qualify to receive the I-20 form.

To ensure that students are prepared to succeed, Calvary University requires all students whose primary language is not English to submit one of the following evidences of English proficiency:

- Minimum TOEFL overall score of 80.
- Minimum IELTS overall score of 6.5.
- A high school diploma from a U.S. – curriculum-based international school taught fully in English, and accredited within the U.S. (Minimum attendance of three years).
- An existing bachelor’s or master’s degree from an accredited U.S. based college or university or a school Calvary has an articulation agreement with.

The proficiency requirement applies to online and in-class students at both undergraduate and graduate levels.

## ADMISSIONS POLICIES

### Application Deadline

Applications must be submitted no later than three weeks prior to the first day of classes. Last-minute applications may be deferred by the Admissions Committee.

### Application Materials

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

### Conditional Acceptance

An applicant may be accepted with specific conditions. Frequently, this will be due to no ACT or SAT score or for various personal concerns. The Admissions Director and/or members of the Admissions Committee will identify conditions and limitations, if any.

All conditions and limitations will be itemized in the acceptance letter.

### Academic Monitoring

Any applicant who does not meet the minimum academic standards, but who is accepted by the Admissions Committee, will automatically be placed on academic monitoring. Students are limited to enrolling in no more than 12 hours, are expected to use The Clark Academic Center, and must achieve a 2.0 GPA. More information on academic monitoring can be found in the “Academics” section of this catalog under the heading “Academic Progress.”

### Graduate Level Provisional Acceptance

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 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 monitoring or, if warranted, being dismissed from the school.

### **Equal Opportunity and Nondiscrimination**

Calvary University admits students of any race, color, age, sex, nationality, or ethnic origin to all the rights and privileges, programs (for exception, see Pastoral Ministry major later in this catalog), and activities generally accorded or made available to students at the school. Calvary does not discriminate on the basis of race, color, age, sex, nationality, ethnic origin, or physical or mental disability in the administration of its educational policies, admission policies, financial aid programs, athletic activities, or other College-administered programs. However, as a private religious institution, Calvary reserves the right to exercise preference on the basis of religion in all of its student admissions.

### **VISITING CAMPUS**

Prospective students are encouraged to visit Calvary's campus prior to enrolling. Prospective students and their families are always welcome and are urged to meet Calvary's students, attend classes, and visit with professors. During the academic year, visitors to the campus may be provided overnight lodging and meals. Please contact the Admissions Department at 816-322-3960 to schedule an individual or group visit.

Calvary Days happens once a year. This provides a thorough introduction to college life at Calvary for prospective students, parents, and sponsors. Activities can include attending classes, meeting faculty, staying overnight in the dormitory, enjoying great food, attending a drama production, getting to know current students and future classmates, and other special activities. Information may be obtained from the Admissions Office.



# FINANCES

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The charges and fees listed below may be changed by Calvary, without prior notice, in accordance with established policies and procedures. There are explanations for the various fees following the listing of expenses.

**Early College Expenses**

Tuition:

Course Credit: (per credit hour) ..... 104.00

Fees:

Student Service Fee: (per Cycle) ..... 100.00  
*(Books and software purchase extra)*

**Undergraduate Expenses**

Tuition:

On Campus Course Credit: (per credit hour)..... 395.00

Online Course Credit: (per credit hour)..... 430.00

Fees:

Student Service Fee: (per Cycle) ..... 240.00  
*(Books and software purchase extra)*

Housing:

Dorm Room - Double: (per Semester) ..... 1564.00

Dorm Room – Single: (per Semester)..... 1889.00

Meals:

Full Meal Plan (per Semester) ..... 1498.00

224 Meal Plan: (per Semester)..... 1348.00

112 Meal Plan: (per Semester)..... 966.00

**Graduate / Seminary Expenses**

Tuition:

On Campus Course Credit: (per credit hour)..... 422.00

Online Course Credit: (per credit hour)..... 452.00

Fees:

Student Service Fee: (per Cycle) .....	240.00
<i>(Books and software purchase extra)</i>	

Housing:

Dorm Room - Double: (per Semester) .....	1564.00
Dorm Room – Single: (per Semester) .....	1889.00

Meals:

Full Meal Plan (per Semester) .....	1498.00
224 Meal Plan: (per Semester) .....	1348.00
112 Meal Plan: (per Semester) .....	966.00

## Doctoral Degree Expenses

Tuition:

On Campus Course Credit: (per credit hour) .....	462.00
Online Course Credit: (per credit hour) .....	492.00

Fees:

Student Services Fee: (per Cycle) .....	240.00
Dissertation Continuation Fee: (per continuation / if needed) .....	500.00
<i>(Books and software purchase extra)</i>	

Housing:

Dorm Room - Double: (per Semester) .....	1564.00
Dorm Room – Single: (per Semester) .....	1889.00

Meals:

Full Meal Plan (per Semester) .....	1498.00
224 Meal Plan: (per Semester) .....	1348.00
112 Meal Plan: (per Semester) .....	966.00



**Early College / Undergraduate  
Graduate / Seminary / Doctoral**

**ADDITIONAL CHARGES, As Applicable**

Course Fees:

Directed Study Fee - College (per credit hour) .....	35.00
Directed Study Fee - Graduate School/Seminary (per credit hour) .....	40.00
Request to Complete Coursework (per course) .....	50.00
<b>Music Fees:</b>	
Private Lessons (per credit hour; in addition to tuition).....	225.00
Accompanist Fee: (Per credit hour; in addition to tuition)	
Voice Lessons: .....	100.00
Senior Recital: .....	200.00
Group Lessons: (per credit hour; in addition to tuition).....	80.00
Key Deposit (for practice rooms).....	5.00
<b>Personal Enrichment:</b>	
Degree Seeking Student (per course) .....	50.00
Non-Degree Seeking Student (per course) .....	150.00
Non-Student.....	150.00
Audit Fees: (per credit hour; in addition to regular fees).....	50.00

Other Fees:

Enrollment Fee: ( <i>does not apply to Early College</i> ) .....	100.00
<b>Graduation Fee:</b>	
Master’s degree.....	150.00
Bachelor’s degree .....	120.00
Associates degrees .....	70.00
One Year Certificate .....	50.00
Orientation Fee .....	60.00
Transcript Request Fee: (per transcript) .....	5.00

Housing:

<b>Deposits:</b>	
Dorm Room (includes key deposit) .....	250.00
Philadelphia Hall Apartment.....	250.00
<b>Rental Fees: (per month)</b>	
Philadelphia Hall (One bedroom) .....	550.00
Philadelphia Hall (Two bedrooms).....	620.00

## Explanation of Fees - Alphabetical Listing

**Athletic Participation Fee** (percentage refund, see Institutional Refund Policy) – Required of students participating in varsity sports. Provides partial funding for the cost of participating in the Midwest Christian College Conference (MCCC) and the National Christian College Athletic Association (NCCAA).

**Books and Supplies** (non-refundable) – The cost for books and/or supplies required for class assignments. The average estimated cost is \$397 per semester. This does not include books purchased for a personal library or articles bought for personal use.

**Course Fees** (percentage refund, see Institutional Refund Policy) – The cost for use of labs and equipment or for materials used in select courses. Fees for each course, if any, are listed in the “Course Descriptions” section later in this catalog.

**Directed Study Fee** (percentage refund, see Institutional Refund Policy) —The cost of taking a class via Directed Study. This fee is in addition to the tuition charge for the credit hour(s). This fee is only assessed if the student initiates the Directed Study.

**Dissertation Continuation Fee** (non-refundable) – The cost for administrative fees each time a doctoral student needs a continuance of a dissertation course. Each dissertation course is eligible for one eight-week continuation. There is no penalty for the grade earned during the continuation.

**Dorm Meal Plan** (percentage refund, see Institutional Refund Policy) – Required of all students living in the dormitory. It pays for the cost of three meals a day, Monday through Saturday, and two meals on Sunday. Upperclassmen may choose from alternate meal plans. Contact the Student Development Office for more information.

**Dorm Room Charge** (percentage refund, see Institutional Refund Policy) – The cost for the dorm room charged per eight-week cycle. Students who are under 23 years of age must live in the dorm unless living with parents or grandparents. Dorm room charge may be prorated in the event of injury, illness, or death of a relative which requires the student to move out of the dorm.

**Enrollment Fee** (percentage refund, see Institutional Refund Policy) – Required of all new and re-enrolling applicants. This includes all degree-seeking and non-degree-seeking students except Early College students.

Students who obtain a certificate or degree at Calvary, but register for classes continuing toward an advanced degree for the next semester, are not required to pay the Enrollment Fee.

A waiver for the Enrollment Fee may be obtained only on a case-by-case basis and is determined with authorization of the Chief Financial Officer. To request consideration for a waiver, a request must be submitted in writing to the Cashier no less than 30 days prior to the first day of classes.

**Graduation Fee** (non-refundable) – Required of all students completing a certificate or degree at Calvary. This fee pays for all costs associated with commencement.

### **Housing:**

**Dorm Room and Meals** –The cost of room and board for one semester.

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

**Housing Deposits:**

Dorm Room Deposit (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 Student Development Office has been notified in writing that the student no longer plans to reside in the room.

Philadelphia Hall (refundable) – Due after acceptance as a student to reserve an apartment. It is retained as long as the student lives in the apartment. It will be refunded, provided the apartment is left clean and in good repair, the student's financial account is current, and the property manager has been notified in writing that the student no longer plans to reside in the apartment.

**Music Lesson Fees** (percentage refund, see Institutional Refund Policy) – The cost per credit hour of private music lessons. This fee is in addition to the tuition charge for the credit hour(s). No refunds are made for lessons missed. Students may not take private lessons for audit.

**Orientation Fee** (non-refundable) – The cost of sessions and social activities associated with orientation. New, first-time freshmen, and transfer students are required to attend.

**Personal Enrichment Fee** (nonrefundable) – The cost of taking a class simply for the value of learning. No academic credit is given, nor is any academic record generated.

**Request to Complete Coursework Fee** (nonrefundable) – The cost associated with a student requesting to finish coursework after the course has finished. There is an automatic letter grade reduction and a six-week time limit on turning in course assignments.

**Student Services Fee** (non-refundable as of the first day of the Cycle, charged for both credit and audit hours) Provides partial funding for non-instructional functions such as registration, Fine Arts Series performances, library use, chapel, lecture series chapels, security, class dues, social funds, intramural sports / athletics, admission to on-campus intercollegiate athletic events, ID cards, and mail service, etc.

**Transcript Request Fee** (non-refundable) – Charged each time an academic transcript, official or unofficial, is requested from Calvary.

**Tuition** (percentage refund, see Institutional Refund Policy) – 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 paid the tuition for may be attended.

**Voice Lesson Accompanist Fee** (non-refundable) – Students taking voice lessons are charged an accompanist fee. This accompanist fee is then paid to the accompanists. The semester that a voice major performs his/her senior recital, the student is charged an additional accompanist fee to compensate the recital accompanist.

## POLICIES

### Student Accounts

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

Students are to check Populi for financial statements. Semester charges on the statement are required to be paid according to the payment plan approved at registration. All other charges except monthly rent are to be paid in full within 30 days of the charge. Rent must be paid between the first of the month through the tenth.

Students who have not paid their semester charges in full (which includes completing all grant, scholarship, loan 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 Calvary 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.



All students are responsible for making financial arrangements for their classes through the Cashier's office two weeks before classes begin. Registration for the next Cycle of classes is to be completed at least one week before the previous cycle has ended. Students not making financial arrangements may be dropped from registered courses. Students not registering for classes the week before the previous Cycle ends may not be able to take classes in the following Cycle.

While adding and dropping classes is allowed for each Cycle, students are strongly encouraged to register for all classes before the beginning of each semester and as soon as registration opens. This will allow more time for the student to make financial arrangements and more time in the preparation / packaging of financial aid.

### Student Withdrawal

Withdrawal during the semester is generally inadvisable. However, unavoidable circumstances occasionally make it necessary. The matter should be discussed with the student's Academic Advisor, the Vice President of Student Development, or the Assistant Director of Student Development. There are two types of withdrawal: Official and Unofficial. (Please see Academics Section)

### Student Health Insurance

Calvary University strongly recommends that all students carry health insurance that covers them in the Kansas City area. (Many insurance plans do not provide coverage outside the "home" area, so it is important that you contact your insurance company to find out

whether you will be covered in Kansas City.) All students must complete a Proof/Waiver of Student Health Insurance Coverage form and present it along with a copy of their insurance card (or other proof of coverage) to the Student Development Office prior to their first class. If a student is unable or unwilling to obtain coverage for the Kansas City area, that must be indicated on the Proof/Waiver form.

Calvary does not offer insurance plans, but students may contact Heritage Benefit Consultants (816-322-6350) for information on Short-Term or Long-Term medical plans that would be suitable.

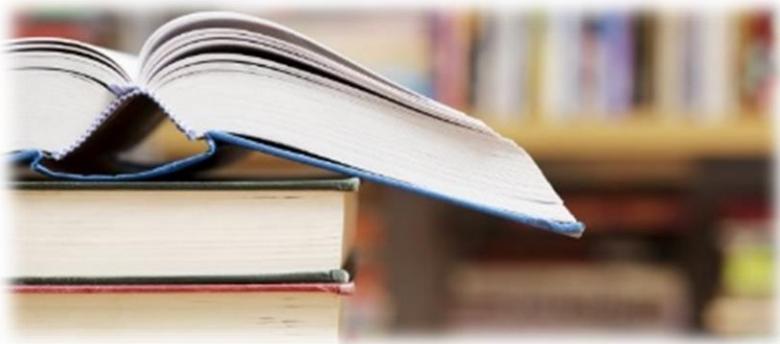
**Institutional Refund Policy**

Tuition & Course Fee Refund Schedule

Tuition and Course Fee refunds are based on the following percentages for both eight & sixteen-week courses:

Eight-Week & Sixteen Week Course Tuition & Course Fee Refunds

- 100% of tuition & course fees will be refunded for the first seven days of the Cycle.
  
- 60% of tuition & course fees will be refunded starting with the eighth day through the fourteenth day of the Cycle.
  
- 0% of tuition & course fees will be refunded beginning the fifteenth day of the Cycle.



## FINANCIAL AID

### 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, graduate, and Ph.D. students). If a student fails a SAP check, eligibility for financial aid is lost, although an appeal may be made (see Appeals).



SAP is checked once per Academic

year depending on the student's enrollment. It is done after either Cycle 5 or Cycle 6, after final grades have been 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, WP, or WF), 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 Appeals Committee (SAAC). The SAAC may decide to require more extensive information on an initial appeal and some type of an updated statement on a subsequent appeal.

The SAAC 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 SAAC 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 SAAC 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 SAAC 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 ACC.

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 SAAC. 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 ACC 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.

A student who receives Federal Title IV funds (e.g., Federal Pell, FSEOG, Direct loans) and withdraws from Calvary University before completing 60% of the term is subject to the Return of Title IV Calculation to determine the percentage of Title IV funds required to be returned to the federal government. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was “earned” up to the time of withdrawal. The school and the student may be required to return unearned Title IV funds to the Title IV programs.

Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of the withdrawal date.

The order of funds returned are as follows:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Direct Plus Loan
- Federal Pell Grant
- Iraq and Afghanistan Service Grants
- FSEOG

The calculation of the return will be made within 30 days of withdrawal, no later than 45 days.

If the post-withdrawal disbursement includes loan funds, the client school must get the student’s permission before it can disburse the loan. Students may choose to decline some or all the loan funds, so the student does not incur

additional debt. A notice will be sent out to the student, and the signed, original document must be returned to Calvary within 14 days.

Calvary may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, Calvary must receive the student's permission to use the post-withdrawal grant disbursement for all other non-institutional charges. If the student does not give his/ her permission, the student will be offered the funds.

### **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, excluding 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 <https://studentaid.gov/h/apply-for-aid>. 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 four weeks after classes start. Funds are disbursed for only those classes which have begun and for which the student's academic activity 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.

### **Grants**

Calvary University participates in the Pell Grant program, a need-based program funded by the U.S. Department of Education. The maximum amount for the academic year beginning in Fall 2022 is \$6,895 per semester). For a student to be eligible, a FAFSA must be

completed, and the resulting EFC on the student's SAR must be low enough to qualify (see "Federal Aid Programs"). A grant is "free" money in that a student does not pay it back to the school or government. The Financial Aid Office can answer questions about the Pell Grant.

### **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. The student must also complete Entrance Counseling and a Master Promissory Note online at <https://studentaid.gov/h/complete-aid-process>.

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 parent applies for a Parent Plus loan by logging in with their FSA user ID at <https://studentaid.gov/plus-app/parent/landing>.

### **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.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This is a grant available to students who have financial need. Recipients will be chosen in order of priority based on students with the lowest EFCs (expected family contribution number from FAFSA) who are also receiving Pell. Limited funds are available for this grant. Therefore, not all who qualify will receive an award.

### **Veterans' Benefits**

Calvary is approved for the education of veterans. Calvary is currently authorized and accepts the following well-earned federal military and veteran's educational benefits:

- GI Bill
- Vocational Rehab
- Tuition Assistance Program

**GI Bill®**

Note: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

The Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.



Calvary directly invoices and receives payment from the VA each semester for the charges which are listed on the Student's Billing Statement. Housing allowances are paid directly to the service member by the VA. To use your GI Bill benefits, you will need to provide the Financial Aid Office at Calvary your *Certificate of Eligibility* from the Department of Veterans Affairs. Service members and veterans should visit [this link](#) to access their VA benefits. Students with questions concerning their VA benefits, including how much their benefit is, should contact the VA.

**Vocational Rehab**

Service members eligible for VA Vocational Rehab benefits will need to provide the Financial Aid Office with their Authorization and Certification (VA Form 28-1905). The Authorization form will allow Calvary to directly invoice and receive payment for authorized charges on the student's billing statement. The service member should contact their case manager with questions concerning their benefits and authorization.

**Tuition Assistance**

If a student is currently serving in the military, they may be eligible for funding offered through the Department of Defense Tuition Assistance Program (TA). Eligibility for TA is solely determined, authorized, and funded by the student's branch of Service.

Service members who wish to use TA, should request it through their military branch of service prior to enrolling and starting classes. Approval of TA requires a student to submit an Academic Planner for their program of study to the branch of service. Students should contact their Academic Advisor to obtain a Program Planner.

Once a student's request for TA has been authorized, the Financial Aid Office should be immediately notified. The Financial Aid Office will then directly invoice and receive payment from the student's branch of service.

Calvary University has a strong desire to support and serve the needs of our veteran students; this is especially true in situations beyond their control. Therefore, we shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities on Chapter 31 or Chapter 33 recipients due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. Furthermore, in such circumstances, we will not require these recipients to borrow additional funds to cover the individual's inability to meet his or her financial obligations to Calvary.

### Monthly Recurring Payment Plan

Calvary offers a Monthly Payment Plan Option. This is provided through Populi via recurring payment from a savings or checking account or with a credit or debit card. There's no enrollment or interest fee charges. The monthly payment will automatically deduct on the selected date of your choice each month, and all payments apply toward your student semester charges. Calvary reserves the right to charge service fees for payments that are rejected for insufficient balances. Payments should be setup in advance, dividing the amount due into the appropriate number of payments, to ensure payments are received and processed in full by the end of the semester. To enroll in a payment plan, please visit [www.calvary.edu/cashier](http://www.calvary.edu/cashier).

## SCHOLARSHIPS

Calvary awards scholarships to cover tuition and fees. All other payments on a student account, including outside scholarships, Pell Grant, and student loans are applied to a student's billing charges first, then Calvary funded scholarships to any remaining balance. Consequently, Calvary does not payout credit balances created by Calvary scholarships to students. Rather, such credit balances remain on the student's account and used for future billing charges.



### Eligibility requirements:

- Must be a Full-time, degree seeking student.
- Continuing students should submit completed scholarship application by April 1<sup>st</sup> for Fall Semester, or December 1<sup>st</sup> for Spring Semester.
- New students should submit completed scholarship application after acceptance.
- Submit any required documentation and essays by the application deadline.
- Completed FAFSA received by Calvary by application deadline.
- Meet the eligibility requirements of the individual scholarships applied for.
- Incomplete applications will not be considered.

Scholarships are awarded on an annual basis for the entire academic year. Decisions are confidential and the committee may modify requirements depending on the availability of funds or other special situations. Students are notified by email of scholarship awards beginning in late April. Continued eligibility requires students to fulfill all service and

enrollment requirements, maintain satisfactory academic progress, and annually re-apply for scholarships. Additionally, other academic or special qualifications may be necessary, depending on the scholarship.

In order to make the scholarship program at Calvary a success, students are required to help serve and support Calvary events such as the President's Dinner, Alumni Phone-a-thon, etc. In addition to the direct financial benefit to the student body, these events provide an opportunity for those who serve to network and connect with alumni and others who support CU and CU students. (Matthew 10:8; 2 Corinthians 9:6-8)

## UNDERGRADUATE SCHOLARSHIPS

### Scholarships for New Students

**President's Scholarship** (up to \$1,400 per semester for any undergraduate degree-seeking program)

- First-time student's selection criteria: Minimum ACT composite score of 28 (or SAT combined score of 1300) and a minimum high school cumulative GPA of 4.0.
- Transfer student's selection criteria - less than 24 college credit hours: Minimum ACT composite score of 28 (or SAT combined score of 1300) and a minimum post-secondary cumulative GPA of 4.0.
- Transfer student's selection criteria - more than 24 college credit hours: Minimum post-secondary cumulative GPA of 3.8.
- Renewal criteria: The student must maintain at least a 3.8 cumulative GPA and carry 12 or more credit hours per semester. The student must reapply annually. This scholarship may be received a maximum of eight semesters.

**Dean's Scholarship** (up to \$1,000 per semester for any undergraduate degree-seeking program)

- First-time student's selection criteria: Minimum ACT composite score of 25 (or SAT combined score of 1150) and a minimum high school cumulative GPA of 3.7.
- Transfer student's selection criteria - less than 24 college credit hours: Minimum ACT composite score of 25 (or SAT combined score of 1150) and a minimum post-secondary cumulative GPA of 3.7.
- Transfer student's selection criteria - more than 24 college credit hours: Minimum post-secondary cumulative GPA of 3.7.
- Renewal criteria: The student must maintain at least a 3.7 cumulative GPA and carry 12 or more credit hours per semester. The student must reapply annually. This scholarship may be received a maximum of eight semesters.

**AWANA Scholarship** (up to \$500 per semester for up to four semesters for students in any undergraduate degree-seeking program) - Entering freshmen and transfer students with less than 60 earned credits, who have received the Citation Award in the AWANA program. Verification from AWANA Headquarters must be received before scholarships are awarded. Renewal Criteria: The student must maintain a 2.8 cumulative GPA. The student must reapply annually.

**Kameron Wiebe Layman Scholarship** (any non-degree seeking freshman or sophomore) – Student must have a high school GPA of 3.0 or higher and an ACT score of 20 or higher, have a desire to participate in layman ministry in their local church, receive a letter of recommendation from their pastor concerning goals of lay ministry and their ability to

be successful in it, write an essay concerning how they desire to make a difference through lay ministry, and participate in an extracurricular activity while at Calvary. To renew the student must maintain a 2.8i CGPA and reapply annually.

### **Scholarships for Returning Students**

**Pastoral Scholarship** (for returning juniors or seniors only, up to the value of \$350 per semester) - This scholarship is also known as The Dr. William Bevier Memorial Scholarship. Only students whose major is Ministry Studies are eligible to apply. The applicant must be a junior or senior, who has a burden and call to the pastoral ministry of a fundamental, Bible-believing church or mission, and must be recommended by the Ministry Studies Department Chair. The student must maintain at least a 3.0 cumulative GPA and have nothing officially noted that negatively impacts his Christian character. The student must reapply annually.

**iRECRUIT Scholarship** (\$500 per semester) Full-time returning students who are not receiving the employee tuition benefit are eligible if they recruit another student to attend Calvary University. The recruiting student's name must be prominently mentioned on the application form of the prospective student. Also, the prospective student must become a full-time student for the entire semester in order for the recruiting student to receive the scholarship that will be applied toward the recruiting student's tuition bill the following semester. Full-time is 12 credit hours for undergraduate students, four classes per semester for Master's degree students, or two classes per semester for PhD students. Recruited student may not be a sibling or an Early College student. The scholarship will be applied toward tuition and may not be converted to cash. More than one student can be recruited at a time. Please contact the Financial Aid Office if you believe you recruited a Calvary student and believe you are eligible for this scholarship.

### **Scholarships for All Qualified Students**

**Alumni Scholarship** (for all undergraduate degree-seeking students, up to the value of \$500 per semester) The student must be a dependent child, as determined by the student's FAFSA, of an alumnus of Calvary (an alumnus does not necessarily mean a graduate of Calvary). The student must have nothing officially noted that negatively impacts the applicant's Christian character. The student must reapply annually.

**CEF (Child Evangelism Fellowship) Pricing** (any degree-seeking program, reduced tuition per credit hour rate) - The student must be an employee of CEF's Christian Ministry Institute.

**Christian Workers Scholarship** (all undergraduate, graduate, and seminary degree-seeking +programs) - In the spirit of Acts 2:44-45 and Ephesians 4:12-16, Calvary is excited to offer a substantial tuition discount to full-time Christian ministry workers and their dependents. Qualified students are eligible to receive a scholarship for 25% of their tuition. All other program fees apply and are not discounted. Students will not see this awarded as a scholarship, but rather their billing statement will reflect the reduced tuition rate listed per credit hour. Due to the substantial discounts offered by the Christian Workers Scholarship, students receiving this may become ineligible for other

scholarships that Calvary offers or the amounts awarded may be reduced. If awarded this scholarship or discount, restrictions may apply and limit stacking with other scholarships.

**Church Matching Scholarship** (any degree-seeking program) – Calvary will match gifts from churches up to \$1500 per person per year, while funds are available. Students must provide a pastoral reference from the church stating that they are a member in good standing of a like-minded church. The letter may be sent to the Student Affairs Office. The student must maintain a 2,8 CGPA and reapply annually.

**Grace University Legacy Scholarship** (any undergraduate degree-seeking student, \$1,000 - \$2500 per semester, amount may vary) – The student must meet at least one of the following criteria: (1) Be a former student of Grace University (Omaha, NE), (2) Be the child of a former student of Grace University, (3) Be from the state of Nebraska. The scholarship is awarded for eight (8) semesters or until the completion of the student's academic program, whichever comes first, so long as the student makes satisfactory academic progress and is enrolled full-time.

**Homeschool Graduate Scholarship** (any undergraduate degree-seeking student, up to \$1,000 per semester) – This is available to any degree-seeking student who is a homeschool graduate, applied to Calvary within 5 years of their graduation, and is enrolled full-time (12 credit hours per semester). The student must maintain a 2.8 cumulative GPA. The student must reapply annually.

**Military & Veteran Scholarship** (any degree-seeking program; Reduced rate per credit hour) – Calvary is proud to offer a scholarship for 25% of their tuition for active-duty military personnel, veterans, and their dependents. If awarded this discount, restrictions may apply and limit stacking with other eligible scholarships.

**Unity through Diversity Scholarship** (any undergraduate degree-seeking program; up to \$500 per semester) – The student must be African-American, Hispanic/Latino, American Indian, Alaska Native, or other underrepresented minority and a U.S. citizen or permanent U.S. resident. Must be a full-time student and have minimum high school or transfer GPA of 3.0. The student must maintain a 2.8 cumulative GPA and must reapply annually.

**Word of Life Bible Institute Employee Scholarship** (receives Partner / Ministry discounted rate) – The student must be a full-time employee of Word of Life Bible Institute or the dependent of a full-time employee of Word of Life Bible Institute.

**Word of Life Bible Institute Student Scholarship** (receives Partner / Ministry discounted rate) – The student must be an alumnus or former student of Word of Life Bible Institute.

**Zobrist Family Scholarship** (for undergraduate juniors or seniors) – Applicants must have a desire to go into fulltime ministry as a pastor or missionary, maintain fulltime enrollment and have a cumulative GPA of 3.0 or higher. Two awards will be made annually.

### **Memorial Scholarships for All Qualified Continuing Students**

Over the years, the establishment of Memorial Scholarships has blessed Calvary students. Unless a scholarship requires other criteria, it is open to all continuing students. A student may apply for and be awarded a maximum of two memorial scholarships per year. Scholarships are awarded up to the value of \$200 (unless otherwise indicated) and for the fall semester only.

***Bruce Baker Memorial Scholarship*** (for undergraduate juniors or seniors) – Applicants must have a desire to go into pastor ministry maintain fulltime enrollment and have a cumulative GPA of 3.0 or higher.

***Chan Scholarship*** - Applicants are required to be international students, preferably Chinese or Asian, pursuing Christian service careers.

***Howes Scholarship*** (any undergraduate degree-seeking program) – The student must have financial need, while doing all that can be done to meet his/her college expenses and demonstrating academic achievement with a cumulative GPA over 3.50. A one-paragraph summary of the applicant's goals upon leaving Calvary is required to be submitted along with the application. Further paperwork is required. The student must maintain a 3.0 cumulative GPA and must submit a new application each year along with an updated one-paragraph summary of their goals.

***Martin Burnham Scholarship*** (for continuing juniors and seniors) - Applicants are required to be either a foreign student who will return to their home country to minister, or any student who is interested in or has a desire to serve in missions or is studying missions.

### **GRADUATE & SEMINARY SCHOLARSHIPS**

***Bruce Baker Memorial Scholarship*** (for seminary students) – Applicants must have a desire to go into pastor ministry maintain fulltime enrollment and have a cumulative GPA of 3.0 or higher. Two awards will be made annually.

***Calvary Alumni Scholarship*** (for all graduates of Calvary, \$500 per semester) - Applicants are to have received their baccalaureate degree from Calvary, be enrolled as a full-time student taking a minimum of nine credit hours per semester and maintain a 2.0 cumulative grade point average or higher.

***CEF (Child Evangelism Fellowship) Pricing*** (any degree-seeking program, reduced tuition per credit hour rate) – The student must be an employee of CEF's Christian Ministry Institute.

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

***Christian Workers Scholarship*** (all undergraduate, graduate, and seminary degree-seeking +programs) - In the spirit of Acts 2:44-45 and Ephesians 4:12-16, Calvary is excited to offer a substantial tuition discount to full-time Christian ministry workers and their dependents. Qualified students are eligible to receive a scholarship for 25% of their tuition. All other program fees apply and are not discounted. Students will not see this

awarded as a scholarship, but rather their billing statement will reflect the reduced tuition rate listed per credit hour. Due to the substantial discounts offered by the Christian Workers Scholarship, students receiving this may become ineligible for other scholarships that Calvary offers or the amounts awarded may be reduced. If awarded this scholarship or discount, restrictions may apply and limit stacking with other scholarships.

**Military & Veteran Scholarship** (any degree-seeking program; Reduced rate per credit hour) – Calvary is proud to offer a scholarship for 25% of their tuition for active-duty military personnel, veterans, and their dependents. If awarded this discount, restrictions may apply and limit stacking with other eligible scholarships.

**Word of Life Bible Institute Employee Scholarship** (receives Partner / Ministry discounted rate) – The student must be a full-time employee of Word of Life Bible Institute or the dependent of a full-time employee of Word of Life Bible Institute.

**Word of Life Bible Institute Student Scholarship** (receives Partner / Ministry discounted rate) – The student must be an alumnus or former student of Word of Life Bible Institute.

**Zobrist Family Scholarship** (for seminary students) – Applicants must have a desire to go into fulltime ministry as a pastor or missionary, maintain fulltime enrollment and have a cumulative GPA of 3.0 or higher. Two awards will be made annually.

## EMPLOYMENT

A limited number of on-campus jobs are available for students. Areas of employment include clerical positions, food service, security, maintenance, and housekeeping. Any student who works for the College will have the option of applying their earnings directly toward their bill.



Occasionally, off-campus job openings are published in the Chatter, but Calvary is not able to offer a job placement service for students who are looking for off-campus work.

The Department of Homeland Security requires employers to view a new employee's original (not copied) ID documents within three days of the date of hire. Students planning to seek employment while at Calvary may contact the Human Resources office for information about the type of identification required.



# ACADEMICS

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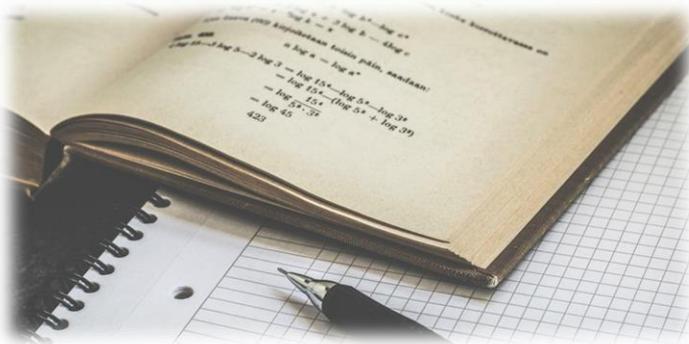
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## ACADEMIC POLICIES

Students are responsible for knowing and abiding by the policies, procedures, regulations, and requirements set forth in the University catalog and published supplements to it.

### Academic Classification

Students are classified in two areas: 1) Degree seeking students - those seeking a degree or certificate, or 2) Non-degree seeking students - those taking classes to satisfy requirements at another college or for other personal reasons.

Undergraduate degree students are classified according to the number of credit hours they have earned:

Freshmen	→	FR	1 - 29 credit hours
Sophomores	→	SO	30 - 59 credit hours
Juniors	→	JR	60 - 89 credit hours
Seniors	→	SR	90+ credit hours
Non-degree students are classified as ND and are not classified based on hours.			

### Academic Load

A normal undergraduate academic load is 16 credit hours per semester. A minimum of 32 credit hours per year for four years is required for a student to earn a degree in a professional major requiring 126 credit hours. Some majors require more than the minimum 126 credit hours. To be considered a full-time student at the undergraduate level, a student must enroll in a minimum of 12 hours per semester.

Undergraduate students desiring to enroll for more than 18 credit hours in a semester are required to obtain approval from the Registrar and their Academic Advisor and should have a cumulative grade point average of 3.0 or above. Undergraduate students wishing to take 24 credit hours or more in a semester must appeal in writing to the Academic Curriculum Committee (ACC). A student, with a minimum of a 3.5 GPA and who has appealed and received ACC approval, may take up to a maximum of 27 credit hours per semester.



To be considered a full-time student in the Graduate division, a student must take at least 9 hours per semester. Graduate students wishing to take 12 to 15 hours per semester should obtain approval from their program chairman and the Registrar's office. Graduate students wishing to take 18 hours or more per semester must appeal in writing to the ACC.

## Credit Hours

Credit hours are granted for each class taken. One credit courses include 45 hours of combined in-class and out-of-class work; two credit courses include 90 hours of combined in-class and out-of-class work; three credit courses include 135 hours of combined in-class and out-of-class work, and four credit courses include 180 hours of combined in-class and out-of-class work.

## Declaring a Major

All undergraduate degree-seeking students are required to declare a professional major by the time they have earned 30 credit hours. Students transferring in 30 or more credit hours are required to declare a professional major upon entrance to Calvary. An undergraduate student can be degree-seeking, have earned less than 30 credit hours, not have declared an official professional major (listed as Undeclared), and still be eligible to receive Federal financial aid. However, failure to follow this policy means that a student becomes ineligible to receive Federal financial aid. A student is required to be accepted into a professional major in order to graduate.

## Academic Advising

Calvary University offers Academic Advising to all students. The Academic Advisor works closely with the Director of each program offered at Calvary to ensure that the student has accurate information concerning their program. The Advisor's function is to guide students through their academic career at Calvary. Students are encouraged to contact the Academic Advisor(s) regarding any academic problems they may face.

While the Academic Advisor is there to help guide, students are responsible to ensure that all courses are taken according to the program requirements specified for the student's professional major and that all degree requirements are met. The ultimate responsibility for knowing program requirements and proceeding to satisfy those requirements in an orderly and timely manner belongs to the student.

## Course Levels and Requirements

Students are to complete lower-level course requirements before taking higher-level ones. Thus, a student's 100-level course requirements are to be completed before the student takes 200-level courses, etc. When circumstances warrant, students may take courses at the next higher level while completing course requirements at a lower level

### Course Numbering System

001-099	Pre-college, not-for-credit, or remedial courses
100-199	Freshman level courses
200-299	Sophomore level courses
300-399	Junior level courses
400-499	Senior level courses
600-699	Graduate level courses
700-799	Doctorate level courses

## Orientation

New freshmen and transfer students are required to take an online orientation session during their first semester at Calvary. This time is used to inform them of University policies and regulations.

## Residency Requirement

Students enrolling to complete the certificate program are required to complete all of the course requirements at Calvary.



Students enrolling to complete an associate's or bachelor's degree must complete at least 32 of their last 41 hours of credit toward their degree at Calvary, no matter how many credits may have been transferred from other colleges earlier in their program. Courses taken to meet program requirements that are not offered at Calvary, and therefore are taken at other schools, are exempt from this residency requirement (e.g., Professional Directed Studies major courses and student teaching courses).

All students must complete at least 32 hours of course work at Calvary in order to receive a certificate or degree. Online students must complete at least 32 of their last 41 hours of credit toward their degree with Calvary.

## Residency Requirements – Graduate School & Seminary

All requirements for the Master of Arts and Master of Science Degrees are to be completed within four years from matriculation as a degree-seeking student.

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 Graduate School and Seminary faculty 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 Dean of the Graduate School or the Dean of the Seminary. Approval is not automatic and may require validation of the course work.

## Residency Requirements – Doctoral program

Students enrolling to earn a doctor's degree must complete their entire doctoral program at Calvary. Students are expected to take one course each cycle that courses are offered for the duration of their program.

## ACADEMIC HONESTY

It is assumed that all students enrolled at Calvary 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. Plagiarism is

strictly prohibited, and academic cheating of any type will result in disciplinary action and may include dismissal.

Plagiarism is defined as copying any part of a book or paper without identifying the author. This includes taking another person's ideas and presenting them as your own. Plagiarism of any kind will not be tolerated.

Required class research papers must be original and not used for credit for any other class, (high school, college, or graduate/seminary), or resubmitted when retaking a course, without the professor's permission.

### Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## ASSIGNMENTS

Students are responsible for on-time fulfillment of all assignments made by professors. Grades may be reduced for late work. Assignments are to be completed according to accepted standards for research, investigation, reporting, spelling, organization, style, grammar, neatness, and originality.

## ACADEMIC YEAR

The Academic year at Calvary University consists of two semesters (Fall & Spring), each consisting of three Cycles. The Fall semester (Cycles 1, 2, and 3) begins the first of July and concludes the middle of December. The Spring semester (Cycles 4, 5, and 6) begins in January and concludes the end of June. Course work in all classes runs concurrently throughout the entire cycle.

Fall Semester			Spring Semester		
Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5	Cycle 6
July/Aug	Sept/Oct	Nov/Dec	Jan/Feb	Mar/Apr	May/June

## ATTENDANCE

Calvary University has no official attendance policy. However, students who enroll to attend in the classroom are expected to be in the classroom. If a student does not intend to be present in the classroom, the student is to enroll in the online section of the class. Students who desire to switch from in classroom attendance to online or vice versa must do so within the first two weeks of the class. After the first two weeks, exceptions will only be considered for schedule conflicts. Students are responsible to the class instructor for work missed during an absence for any cause. When classes are missed due to official school sponsored events or functions the sponsoring faculty should submit a list of affected students to the Academic Office, who will then make the list available to all instructors to verify excused absences.



### Class Withdrawal

In no case is the cessation of class attendance taken as intent to withdraw from or drop a course. In order to officially withdraw from a class, the student must notify the Registrar's Office. (Please see the Refund Policy in the Finances section of this catalog for information about withdrawing from a class.)

### Course Cancellations

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

## COURSE OFFERINGS

### Daytime Courses (8-Week & 16-Week)

Traditional classes are offered during the day. Most classes meet twice a week; however, some classes may meet once a week. Cycles are generally eight weeks long, except for Cycle 1, which lasts six-weeks. This allows students to schedule courses during each cycle. Some courses are offered over two consecutive cycles in a sixteen-week format.

### Evening Courses

Most evening courses meet once per week for eight or sixteen-weeks. These courses allow the student who works during the day to have flexibility in scheduling.

### Online Courses

Online courses are designed to take advantage of the best attributes of both "in class" instruction and online learning by integrating the two formats into a single course delivery method.

- Classes are available in the online format utilizing Canvas, Calvary's Learning Management System, in which professors teach classes composed of students in the

**ONLINE DEGREES**  
**AVAILABLE AT CALVARY**

traditional classroom setting, as well as “distance” students who are taking the same course from a remote location and using the same course syllabus-

- Students taking the class in a distance format will access the class sessions in their Canvas portal by viewing class lectures and participate in class engagement in the Portal.

### **Directed Study Courses**

Directed Study courses are exceptional arrangements permitting course credit to be earned through individualized study with one of Calvary’s professors for a class that is needed for graduation, but is not offered during a semester the student needs the course. Directed Study courses usually last 16 weeks. Students are limited to 9 credit hours total for Directed Study courses.

Written approval for each study is required from the Registrar, the student’s academic advisor, the professor overseeing and grading the study, the Department Chair, and the Chief Academic Officer. Directed Study forms are available in the Advisor’s or Registrar’s Office.

### **Legacy Courses**

Calvary University offers a limited number of online only courses. These are online courses that students may sign up for if the course is not offered during a given semester and if it will not be offered again by the time they graduate. To register for Legacy courses, students are to meet with their academic advisor for course approval. These courses follow the online model consisting of recorded video lectures, discussion questions, and note taking. Instructors will use discussions and notes to interact with individuals on a regular basis. Legacy courses are not available for personal enrichment.

### **Non-classroom (Office) Courses**

Non-classroom (office) courses are designed to give a student practical application in a non-classroom situation. Courses such as student teaching, internships, and practicums would be examples of these types of courses.

### **Applied Lessons**

Applied music lessons are individualized or small group private lessons given for credit in specific musical areas. Applied music lessons may not be audited or taken for personal enrichment.

### **Modular Courses**

Modular Courses meet in a modular format usually covering three consecutive days and evenings, one week, or two consecutive weekends. Modular courses also require completion of pre- and post-class assignments. The entire course (including pre- and post-course work) covers the entire eight-week cycle. Pre-class and post-class assignments must be completed and submitted according to the due dates in the course syllabus.

## **Auditing**

Auditing a class is open to any degree-seeking student currently enrolled in a class for credit. Those auditing a class 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. Private lessons or Science labs may not be taken for audit or personal enrichment. Registering for a class to be audited must be done through the Advisor's or Registrar's Office.

### **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-seeking student. Second, attending the class does not generate an academic record. Therefore, there are no listings on the transcript for classes taken for personal enrichment. Please note that a non-degree-seeking student may not pay the degree student rate for personal enrichment, but rather must pay the rate for someone who is not a student. Online registration is not available for personal enrichment participants. Professors approval must be received prior to beginning a personal enrichment class. Forms are available in the Advisor's or Registrar's Office.

## **ENROLLMENT**

Enrollment in a class is not official until the proper registration procedures have been processed through the Registrar's Office and all financial obligations have been paid, or approved arrangements for payment have been made in the Financial Aid Office and Cashier's Office.

## **REGISTRATION**

Calvary University holds early registration for the upcoming semester for all students. Registration for the Spring Semester begins in October and registration for the Fall Semester begins in March. Students are to meet with their academic advisor prior to registering for courses.

### **Dual Credit (Undergraduate / Graduate)**

Certain circumstances may exist where a student may need to enroll in both undergraduate and graduate courses concurrently. They may do so under the following provisions.

- The student must apply and be accepted by the Graduate School or Seminary before enrolling in courses.
- The student must not enroll in more than nine (9) credit hours of graduate credits.



- The student must need no more than twelve (12) credit hours to receive their undergraduate degree, and be during their last Semester of undergraduate studies.
- The student must have and maintain at least a 2.500 cumulative GPA.
- The student must file the proper paperwork in the Registrar's Office with the signatures of their Academic Advisor, Dean of the Seminary or Graduate School, and Registrar before enrolling in the courses.
- 

### Schedule Changes

#### Adding a Class

Classes can be added in Populi or by contacting the Registrar's Office or an Academic Advisor. It is not advisable for a new student to add classes to their schedule during their first semester at Calvary.

- 8-Week & 16-Week Classes:
  - Students can add a class during the first week of the cycle.

#### Dropping a Class

Classes can be dropped in Populi or by contacting the Registrar's Office or an Academic Advisor. It is not advisable for students to drop classes once classes have begun.

- 8-Week Classes:
  - Courses may be dropped during the first week of the cycle.
  - A grade of W will be assigned if the student withdraws from the class after the first week through the end of the fifth week of the class. Dropping a class after the fifth week, the student will receive a WF or WP grade.
- 16-Week Classes:
  - Courses may be dropped during the first week of the cycle.
  - A grade of W will be assigned if the student withdraws from the class after the first week through the end of the ninth week of the class. Courses may also be changed from being taken for credit, to audit through the ninth week of classes. Students withdrawing or being expelled from a class or school after the ninth week of classes are assigned WP or WF grades.

#### Withdrawing from a Class

If a student needs to drop a class and does not drop within the time period allowed, then a withdrawal will be entered and the student will receive either a **W**, **WP**, or **WF** on their transcript.

- For an 8-week course, a **W** grade is given when:
  - A student officially withdraws from a course during the second through the fifth weeks.
  - A student is expelled before the sixth week of classes (assigned to all courses).
  - A student is officially withdrawn after one week for failing to begin a course.
- For a 16-week course, a **W** grade is given when:
  - A student officially withdraws from a course during after the first week through the ninth week.
  - A student is expelled before the tenth week of classes (assigned to all courses).
  - A student is officially withdrawn after two weeks for failing to begin a course.

- For an 8-week course, a **WF** grade is given when:
  - A student officially withdraws from a course, during the sixth week through the end of the course, and the course-work-to-date is failing.
  - A student is expelled during the sixth week through the end of the course, and the course-work-to-date is failing (assigned to all courses).
  - A student is officially withdrawn for beginning a course but failing to complete it, and the course-work-to-date is failing.
- For a 16-week course, a **WF** grade is given when:
  - A student officially withdraws from a course during the tenth week and through the end of the course, and the course-work-to-date is failing.
  - A student is expelled during the tenth week and through the end of the course, and the course-work-to-date is failing (assigned to all courses).
  - A student is officially withdrawn for beginning a course but failing to complete it, and the course-work-to-date is failing.
- For an 8-week course, a **WP** grade is given when:
  - A student officially withdraws from a course, during the sixth week through the end of the course, and the course-work-to-date is passing.
  - A student is expelled during the sixth week through the end of the course, and the course-work-to-date is passing (assigned to all courses).
  - A student is officially withdrawn for beginning a course but failing to complete it, and the course-work-to-date is passing.
- For a 16-week course, a **WP** grade is given when:
  - A student officially withdraws from a course during the tenth week and through the end of the course, and the course-work-to-date is passing.
  - A student is expelled during the tenth week and through the end of the course, and the course-work-to-date is passing (assigned to all courses).
  - A student is officially withdrawn for beginning a course but failing to complete it, and the course-work-to-date is passing.

The untimely death of a current student presents an exception to the stated policy. The deceased student will receive a W grade for all courses not complete. Instructors and the Financial Aid Office will be notified of the student's death, along with the President's Office, the Vice President of Student Affairs, the Chief Academic Officer, and the Finance Office.

## FIRST-YEAR STUDENT EXPERIENCE

Calvary University has developed a First-Year Student Experience to create experiences that will motivate students to be successful learners and help them connect with others. Students will be part of learning communities by registering in common or "core" courses in the student's declared major.

The Program Learning Outcomes for this First-Year Experience are as follows:



**Spiritually** – We want students to grow more mature spiritually through their time at Calvary and provide evidence of foundational understanding of spiritual truth.

**Academically** – We want students to develop strong study habits and produce evidence of strong writing and research skills that will give them the foundation for continued academic success.

**Socially** – We want students to develop new friendships and appreciate the cultures and perspectives in our diverse context and collaborate with others and participate in campus life activities.

**Emotionally** – We want students to develop a growth mindset and persistence that displays strategies to manage the transitional, emotional, and academic challenges that arise during the first-year experience.

**Physically** – We want students to demonstrate a healthy balance between spiritual, academic, social and emotional domains as well as develop healthy life habits.

### English Proficiency / Composition I

Placement in Composition I (EN112A or EN112) will be based on an Admissions Committee review of a student’s ACT English score, SAT English score, GPA, TOEFL score, and a student’s writing skills demonstrated by an essay response question. Placement in these classes is designed to help students be the most successful in their academic studies at Calvary. Students may not appeal the Admissions Committee decision requiring placement in EN112A or EN112.

### 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 times the grade point value of the grade earned in each course (see “Grading System” for grade point values). Total credit hours are the sum of the credit hours taken at Calvary. Pass/Fail courses do not affect total credit hours for the purpose of calculating the GPA. The Calvary GPA is calculated using only courses taken for credit at Calvary.

Transfer credit does not affect the Calvary GPA.



### Course Grades

Grades become final six weeks after they are posted at the end of the semester or cycle in which they were earned. Appeals regarding a grade given in a particular class should first be made to the professor, and then, if satisfactory terms are not reached, further appeal may be made to the Academic Office (within the six weeks following the posting of the grades at the end of the semester or cycle). Appeals to the Academic Office must be in writing.

**GRADING SCALE**

Undergraduate		
Grade	Percentage	Value
A	93 - 100	4.0
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D+	67 - 69	1.3
D	63 - 66	1.0
D-	60 - 62	0.7
F	0 - 59	0.0

Graduate / Seminary		
Grade	Percentage	Value
A	96 - 100	4.0
A-	94 - 95	3.7
B+	92 - 93	3.3
B	88 - 91	3.0
B-	86 - 87	2.7
C+	84 - 85	2.3
C	80 - 83	2.0
C-	78 - 79	1.7
F	0 - 77	0.0

Doctoral Program					
Grade	Percentage	Value	Grade	Percentage	Value
A	96 - 100	4.0	B	88 - 91	3.0
A-	94 - 95	3.7	B-	86 - 87	2.7
B+	92 - 93	3.3	F	0 - 85	0.0

**Explanation of Other Possible Grade Listings**

- P** Passing or better work; not figured in the grade point average.
  
- F** An F grade is only given if a student starts and finishes a course. A student must earn an F grade; it is never given to a student who starts but does not finish a course (that student would be given either a WF or WP).
  
- 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 course is lowered by one letter grade. The grade becomes an "F" by default if the course work is not submitted within the six-week period. An "I" is not figured in the grade point average.
  
- W** (Withdraw) grades are not figured in the grade point average.
  
- WF** (Withdraw Fail) grades are figured as an **F** in the grade point average.
  
- WP** (Withdraw Pass) grades are 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 a “WF” grade for all classes having the “LA” designation.

**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.

**WA** Withdrawn Audit or Unsuccessful Audit.

### **Request to Complete Course Work/Incomplete**

Unavoidable circumstances occasionally make it necessary for a student to request additional time to complete course work for a class after the end of each cycle. If it is necessary, the following procedure is to be followed:

- The student completes the “Request to Complete Course Work” form from the Advisor’s or Registrar’s Office and obtains the required approval signatures.
- All course work should be completed and submitted to the professor no later than six weeks after the end of the cycle.
- By faculty action, the course grade awarded will be lowered one letter grade; exceptions may only be made by the Academic Curriculum Committee (ACC).
- A grade of “I” (incomplete) will be assigned as the course grade until a grade change is processed after completion of the course work. An “I” is not figured in the grade point average.
- A fee of \$50 is applied for each course with the “Request to Complete Coursework” form.

### **Repeating a Course**

Undergraduate students may repeat a course for credit when grades of “D”, “F”, or “WF” have been earned. Some professional degrees may require courses to be repeated with a grade of “C” or lower. Graduate School / Seminary students may repeat a course for credit when grades of “C”, “D”, “F”, or “WF” have been earned. When the course is repeated for credit, both grades will appear on the student’s transcript, but only the repeated grade will be calculated in the cumulative GPA. In no case, if a course is repeated, will credit toward a degree be given twice for the same class. No more than 24 total credit hours can be repeated for credit.

A student is allowed a total of two attempts per course for completion of undergraduate coursework.

### **Final Examinations**

Final Exams are given at the discretion of the professor at the end of each course.

### **Academic Recognition (Dean’s List & Honor Roll)**

Undergraduate students who have earned 12 or more credit hours from Calvary in any given semester are eligible to receive academic recognition.

The *Dean’s List* for each semester is composed of those students who achieve a 4.000 semester grade point average.

The *Honor Roll* is made up of those students who achieve a semester grade point average of at least 3.500 but less than 4.000.

## Portfolio Course

The Portfolio course is an elective course designed for undergraduate students to organize an assessment of the student's past personal achievements, experiences, training, and education. Students will learn how to document important activities they have experienced. In many cases, students are able to achieve additional credits over and above the three credit hours earned for this class.

### Digital Notebook

Students will assemble a digital Portfolio notebook summarizing their formal academic education and professional work and/or life experiences. The student will receive detailed instructions for compiling their digital portfolio notebook from the Professor.

Each student is required to write a Prior Learning Assessment as part of the requirements for the portfolio class. A total of up to 9 credit hours of Prior Learning Assessments may be submitted during this class. If additional portfolio assessment credit is needed, the student may register for the Portfolio II class to submit additional Prior Learning Assessments.

### Credit Earned

The number of portfolio assessment credits varies with each student and is listed on the student's program planner along with his/her other completed degree requirements.

For a Bachelor's degree, up to a total of 21 credits required for the degree may be earned. No portfolio credits will be awarded for students pursuing an Associate's degree or in a One-Year Certificate program.

Credit hours earned through portfolio assessment are recorded as transfer credits on the student's transcript. The Registrar, Chief Academic Officer, and/or the student's advisor will advise the student in completing this phase of the program.

## ACADEMIC PROGRESS

### Undergraduate Students

Students who maintain a cumulative grade point average equal to or greater than 2.0 will be considered to be making satisfactory progress. The academic status of these students is "Good Standing." All students receiving an academic warning or who are on academic monitoring because of low grades are expected to take advantage of The Clark Academic Center. Calvary has provided The Clark Academic Center to help students be successful in their academic pursuits.



### Graduate / Seminary Students

Students who maintain a cumulative grade point average equal to or greater than 3.0 will be considered making satisfactory progress. A cumulative GPA of less than 2.5 will result in the student being placed on academic monitoring and limited to a maximum of three credit hours per cycle. Two consecutive semesters on academic monitoring will result in a review of the student's eligibility to continue in the program.

### **Success Advising**

Calvary University has a Success Advisor who is designated to help students who are admitted on Academic Monitoring and current students who have been placed on Academic Monitoring. Possible adjustment to schedules, meetings with The Clark Academic Center, and one-on-one meetings are designed to motivate and set students up to succeed and ultimately work themselves off academic monitoring. Success advising is only for academic needs and not for emotional issues. Accommodations Support Services is a separate program, and accommodations will only be set up for students who have applied and have been accepted into the program.

### **Academic Warning**

Undergraduate students who earn a semester GPA lower than 2.00 while maintaining a cumulative GPA above 2.00 will receive an academic warning. Continued performance of this quality may result in academic monitoring.

### **Academic Monitoring**

Undergraduate students whose cumulative grade point average falls below a 2.00 at any time will have earned the academic status of "Academic Monitoring."

Students on academic monitoring are subject to academic limitations and restrictions on extracurricular activities such as athletics, drama, and musical groups. No student on academic monitoring may suit up for athletic games or travel with the team. However, they may practice with the team. Students on academic monitoring may not be eligible for Calvary scholarships and may not be eligible for federally funded financial aid. They also may not be in Resident's Life positions.

The academic load per semester for students on academic monitoring will be limited to the following:

- ✓ 12 hours for students entering on academic monitoring
- ✓ 12 hours for students with a cumulative GPA from 1.50 to 1.99
- ✓ 9 hours for students with a cumulative GPA from 1.00 to 1.49
- ✓ 6 hours for students with a cumulative GPA below 1.00

The Academic Monitoring Committee may state what academic progress will be required for students who cannot get off academic monitoring in one semester due to reduced academic load limits. Conditions of the plan will be presented in the academic monitoring notice and to the Academic Advisor of the student. Students on such an academic plan must be above 2.00 or higher each term the plan is in place. The plan may not exceed more than three semesters.

### **Academic Suspension**

Students who earn academic monitoring for two consecutive semesters at Calvary, and who do not have an academic progress plan in place, will have earned the academic status of "Suspension." Students who fail to accomplish their academic plan for getting off academic monitoring will also earn the academic status of "Suspension." New students who are accepted on academic monitoring and fail to earn at least a 1.000 cumulative GPA their first semester will be placed on academic suspension. Any student on academic

suspension will not be allowed to enroll at Calvary for one semester. When a student re-enrolls, the student will return on academic monitoring status.

### Academic Dismissal

Any student re-enrolling at Calvary after academic suspension, who fails to earn at least a 2.000 semester GPA for the semester in which the student returns, will have earned the academic status of “Dismissal.” A student academically dismissed from Calvary will not be allowed to continue at Calvary. Only if the student earns a minimum of 12 transferable credits at another accredited college or university, will he/she be considered for re-enrollment at Calvary.

### Advanced Placement Program

The Advanced Placement Program (AP) allows students entering Calvary for the first time the opportunity to receive college credit through AP exams. AP Exam credit is designed to be earned during high school. Students who transfer in credits placing them beyond the freshman level are not eligible for newly acquired AP exam credit. A minimum score of 3 (or higher) is required. An official transcript from the AP program is required in order to be granted credit, and AP credit will be accepted only in the first two semesters of enrollment at Calvary. For further information regarding the AP exams, contact a high school counseling office or the Registrar’s Office at Calvary. Additional information may be obtained through the Advanced Placement Program at:

Advanced Placement Program
P.O. Box 6671 Princeton, NJ 08541-8300 <a href="http://www.collegeboard.com">www.collegeboard.com</a>

### College Level Examination Program (CLEP) and DSST Program

Students must be accepted to Calvary University, enrolled, and attending course(s) for DSST and/or CLEP credits to be placed on their transcript. DSST and/or CLEP credit is only granted for undergraduate courses meeting minimum score criteria as established by the American Council on Education (ACE). Students must request that an official copy of the test score(s) be sent to Calvary University Registrar’s Office for consideration. Additional considerations:

- All DSST/CLEP credits are recorded as transfer credits with a “P” grade and are not calculated in the student’s grade point average.
- Students who have DSST/ CLEP credit(s) on another institution’s transcript and want that credit transferred must request an official copy of the test score(s) to be sent to the Calvary University Registrar’s Office. Credit will only be received if the scores match Calvary University standards.
- Test date of the DSST/CLEP exam must be within the last ten years to be accepted as credit.
- DSST/CLEP test credits may be used only for general education requirements. Calvary University will allow additional foreign language courses to be taken if the student is in a Bachelor of Arts program.
- Credits will be awarded based on DSST/CLEP minimum scores and Calvary University equivalencies.

- No CLEP exam may be taken by graduating seniors during their last semester. Fall graduates must take exams before/by September 15; spring graduates before/by January 15.

Information:	
CLEP 800-257-9558 <a href="http://www.collegeboard.com">www.collegeboard.com</a> Code: 6331	DSST 877-471-9860 <a href="http://getcollegecredit.com">http://getcollegecredit.com</a>

### Educational Experiences in the U.S. Armed Services

Calvary accepts as transfer credits hours of military training deemed to apply to the applicant's degree program at Calvary. *The Guide to the Evaluation of Educational Experience in the Armed Services*, published by the American Council on Education, is used to determine course and credit-hour equivalence.

### International Baccalaureate

International Baccalaureate examinations are tests taken as the culmination of a special high school study program. Several of the Higher Level exams count for credit if the score earned is a 5 or higher. Credit for these exams is given on a case-by-case basis upon evaluation by the Registrar's Office.

## TRANSFER CREDIT

### Undergraduate

Students who have studied previously at another college(s) are required to have an official transcript sent to the Admissions Office from each college attended. Transcripts are official only if they are mailed directly to Calvary from the college. The Admissions Office will have the Registrar's Office evaluate the transcripts to determine how many credits will transfer to Calvary. For an accurate evaluation, a major at Calvary must be declared.

Transfer credit may be granted for courses where: (1) a grade of C- or above was earned; (2) the courses are equivalent to and meet degree requirements for the major chosen at Calvary, and (3) the college is accredited by the Association for Biblical Higher Education, the Higher Learning Commission, any regional accrediting agency, or one of the other institutional accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA) and listed by the American Council on Education in its publication, *Directory of Recognized Accrediting Agencies and Supporter of Accreditation*.

Transfer credit does not affect the GPA calculated for courses taken at Calvary, which is calculated using only coursework taken for credit at Calvary.

Students coming to Calvary University from non-accredited institutions may receive up to a maximum of 24 credit hours transferred for Bible courses taken at those institutions. Systematic and Practical Theology courses are not transferable. Transfer decisions will be made on a case-by-case basis upon review of submitted course descriptions and course syllabi along with educational qualifications of teaching faculty (to be supplied by the student). For credits to be acceptable, the teaching faculty must possess a minimum of a master's degree from an institution accredited by a DOE or CHEA recognized accrediting agency in the area of instruction. Calvary University will only consider approving credit for

courses where the student receives a letter grade, and that grade must be a “C-” or higher. “Pass/Fail” or “Satisfactory/Unsatisfactory” grades are not transferable to Calvary.

Credits will be transferred after the student is accepted to Calvary and has supplied ALL the required documentation:

- (1) From Accredited Institutions: Official transcripts
- (2) From Non-Accredited Institutions: Official transcripts, course syllabi, and instructor credentials.

The Registrar’s Office will provide syllabi and instructor credentials to the Bible and Theology Department Chair for review. Upon recommendation of the University faculty and approval by the ACC, the courses will be placed on the student’s Calvary transcript. The Registrar will notify the student of their credit transfer status once the review is complete.

Bible Language courses from non-accredited institutions are transferable but will only be accepted after the student passes a proficiency exam taken at Calvary University. The student must supply the course descriptions and course syllabi along with the educational qualifications of teaching faculty.

General Education or Professional Education courses from non-accredited institutions will not be transferable. Students are encouraged to prove proficiency in General Education subjects through taking CLEP exams (see section on credits by examination).

Because of state certification requirements, the Education Department has special rules regarding transfer credits. See the department description in the Program of Study section of this catalog.

Courses taken through StraighterLine will not be accepted as transfer credits to Calvary University.

### ***Transfer Approval***

Students desiring to transfer course work to Calvary by completing course work elsewhere while they are enrolled at Calvary are to obtain approval through the Registrar’s Office before beginning that course work to guarantee the course will meet degree requirements.

### ***Distance (Online) Learning Courses***

College-level distance education courses are to meet the same transfer credit requirements as other transfer courses. Certificate students may only take distance education courses from Calvary University. Any credit(s) to be transferred to Calvary (including distance education courses) from other institutions granting college-level academic credit are to be completed and official transcripts received by the Registrar’s Office no later than the Wednesday prior to Commencement. Students who need to transfer a significant number of hours from other institutions to achieve a major or minor requirement are advised to schedule these courses beginning in their sophomore year so as not to delay graduation.

### **Graduate and Seminary Transfer Credits**

Students entering the Graduate School or the Seminary who have studied previously at another institution are required to have an official transcript sent to the Admissions Office from each college attended at the time of application. 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 University.

Transfer credit may be granted for courses where:

- A grade of B or above was earned,
- The courses are equivalent to and meet degree requirements for the focus chosen at Calvary, and
- 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*.

Calvary University accepts the transfer of credit for students who attend a recognized seminary or graduate school. The Registrar determines the schools that meet such criteria, which includes consideration of the doctrinal position of institutions attended by the students. Course equivalency of transfer credits is subject to the review and approval of the Graduate School and Seminary faculty.

### Articulation Agreements

Calvary University has reciprocal articulation agreements with other colleges which allow students to seek degrees not completely offered at Calvary. Calvary has articulation agreements with the following institutions:

Johnson County Community College; Overland Park, KS  
 Kansas City Kansas Community College; Kansas City, KS  
 Metropolitan Community College; Kansas City, MO  
 University of Central Missouri; Warrensburg, MO

In addition, Calvary University has program-specific agreements with the following institutions:



#### Abundant Life Leadership Institute (ALLI); Kansas City, MO

To recognize course credits earned at Abundant Life Leadership Institute in Bible, theology, and ministry courses that have been evaluated, approved, enrolled and completed by ALLI students transferring to Calvary University.

#### Biblical Ministries Worldwide (BMW); Lawrenceville, GA

To fulfill the degree requirements for the recognition of educational work performed by Calvary students under the supervision of BMW personnel for the students registered in Intercultural Studies Methods coursework at Calvary.

#### Blue Ridge Christian School; Kansas City, MO

To establish an agreement regarding offering college level Calvary courses to BRCS students.

#### Chafer Theological Seminary; Albuquerque, NM

To fulfill the requirements for the Master's degree in Bible, Calvary will accept grades and credits awarded by Chafer that have been evaluated, approved, enrolled and completed by students transferring to Calvary.

**Children's Ministries Institute; Warrenton, MO**

To fulfill the degree requirements for the AA in Children's Ministry, BS in Ministry Studies: Children's Ministry, or the minor in Children's Ministry, Calvary accepts grades and applies 15 credit hours awarded by the Children's Ministries Institute (CMI), for the approved CMI program, located in the Calvary catalog, in which the student was enrolled by Calvary's Registrar.

**Crossworld; Kansas City, MO**

To fulfill the degree requirements for the recognition of educational work performed by Calvary students under the supervision of Crossworld personnel for the students registered in Intercultural Studies Methods coursework at Calvary.

**Ethnos360 Bible Institute; Jackson, MI**

To fulfill the degree requirements of programs that have been approved by both Ethnos360 and Calvary. Calvary will accept grades and credits awarded by Ethnos360 Bible Institute from only those Bible and theology courses that have been evaluated, approved, enrolled and completed by Ethnos360 Bible Institute students transferring to Calvary.

Also to fulfill the degree requirements for the recognition of educational work performed by Calvary students under the supervision of Ethnos360 personnel for the students registered in Intercultural Studies Methods coursework at Calvary.

**Faculdade Teologica Internacional, ABECAR; Moji das Cruzes, Brazil**

To authorize Calvary University to accept course credits earned at Faculdade Teologica Internacional, ABECAR, in Brazil, for the respective Bible, theology, and ministry courses approved, enrolled in, and completed by ABECAR students transferring to Calvary.

**Fairfax High School; Fairfax, MO**

To establish an agreement regarding offering college level Calvary courses to Fairfax students.

**Front Range Bible Institute; Colorado Springs, CO**

To authorize Calvary University to accept course credits earned at Front Range Bible Institute for the courses pre-approved, enrolled in, and completed by Front Range students transferring to Calvary.

**Frontier School of the Bible; LaGrange, WY**

To fulfill the Bible and theology requirements or elective requirements in the Associate of Arts, Bachelor of Science, Bachelor of Arts, or Bachelor of Music degrees, Calvary will accept grades and credits awarded by Frontier School of the Bible from Bible and theology courses that have been evaluated, approved, enrolled and completed by students transferring to Calvary.

**Grandview Christian School; Grandview, MO**

To establish an agreement regarding offering college level Calvary courses to GCS students.

**Greek Bible College; Athens, Greece**

To authorize students to enroll in courses of study at Greek Bible College in pursuit of approved academic programs established by Calvary and to accept grades and credits awarded by Greek Bible College for the respective courses approved, enrolled and completed by Calvary students.

*Hartwell University; Austin, TX*

To establish courses that Calvary will accept transfer credits awarded by Hartwell for Bible, theology, and ministry courses that have been evaluated, approved, enrolled in and completed by Hartwell students transferring to Calvary.

*Midwest Church Extension; Remington, IN*

To fulfill the degree requirements for the recognition of educational work performed by Calvary students under the supervision of Midwest Church Extension personnel for the students registered in Intercultural Studies Methods coursework at Calvary.

*Plaza Heights Christian Academy; Blue Springs, MO*

To establish an agreement regarding offering college level Calvary courses to PHCA students.

*Pyeongtaek University; Pyeongtak, South Korea*

To encourage student exchanges between the Music Departments and collaborative music-related ventures such as summer music camps. Transfer credits for Calvary students studying at Pyeongtaek University are subject to existing transfer credit requirements as published in the University catalog. Credits transferred from Pyeongtaek University may not exceed 24% of the student's program.

*School of Missionary Aviation Technology; Ionia, MI*

To fulfill the degree requirements for the BS PDS: Airframe & Power Plant Mechanics, Calvary recognizes 42 semester hours of credit from the School of Missionary Aviation Technology (SMAT), for completing and earning a certificate in Airframe and Power Plant Mechanics (A & P Program) from SMAT for which the student was authorized by Calvary's Registrar to enroll in and attend.

To fulfill the degree requirements for the minor in Aviation Flight Training, Calvary recognizes 15 semester hours of credit from the School of Missionary Aviation Technology (SMAT) for completing and earning a certificate in Aviation Flight Training from SMAT for which the student was authorized by Calvary's Registrar to enroll in and attend.

*Trinity College of the Bible & Theological Seminary; Evansville, IN*

To establish courses that Calvary will accept transfer credits awarded by Trinity for Bible, theology, and ministry courses that have been evaluated, approved, enrolled in and completed by Trinity students transferring to Calvary.

*Tyndale Theological Seminary & Bible Institute; Hurst, Texas*

Calvary will accept grades and transfer credits awarded by Tyndale for Bible, theology, and ministry courses that have been evaluated, approved, enrolled in and completed by Tyndale students transferring to Calvary.

*Village Missions; Dallas, OR*

To fulfill the degree requirements for the recognition of educational work performed by Calvary students under the supervision of Village Missions personnel for the students registered in Intercultural Studies Methods coursework at Calvary.

Word of Life Bible Institute; Pottersville, NY

To establish institutional collaboration and partnership including (1) academic recognition of course credits earned, (2) development of collaborative academic programs, (3) establishment of reciprocal scholarship programs, (4) facilities sharing, (5) faculty sharing, and (6) a general posture of cooperation in ministry.



**Education Services Agreement**

US Army Training & Doctrine Command; Fort Eustis, VA



To fulfill the degree requirements for the Bachelor of Science degree - PDS: Military Science, Calvary has an Education Service Agreement with the US Army Training & Doctrine Command in which students enrolled by Calvary's Registrar for the approved Military Science program listed in the Calvary catalog attend Missouri Western University in St. Joseph, MO.

**GRADUATION REQUIREMENTS**

**Application for Degree or Certificate**

In order to graduate and participate in Commencement, an Application for Degree or Certificate is to be filed with the Registrar's Office no later than October 1st for Fall graduates and February 1st for Spring graduates.

**Catalog Requirement**

Students 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 request to the Registrar. Students re-enrolling or completing graduation requirements after being out of Calvary University for more than one semester are to meet graduation requirements from the catalog in effect at the time they re-enroll, or their transfer credit is received in the Registrar's Office. By meeting the catalog requirements, a student could earn a certificate, an associate's degree, a bachelor's degree, a master's degree, or a doctoral degree from Calvary. The graduate may have a single major, a double major, or a major with a minor.



### **Christian Character**

Calvary University places emphasis on student growth to Christian character. Character training is a part of the whole educational program, and failure to achieve an acceptable standard, as described in the *Student Handbook*, may prevent a student from graduating.

### **Practical Christian Ministries**

Each candidate for graduation is to have successfully completed the practical christian ministry requirements as outlined in the *Practical Christian Ministries Handbook*. Those who have not completed this requirement prior to Commencement will not be permitted to graduate.

### **Financial Obligations**

All financial obligations to Calvary are to be paid before a student is issued a degree or certificate. Transcripts (official or unofficial) of a student's academic record will not be issued until all financial obligations are paid.

### **Credit / Program Requirements**

Students are to complete all course requirements for the professional major or program of study they have selected. The distinctive of the Bachelor of Arts is that it requires 12 hours in a biblical or foreign language.

### **Doctrinal Understanding**

Students who graduate from Calvary shall possess a foundational understanding of the Holy Scripture and Calvary's Doctrinal Statement.

### **Undergraduate Bible & Theology Department Graduates**

Each undergraduate senior will write a statement of doctrinal beliefs (a paper of 10 single spaced typed pages). This paper should be submitted to the chair of the Bible & Theology department at least two cycles prior to the student's graduation (by the end of Cycle 3 if the student anticipates graduation in Cycle 5). The undergraduate senior will then meet with a Bible & Theology professor selected by the chair of the department to defend their statement of doctrinal beliefs the following cycle (Cycle 4 if the student anticipates graduation in Cycle 5). Failure to complete this assignment will lead to a delay in graduation from Calvary University.

### **Grade Point Average**

Undergraduate students - A cumulative Calvary grade point average of 2.000 or above on a 4.000 system is required to receive a degree or certificate and participate in Commencement.

Graduate and Seminary students - A cumulative grade point average of 2.500 on a 4.000 system is required to receive a degree and participate in Commencement

Doctoral students - A cumulative grade point average of 3.000 on a 4.000 system is required to receive a degree and participate in Commencement.

## Commencement Participation

Commencement exercises are held annually at the conclusion of the Spring semester. Participation in these exercises is highly recommended for all graduating students. In cases of hardship in returning for Commencement, candidates who have completed all academic requirements may present a written request to the Registrar's Office to be graduated in absentia.

Students participating in Baccalaureate and Commencement exercises are to have completed all of their academic requirements



prior to the date of Commencement. Students registered for classes in Cycle 6 courses may participate in the Commencement ceremony, but will not receive their diploma until courses have been satisfactorily completed. Internships are to be completed in the years prior to the year graduation is anticipated. Any credit to be transferred to Calvary (including distance education courses) from other institutions granting college-level academic credit are to be completed and official transcripts received by the Registrar's Office no later than the Wednesday prior to Commencement. Students who need to transfer a significant number of hours from other institutions to achieve a major or minor requirement are advised to schedule these courses beginning in their sophomore year so as not to delay graduation.



Candidates who have not completed their degree requirements as specified above will not be permitted to participate in the Commencement exercises. Candidates who fail a needed 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. Diplomas will be delivered when all graduation and financial obligations have been met.

## Graduation Recognition

### Honors

Meritorious work toward the baccalaureate degree receives recognition at Awards Chapel and Commencement as follows:

#### Undergraduate students:

- Graduation with Honors - 3.500 – 3.649 Cumulative GPA
- Graduation with High Honors - 3.650 – 3.799 Cumulative GPA
- Graduation with Highest Honors - 3.800 – 4.000 Cumulative GPA

#### Graduate & Seminary students:

- Graduation with Honors - 3.700 – 3.799 Cumulative GPA
- Graduation with High Honors - 3.800 – 3.899 Cumulative GPA
- Graduation with Highest Honors - 3.900 – 4.000 Cumulative GPA

All work applied toward meeting degree requirements, including transfer work, is considered in figuring the grade point average (GPA) for graduation honors. This combined grade point average, however, may not exceed the cumulative GPA earned at Calvary. Transfer students must have earned at least 32 credit hours at Calvary with a minimum grade point average of 3.500 to qualify for honors recognition.

### **Awards**

The following awards are given annually to honor qualified students:

Academic Major Awards	Delta Epsilon Chi Honor Society
Christian Leadership Awards	Excellence in Missions Award
Practical Christian Ministries Award	Zondervan Greek & Hebrew Awards
Spencer Athletic Award	Who's Who at Calvary University

## **WITHDRAWAL FROM SCHOOL**

Withdrawal during the semester is generally inadvisable. However, unavoidable circumstances occasionally make it necessary. The matter should be discussed with the student's Academic Advisor, the Vice President of Student Affairs, or the Student Deans. There are two types of withdrawal: Official and Unofficial.

### **Official Withdrawal:**

To qualify as an official withdrawal, a student must provide notice of his/her intent to withdraw. This is done by providing oral or written notification to the Registrar's Office, or by visiting the Registrar's Office in person.

Regardless of how the process starts, a student must obtain a withdrawal form from the Advisor's or Registrar's Office. An official withdrawal is not completed until a student receives clearance signatures (Student Affairs Office, the student's Academic Advisor, the Library, the Cashier, and the Financial Aid Office), signs and dates the form, and returns it to the Registrar's Office.

All pertinent school regulations are binding until withdrawal procedures have been completed. Besides signing the withdrawal form, each office may have other requirements of a student. For example, the Financial Aid Office: Title IV consequences of the withdrawal or an Exit Interview; Library: books to return or fines; Cashier: student's account, etc.

An expulsion from school is normally an official withdrawal, and those procedures are followed and completed by both the administration and the student.

### **Unofficial Withdrawal:**

An unofficial withdrawal is initiated and completed by the Administration and occurs when a student:

- Who, after having started classes, leaves school without providing notification of his/her intent to withdraw, and who did not earn a passing grade in any course that spans the semester.
- Who, after having started classes, provides notification but leaves school without completing the withdrawal process.

- Who, after having started classes, is expelled but leaves school without completing the withdrawal process.
- Who registered for classes but did not start one or more of them; this might not be a complete withdrawal from Calvary.

### **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 a “WF” grade for all classes having the “LA” designation. They will also be considered withdrawn from the university.

Students applying for a leave of absence must:

- Obtain a “Student Request for Leave of Absence” form from the Registrar’s Office and follow the instructions attached to the form.
- Submit their request to the Registrar’s Office.

### **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.”

### **Readmission Procedure**

Students who do not maintain continuous enrollment in the University are required to apply for readmission through the Admissions Office. Students not enrolled for more than one semester are required to meet graduation requirements from the catalog in effect at the time they re-enroll.

## **Second Bachelor’s Degree Program**

Students who have already received a bachelor’s degree from Calvary University or from another regionally accredited institution can broaden their education by earning a second bachelor’s degree with a different major. However, students may not earn a second bachelor’s degree with a double major. Students may not obtain an academic minor in the second degree. Specific details include:

- A student must have received a four- or five-year bachelor’s degree from a regionally accredited institution to be eligible to begin a second bachelor’s degree.
- The student must have a minimum grade point average of 2.5 (where A = 4.0) in the last 60 semester hours of their first baccalaureate degree work.
- The student must complete at least 30 credits in his/her major subject area in residence at Calvary University (these hours may not be transferred from another institution) plus any additional courses necessary to qualify a student for a bachelor’s degree at Calvary. The combined credit in both degrees must add up to at least 150 credits.
- The subject area of the second degree must be significantly different from the first.

- Students must complete all requirements for the major. If any of these requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 credits of new courses should be satisfied with courses related to the major. For purposes of determining what major requirements apply to a given student, the applicable date is the date the student started coursework at Calvary after being admitted into the second undergraduate degree program. A minimum grade point average of 2.0 in all courses taken at Calvary is required for graduation.
- The proposed program must be approved by the Academic Curriculum Committee (ACC) and the appropriate faculty advisor.

To qualify for academic honors in a second bachelor's degree, the student must complete at least 45 new credits at Calvary with the requisite grade point average.

All students need to be aware of what is entailed in a second bachelor's degree. Before beginning work or considering options toward a second degree, each student should consult an academic advisor. Advisors will be glad to explain the requirements for a second bachelor's degree and clarify its limitations.

### **Second Master's Degree Program**

A student may earn more than one Graduate degree at Calvary. Both degrees should not be taken concurrently, however. The second Graduate degree may be earned with a limit of 9 transfer hours or 12 Calvary credits from one degree being applied to the second degree program. Course substitutions and transfer credits will be reviewed on a case by case basis to determine which credits may apply. Required courses must be completed in each degree. Any questions regarding this policy may be referred to the Academic Curriculum Committee (ACC).

### **Adding a Minor after Graduation**

A student may earn a minor from Calvary after graduation with the following limitations:

- The student would be re-admitted as a Non-Degree seeking student.
- The student would not receive any Financial Aid for the minor being pursued.
- The student would not participate in another graduation exercise for the new minor.
- A new diploma would not be issued.

## **ACADEMIC RECORDS**

### **Academic Transcript**

An academic record or transcript is kept for each student in the Registrar's Office. All grades earned by the student at Calvary are posted on the student's academic transcript. The academic transcript also shows the credits transferred from other colleges that apply toward meeting the student's degree requirements at Calvary and for some bachelor's degree students, credit earned through portfolio assessment. Credits



from other colleges that do not meet Calvary's degree requirements are not posted.

At the end of each semester, the courses for which the student officially enrolled at Calvary, the grades earned, and the grade point average are recorded. Only courses dropped during the first week of a semester are omitted. Cumulative hours attempted and earned at Calvary as well as the cumulative Calvary grade point average are listed following each semester's listing of courses and grades.

### Transcript Requests

Federal law requires that all transcript requests be made in writing and signed by the student. Transcript Request Forms are available in the Registrar's Office or can be downloaded from the Calvary website ([www.calvary.edu](http://www.calvary.edu)). Requests submitted by FAX are acceptable if they bear the student's signature and include payment information to cover the fee.



A fee of \$5.00 is charged each time an academic transcript (official or unofficial) is requested from Calvary. Payment must accompany the request.

Official transcripts bearing Calvary's seal are sent directly to the institution or organization designated by the student. Faxed transcripts are not considered as official by Calvary University or by most institutions or organizations receiving them. Only unofficial transcripts are issued to students. Transcripts are issued in their entirety, and no partial transcript will be issued. Transcripts, official or unofficial, will not be released if the student's financial account is not current.

Current students have access to prior grade reports through the online registration system. The system is password protected and available to all students who are not on either Business or Academic hold. These reports do not fulfill the requirement of an official transcript. The Registrar's Office can supply students with a verification of enrollment letter which will provide needed information for family insurance companies (health and auto).

Requests for transcripts should be sent well before the date that they are due to other institutions or organizations. The Registrar's Office attempts to mail transcripts within two business days of the date they are received. Reception of transcripts by receiving parties depends upon the accuracy of information found on the request form, the handling of mail by the receiving institution or organization, and the accuracy of payment information received by the Registrar's Office. Incorrect information will produce delays.

### APPEAL PROCESS

Appeals for exceptions to academic policies and regulations are to be submitted in writing to the Academic Office for consideration. The Academic Office will direct the appeal to the proper office for review and/or feedback about any additional forms or information needed.

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**UNDERGRADUATE ACADEMIC DEPARTMENTS**



“Bible” is the distinctive of Calvary. Thus, all Calvary baccalaureate degrees include a major in Bible and Theology plus the selection of a professional major.

**ONE-YEAR CERTIFICATE CONCENTRATIONS**

Bible Track

Life Track

Worship Arts

**ASSOCIATES DEGREES**

Biblical Studies

Children’s Ministry

Ministry Studies

Information Technology (PDS)

Worship Arts

**BACHELOR’S DEGREES**

**Bible & Theology**

**Biblical Counseling**

**Business Administration**

Entrepreneurship

Marketing

Organizational Leadership/Management

Outdoor Adventure Leadership

Sports Management

**Education**

Elementary

Middle School – Language Arts

Middle School – Social Science

Middle School – Speech & Theatre

Secondary – English

Secondary – Social Science

Secondary – Speech & Theatre

**Interdisciplinary Studies** *(formed by combining two of the following minors)*

Aviation Flight Training (PDS)

Bible & Theology

Biblical Counseling

Biblical Psychology

Biology

Business Administration

Chemistry

Children’s Ministry

English - Creative Writing

English - Literature

Intercultural Studies

Math

Music

Outdoor Adventure Leadership

Pastoral Ministry

Political Science (PDS)

TESOL

Theatre Arts

Youth Ministry

**Ministry Studies**

Children's Ministry  
 Intercultural Studies  
 Ministry Studies

Pastoral Ministry (B.A.)  
 Pastoral Ministry (B.S.)  
 Youth Ministry  
 Youth Ministry – Worship Arts

**Music**

Music Education – K-12 Vocal  
 Worship Arts – Worship Minister

Worship Arts – Worship Performance  
 Worship Arts – Contemporary Christian Music

**Professional Directed Studies [PDS]**

Airframe & Powerplant Mechanics	Graphic Design
Art	History
Biology	Kinesiology
Chemistry	Mathematics
Computer Science	Military Science
Criminal Justice	Modern Languages - Spanish
Digital Media	
English	

**FIVE YEAR BACHELOR OF ARTS / MASTER OF DIVINITY DEGREE****MINORS OFFERED***(See Interdisciplinary Section for information)*

Aviation Flight Training (PDS)	Intercultural Studies
Bible & Theology	Math
Biblical Counseling	Music
Biblical Psychology	Outdoor Adventure Leadership
Biology	Pastoral Ministry
Business Administration	Political Science (PDS)
Chemistry	TESOL
Children's Ministry	Theatre Arts
English - Creative Writing	Youth Ministry
English - Literature	

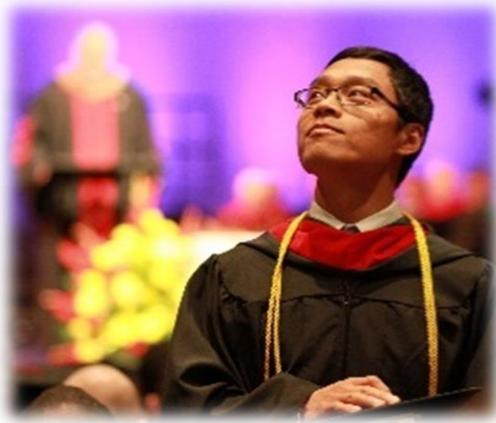
**GRADUATE ACADEMIC DEPARTMENTS**

**MASTER OF SCIENCE DEGREES**

**Education**

- Curriculum & Instruction
- Educational Administration & Leadership
- Elementary Education
- Intercultural Education

**Organization Development**



**SEMINARY ACADEMIC DEPARTMENTS**

**MASTER OF ARTS DEGREES**

**Bible & Theology**

**Biblical Counseling**

**MASTER OF DIVINITY DEGREE**

**DOCTOR OF PHILOSOPHY DEGREE**

**Bible & Theology**

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## **BIBLE AND THEOLOGY DEPARTMENT**

**Department Chair: Dr. Gary Gromacki, Th.M., D.Min., Ph.D.**

**Undergraduate Program Director: Mr. Ian Bacon, B.S., M.Div.**

### **Description:**

The Bible and Theology Department provides instruction in the Word of God, the tools necessary for personal study of that Word, the biblical philosophy which provides a solid foundation for living, and the scriptural motivation to put into practice scriptural standards and precepts.

### **Programs:**

- Bible & Theology, Bachelor's Degree
- Combined Bachelor's Degree in Bible and Theology, & Master of Divinity Degree
- Biblical Studies, Associates Degree
- Bible Track, One-Year Certificate
- Life Track, One-Year Certificate



### **Teaching Faculty:**

Dr. Gary Gromacki, Mr. Ian Bacon, Dr. Thomas Baurain, Dr. Mike Dodds, Dr. Luther Smith, Mr. Joel Williamson, and other Adjunct Faculty

### **Job Opportunities:**

Senior Pastor, Youth Pastor, Missionary, Christian Education, Non-Government Organization Leader, Church Planter, Inner-City Ministry, International Business, Seminary student (Master's & Doctors)

### **Objectives:**

Bible & Theology students:

- Will possess basic biblical and theological facts as a foundation for meditation, teaching, and further study.
- Will accurately analyze, interpret, and apply biblical passages in a continuing commitment to personal Bible study.
- Will understand Scripture as the ultimate authority for their worldview and lifestyle.
- Will acquire a knowledge and understanding of God and His Word that will enhance and maintain a life-time of close, personal, and obedient relationship with Christ and His Church.
- Who choose to enter graduate/seminary study will acquire a solid education foundation to do so.

**BIBLE & THEOLOGY**  
**Bachelor of Science Degree**

**Total Hours: 126**

<b>BIBLICAL EDUCATION – 30 Hours</b>		
<b>Bible (18 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
BI343	Genesis	3
<b>Choose 1:</b>		
BI224	John <b>OR</b>	3
BI334	Romans	3
<b>BI / BL / TH Elective (3 Hours)</b>		
		3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
	<b>Total Hours</b>	<b>30</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communication	3
<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>		
<b>Fine Arts</b>		
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>		
<b>Literature</b>		
	EN201, EN212, EN213	3
<b>Choose 1 or 2:</b>		
<b>History</b>		
	HP221; HP222; HP238	3
<b>History</b>		

HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 60 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core</b>		
IC111	Introduction to Christian Missions	3
<b>Major</b>		
BI459	Advanced Hermeneutics	3
MS237	Teaching the Bible	3
RP341	Ethics	2
TH346	Apologetics	3
TH440	Contemporary Theology	2
BI499	Doctrinal Statement	0
<b>Choose 1:</b>	<b>Elective</b>	
COM333	Biblical Communication for Women	3
PM331	Expository Preaching I (for Men)	3
<b>Take 3:</b>	<b>Great Christian Thinkers</b>	
RP445	Great Christian Thinkers I	1
RP445	Great Christian Thinkers II	1
RP445	Great Christian Thinkers III	1
	<b>Bible &amp; Theology Electives</b>	16
	<b>Open Electives</b>	22
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>60</b>
	<b>Total Hours for the Degree</b>	<b>126</b>

**BIBLE & THEOLOGY**  
**Bachelor of Arts Degree**

**Total Hours: 126**

**To receive a Bachelor of Arts Degree, the student must take at least 12 hours of Biblical Languages in Greek and/or Hebrew for their Bible & Theology Electives or Open Electives.**

**\*Biblical Languages Emphasis**

A student majoring in Bible and Theology may declare an emphasis in Biblical Languages. This emphasis fulfills the requirement for the Bachelor of Arts Degree.

1. The student must take sixteen hours of languages.
2. Six of the sixteen hours must be a sequence of either:  
     Greek I (3 hours)   &   Greek II (3 hours)  
                                   OR  
     Hebrew I (3 hours)   &   Hebrew II (3 hours)
3. The remaining hours are language electives.
4. It is strongly suggested that the student focus on either Greek or Hebrew.

**BIBLICAL STUDIES**  
**Associate of Arts Degree**

**Total Hours: 66**

<b>BIBLICAL EDUCATION – 15 Hours</b>		
<b><u>Bible &amp; Theology (15 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
TH111	Evangelism / Spiritual Life	3
Choose 1:	TH220, TH221, TH222	3
<b>Total Hours</b>		<b>15</b>

<b>GENERAL EDUCATION – 28 Hours</b>		
<b><u>Communications (7 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b><u>Humanities (10 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1

<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <i>OR</i>	3
TA341	Christ & Creativity	3
<b>Choose 1:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3
<b>Choose 1:</b>	<b>History</b>	
	HP221; HP222; HP238	3
	<b>History</b>	
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (7 Hours)</b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1:</b>	<b>Science</b>	
	BIOL100; BIOL105; PHYS100	3
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
	<b>Total Hours</b>	<b>28</b>

<b>PROFESSIONAL EDUCATION – 23 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Major (20 Hours)</b>		
MS237	Teaching the Bible	3
RP239	Introduction to Philosophy	2
TH346	Apologetics	3
<b>Bible &amp; Theology Electives</b>		13
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>23</b>
	<b>Total Hours for the Degree</b>	<b>66</b>

**BIBLE TRACK**  
**One-Year Certificate**

Total Hours: 32

<b>GENERAL EDUCATION – 1 Hour</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
<b>Required Core Course (1 Hour)</b>		
GE100	College Life Seminar	1
<b>Total Hours</b>		<b>1</b>

<b>BIBLICAL EDUCATION – 31 Hours</b>		
<b>Bible &amp; Theology (16 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
B1115	Bible Study / Hermeneutics	3
B1120	Old Testament Survey	3
B1130	New Testament Survey	3
BI224	John	3
RP100	Developing a Biblical Worldview	1
Choose 1:	TH220, TH221, TH222	3
<b>Bible &amp; Theology Electives</b>		<b>15</b>
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours for the Degree</b>		<b>32</b>



**LIFE TRACK**  
**One-Year Certificate**

Total Hours: 32

<b>GENERAL EDUCATION – 1 Hour</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
<b>Required Core Course (1 Hour)</b>		
GE100	College Life Seminar	1
<b>Total Hours</b>		<b>1</b>

<b>BIBLICAL EDUCATION – 31 Hours</b>		
<b>Bible &amp; Theology (16 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
BI224	John	3
RP100	Developing a Biblical Worldview	1
Choose 1:	TH220, TH221, TH222	3
<b>Open Electives</b>		15
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours for the Degree</b>		<b>32</b>

**\*BIBLE & THEOLOGY, MINOR**

Total Hours - 21 hours

See Interdisciplinary Studies for list of courses.



## BIBLICAL COUNSELING DEPARTMENT

**Department Chair: Dr. Luther Smith, Psy.D.**

### Description:

The Biblical Counseling Department exists to train Counseling majors and other students to be able to serve as lay counselors or staff counselors in their church or in other counseling ministries according to a consistently biblical worldview. The department also exists to enhance the training of pastoral, youth ministry, children's ministry, and intercultural majors, as well as to prepare students for further studies in Biblical Counseling at the Seminary and graduate level.



### Philosophy of Counseling:

Calvary believes and maintains that the revelation contained in the Scriptures concerning God, man, and man's problems and their solution is the only adequate foundation on which to build a counseling model that is totally Christian. Therefore, the College teaches and practices a counseling approach and methodology which grows out of biblical principles regarding human growth and development, behavioral changes, and problem-solving. Biblical counseling is understood to be and is practiced in a context of Christian ministry.

### Teaching Faculty:

Dr. Luther Smith, Jeff Campa, Pamela Cubas, Jan Larkins, and other Adjunct Faculty

### Job Opportunities:

Establishing a Biblical Counseling Center in the Local Church, Biblical Counselor, Counseling or Staff for a Para-church ministry or organization, Supplemental Counselor for Pastor/Youth Pastor/Missionaries, Working for Non-profit organization, Associate Pastor of Biblical Counseling, Victim's advocate, Residential Specialist for victims of abuse or human trafficking

### Objectives:

The Biblical Counseling student will:

- Identify and explain different counseling perspectives in contrast to the biblical worldview.
- Formulate a biblical philosophy of counseling.
- Practice communication skills needed for biblical counseling.
- Examine counselee's problems and evaluate solutions from a biblical worldview.
- Integrate their biblical knowledge with their counseling methodology and practice.
- Synthesize information in biblical counseling to prepare student for Master's level coursework.

**Internship and Project:**

An internship or project may begin after a student has completed their junior year and has 15 hours in the Professional Education courses. Admission by permission of the Biblical Counseling Department Chair.

**BIBLICAL COUNSELING**  
**Bachelor of Science Degree**

**Total Hours: 126**

<b>BIBLICAL EDUCATION – 30 Hours</b>		
<b><u>Bible (18 Hours)</u></b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
BI343	Genesis	3
<b><i>Choose 1:</i></b>		
BI224	John <b>OR</b>	3
BI334	Romans	3
<b><u>BI / BT / TH Elective (3 Hours)</u></b>		
		3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>30</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b><u>Communications (10 Hours)</u></b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b><i>Choose 1:</i></b>		
<b>Elective (3 Hours)</b>		
COM220; COM230; COM333		3
<b><u>Humanities (13 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1
<b><i>Choose 1:</i></b>		
<b>Fine Arts</b>		
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3

<b>Choose 1 or 2:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3
<b>Choose 1 or 2:</b>	<b>History</b>	
	HP221; HP222; HP238	3
	<b>History</b>	
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
SS324	Human Growth & Development	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 60 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Major (39 Hours)</b>		
CO244	Introduction to Biblical Counseling	3
CO245	History of Psychological Systems	3
CO246	Theological Foundations of Biblical Counseling	3
CO340	Biblical Counseling of Youth	3
CO345	Marriage & Family Counseling	3
CO432	Crisis Counseling	3
CO449	Senior Counseling Project	3
CO453	Senior Counseling Internship	3
RP343	Ethics in Biblical Counseling	3
SS249	Conflict Resolution	3
<b>Choose 3:</b>	<b>Biblical Counseling Electives</b>	
CO247	Counseling Cross Culturally	3
CO342	Developing a Biblical Counseling Center	3
CO347	Counseling Non-Traditional Families	3
CO348	Counseling Troubling Emotions	3
CO436	Death, Dying, & Grief Counseling	3
<b>Open Electives</b>		18
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0

One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>60</b>
	<b>Total Hours for the Degree</b>	<b>126</b>

**\*BIBLICAL COUNSELING, MINOR**

**Total Hours - 21 hours**

**See Interdisciplinary Studies for list of courses.**

Note: Counseling courses transferred from other academic institutions may or may not transfer for Calvary Biblical Counseling courses. They may transfer as electives. When such cases arise, the Biblical Counseling Program department chair will be consulted.



## BUSINESS ADMINISTRATION DEPARTMENT

**Department Chair: Dr. Germaine Washington, M.B.A., D.M.,**

### Description:

The Calvary University Business Administration Program promotes professional development and growth by preparing organizational leaders to manage with a servant's heart in the church and in the world according to the biblical worldview.



### Programs:

- Business Administration, Baccalaureate Degree
  - Entrepreneurship
  - Marketing
  - Organizational Leadership / Management
  - Outdoor Adventure Leadership
  - Sports Management

### Teaching Faculty:

Dr. Germaine Washington, Dr. Tracy Haney, Tressa Barnes, Allen Prodoehl, and other Adjunct Faculty

### Job Opportunities:

Office Manager, Store/Franchise Management, Marketing Analyst/Operations Manager, Business Developer, Operations/Recruitment Manager, Ministry Leader, Healthcare Manager, Human Resource Manager, Sales & Retail, Private Business Owner, Office Administrator, Business Administration Adjunct Professor, Global Operations Manager, Executive Director, Clinical Operations Manager, Customer Service Manager, Product Management Analyst, Data Analyst, Organizational Change Management, Insurance Operations Manager, Asset Management, Accountant, Project Accountant, Chief Financial Officer, Financial Director, Corporate Controller, Financial Analyst, Compliance Officer, Credit Analysis Manager, Assistant/Head Coach, Athletic Director, Sports Marketing Coordinator/Director, Sports Information Director, Sport Facility Administrator, Gym Management, Sports/Recreation Store Manager, Recreational Sports Director, Athletic Supervisor for gyms and facilities, Referee, Athletic Academic Advising, NCAA Sport Compliance Officer, Event Sales Manager, Sport Psychologist, Health & Wellness Manager, Camp/Conference Center Director, Program/Recreation Director, Environmental education Instructor, Guest Services Director, Foreign Missionary Camp Director, Foreign Trekking Guide, Wilderness/Adventure Guide, Wilderness Therapy Guide, Swift Water Guide, Conservation Corp Crew Leader

### Objectives:

The Business Administration program will:

- Provide opportunities for students to comprehend crucial differences between biblical administration and other systems through a foundational knowledge of the Holy Scriptures.

- Inspire a continual personal relationship with the living God by seeking and obeying His will and by applying business administration skills in the local church and in secular organizations.
- Guide use of Calvary's doctrinal statement as a foundation for administrative strategies through practical application assignments.
- Acquire and exercise managerial skills that make a strong impact on today's organizations.
- Make use of experiential learning approach to incorporate management/leadership best practices.
- Attain essential knowledge of strategic planning and strong decision-making skills to enhance an ethical business environment.

## BUSINESS ADMINISTRATION - ENTREPRENEURSHIP

### Bachelor of Science Degree

**Total Hours: 126**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b>Bible (9 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
BU301 #	Organizational Communication	3
<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
EN201, EN212, EN213		3

<b>Choose 1 or 2:</b>	<b>History</b>	
	HP221; HP222; HP238	3
	<b>History</b>	
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
BU305 #	Business Statistics	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
SS231 #	Microeconomics	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 69 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Business Administration Core (39 Hours)</b>		
BU200	Introduction to Business Administration *	3
BU201	Accounting for Managers	3
BU232	Marketing Principles	3
BU234	Information Systems	3
BU235	Organizational Behavior *	3
BU315	Business Law & Ethics	3
BU324	Business Finance	3
BU332	Human Resource Management	3
BU340	Business Problems & Policies	3
BU416	Legal Environment for Business	3
BU420	Global Dimensions of Business	3
BU438	Production & Operations Management	3
BU449	Senior Project	3
<b>Entrepreneurship Track (12 Hours)</b>		
BU220	Introduction to Entrepreneurship	3
BU221	Emotional Intelligence	3
BU323	Strategic Management	3
BU435	Growth Enterprise: Strategy & Planning	3
<b>Open Electives (15 Hours)</b>		

<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>69</b>
	<b>Total Hours for the Degree</b>	<b>126</b>

## BUSINESS ADMINISTRATION - MARKETING

### Bachelor of Science Degree

Total Hours: 126

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b>Bible (9 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
	<b>Total Hours</b>	<b>21</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
BU301 #	Organizational Communication	3
<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3
<b>Choose 1 or 2:</b>	<b>History</b>	

HP221; HP222; HP238		3
<b>History</b>		
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
BU305 #	Business Statistics	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
SS231 #	Microeconomics	3
<b>Total Hours</b>		<b>36</b>

<b>PROFESSIONAL EDUCATION – 69 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Business Administration Core (39 Hours)</b>		
BU200	Introduction to Business Administration *	3
BU201	Accounting for Managers	3
BU232	Marketing Principles	3
BU234	Information Systems	3
BU235	Organizational Behavior *	3
BU315	Business Law & Ethics	3
BU324	Business Finance	3
BU332	Human Resource Management	3
BU340	Business Problems & Policies	3
BU416	Legal Environment for Business	3
BU420	Global Dimensions of Business	3
BU438	Production & Operations Management	3
BU449	Senior Project	3
<b>Marketing Track (12 Hours)</b>		
BU303	Media Marketing for Sports & Business	3
BU334	Non-Profit Marketing	3
BU343	Organizational Marketing & Sales	3
BU430	Marketing Research	3
<b>Open Electives (15 Hours)</b>		

<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>69</b>
	<b>Total Hours for the Degree</b>	<b>126</b>

**BUSINESS ADMINISTRATION –  
ORGANIZATIONAL LEADERSHIP & MANAGEMENT**

**Bachelor of Science Degree**

**Total Hours: 126**

<b><u>BIBLICAL EDUCATION – 21 Hours</u></b>		
<b><u>Bible (9 Hours)</u></b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
	<b>Total Hours</b>	<b>21</b>

<b><u>GENERAL EDUCATION – 36 Hours</u></b>		
<b><u>Communications (10 Hours)</u></b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
BU301 #	Organizational Communication	3
<b><u>Humanities (13 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3
<b>Choose 1 or 2:</b>	<b>History</b>	

HP221; HP222; HP238		3
<b>History</b>		
HP100	Constitutional Exam	0
<b><u>Natural Sciences / Mathematics (9 Hours)</u></b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
BU305 #	Business Statistics	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b><u>Social / Behavioral Sciences (4 Hours)</u></b>		
GE100	College Life Seminar	1
SS231 #	Microeconomics	3
<b>Total Hours</b>		<b>36</b>

<b>PROFESSIONAL EDUCATION – 69 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b><u>Missions / Ministry Core (3 Hours)</u></b>		
IC111	Introduction to Christian Missions	3
<b><u>Business Administration Core (39 Hours)</u></b>		
BU200	Introduction to Business Administration *	3
BU201	Accounting for Managers	3
BU232	Marketing Principles	3
BU234	Information Systems	3
BU235	Organizational Behavior *	3
BU315	Business Law & Ethics	3
BU324	Business Finance	3
BU332	Human Resource Management	3
BU340	Business Problems & Policies	3
BU416	Legal Environment for Business	3
BU420	Global Dimensions of Business	3
BU438	Production & Operations Management	3
BU449	Senior Project	3
<b><u>Organizational Leadership / Management Track (12 Hours)</u></b>		
BU221	Emotional Intelligence	3
BU405	Teams & the Work Process	3
BU433	Case Studies in Leadership	3
BU446	Leading & Managing	3
<b><u>Open Electives (15 Hours)</u></b>		

<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>69</b>
	<b>Total Hours for the Degree</b>	<b>126</b>

**BUSINESS ADMINISTRATION –  
OUTDOOR ADVENTURE LEADERSHIP**  
Bachelor of Science Degree

**Total Hours: 126**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b>Bible (9 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
	<b>Total Hours</b>	<b>21</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
BU301 #	Organizational Communication	3
<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3

<b>Choose 1 or 2:</b>	<b>History</b>	
	HP221; HP222; HP238	3
	<b>History</b>	
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
BU305 #	Business Statistics	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
SS231 #	Microeconomics	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 69 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Business Administration Core (39 Hours)</b>		
BU200	Introduction to Business Administration *	3
BU201	Accounting for Managers	3
BU232	Marketing Principles	3
BU234	Information Systems	3
BU235	Organizational Behavior *	3
BU315	Business Law & Ethics	3
BU324	Business Finance	3
BU332	Human Resource Management	3
BU340	Business Problems & Policies	3
BU416	Legal Environment for Business	3
BU420	Global Dimensions of Business	3
BU438	Production & Operations Management	3
BU449	Senior Project	3
<b>Outdoor Adventure Leadership Track (12 Hours)</b>		
OAL210	Managing & Admin of Outdoor Programs	3
OAL300	Leadership Camping Skills	3
OAL310	Facilitation of Recreational Leadership	3
OAL400	Formative Assessment	3
<b>Open Electives (15 Hours)</b>		

<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>69</b>
	<b>Total Hours for the Degree</b>	<b>126</b>

**BUSINESS ADMINISTRATION – SPORTS MANAGEMENT**  
**Bachelor of Science Degree**

**Total Hours: 126**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b><u>Bible (9 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
	<b>Total Hours</b>	<b>21</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b><u>Communications (10 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
BU301 #	Organizational Communication	3
<b><u>Humanities (13 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1
<b><i>Choose 1:</i></b>	<b>Fine Arts</b>	
MU110	Music Appreciation <i>OR</i>	3
TA341	Christ & Creativity	3
<b><i>Choose 1 or 2:</i></b>	<b>Literature</b>	

EN201, EN212, EN213		3
<b>Choose 1 or 2:</b>	<b>History</b>	
HP221; HP222; HP238		3
<b>History</b>		
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
BU305 #	Business Statistics	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
SS231 #	Microeconomics	3
		<b>Total Hours 36</b>

<b>PROFESSIONAL EDUCATION – 69 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Business Administration Core (39 Hours)</b>		
BU200	Introduction to Business Administration *	3
BU201	Accounting for Managers	3
BU232	Marketing Principles	3
BU234	Information Systems	3
BU235	Organizational Behavior *	3
BU315	Business Law & Ethics	3
BU324	Business Finance	3
BU332	Human Resource Management	3
BU340	Business Problems & Policies	3
BU416	Legal Environment for Business	3
BU420	Global Dimensions of Business	3
BU438	Production & Operations Management	3
BU449	Senior Project	3
<b>Sports Management Track (15 Hours)</b>		
SM210	Sports Psychology	3
SM202	The Theory & Practice of Coaching	3
SM301	Administration of Sports & Athletics	3
SM303	Media Marketing for Sports & Business	3
SM401	Sports Law & Ethics	3
<b>Open Electives (12 Hours)</b>		

<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>69</b>
	<b>Total Hours for the Degree</b>	<b>126</b>

*\* Indicates Interdisciplinary Bible course  
 # Course also fulfills professional requirements for degree*

**\*BUSINESS ADMINISTRATION, MINOR**  
 Total Hours - 21 hours  
 See Interdisciplinary Studies for list of courses.



## EDUCATION DEPARTMENT

**Department Chair:** Dr. Mary Biggs, Ed.D.

**Elementary Education Program Director:** Mrs. Karen Hange, M.S. Ed

### Description:

Calvary University has been preparing teachers for private and international schools for over forty years. In 2010, the Education Department began offering Missouri State Certification, which has expanded its sphere of impact.

Teachers prepared at Calvary serve as effective teachers in public, private, and international schools.



### Mission:

The mission of the Education Department is to prepare highly effective teacher candidates who are capable of meeting the diverse learning needs of students in the 21st century classroom.

### Programs:

Calvary University Educator Preparation Programs have been approved by the Missouri State Board of Education in the following certification areas:

#### Baccalaureate Degrees

- Elementary (Grades 1-6)
- English Language Learner (K-12) (*Add-On Certification*)
- Middle School (Grades 5-9) – Language Arts
- Middle School (Grades 5-9) – Social Sciences
- Middle School (Grades 5-9) – Speech & Theatre
- Secondary (Grades 9-12) – English
- Secondary (Grades 9-12) – Social Sciences
- Secondary (Grades 9-12) – Speech & Theatre
- Music Education: Vocal (Grades K-12)

*(see Music Department guidelines)*

Successful completion of one of these Educator Preparation Programs will position the student to be eligible to apply for Missouri State Teacher Certification and Association of Christian Schools International (ACSI) certification.

### Faculty:

Dr. Mary Briggs, Karen Hange, Tim Hange, and other Adjunct Faculty.

**Job Opportunities:**

Elementary Teacher, Middle School or Secondary School teacher, Principal, Vice-Principal, Superintendent, Admissions Counselor, Recruiting, After-School Program Director, Camp Director, Career Counseling, Corporate trainer, Curriculum Design, Curriculum Representative/Sales, Education Policy & Research, Education Consultant, Homeschool Consultant, Instructional Designer, Museum Education, Pre-school Director, Recreation Director, Residence Life Director, Student Development at a College or University, School Counseling, Standardized Test Developer, Textbook Author, Tutoring

**Objectives:**

The Education Department will:

- Deliver instruction for teacher candidates to develop and refine a biblical philosophy of education formed through a foundational understanding of the Scripture.
- Provide teacher candidates with the content knowledge and pedagogical skills necessary to teach students in the 21<sup>st</sup> century.
- Arrange multiple opportunities for teacher candidates to practice and develop their professional and pedagogical skills through practice teaching sessions in the university classroom, field experiences, and student teaching.
- Value human diversity and provide instructional opportunities to practice analyzing and evaluating different points of view while learning to relate to others in the places in which they live, work, and serve.
- Equip students to utilize formative and summative assessment strategies to evaluate academic progress and implement instructional technology strategies to improve learning outcomes.
- Furnish teacher candidates with the information, resources and support necessary to achieve the Missouri state standards for teacher certification and complete required steps and assessments throughout the program.

**Teacher Education Departmental Theme Statement:**

The Educator Preparation Program at Calvary promotes the development of teachers within a distinctly Christian environment grounded in a Biblical philosophy of education. The program emphasizes pedagogical skills, differentiated learning, diversity appreciation, instructional technology and a search for truth while setting standards for professionalism and character for each teacher candidate. Students should graduate with a desire to be lifelong learners and servant leaders.

**Guidelines for Education Majors**

Completing a major in Education requires two sets of specifications: (1) completion of the degree, and (2) meeting Missouri certification requirements. A student can declare the major at any time, but in order to enroll in upper division education coursework, the student must first be admitted to the Educator Preparation Program. Declaration of a major DOES NOT constitute admission to the teacher education program.

**Admission to the Educator Preparation Program:**

- Application to an Educator Preparation Program (EPP) is a requirement of the State of Missouri. Application forms for admission to the EPP may be obtained from the Education Department Chair or CANVAS.

- At the time of application, the Education major must meet multiple standards for admission including grade point average requirements, Missouri state examination requirements, and Calvary Education Department requirements. Further information on the application/admission process and specific requirements can be found in the EPP student Handbook.
- Students may not enroll in 300-level education coursework until they are admitted to the Educator Preparation Program. Students who fail to complete all requirements for certification within a seven-year period must re-apply for admission under the policies and regulations that are in effect at the time of the new application.

### **Transfer Students / Change of Majors:**

The Educator Preparation Program is a professional organization regulated by the Missouri Department of Elementary and Secondary Education (DESE) in addition to the policies of the Education Department and Calvary University. Historically, DESE has continually raised its academic standards and requirements for teacher certification. As a result, the program requirements are beyond what is expected of most college majors. Education majors must work closely with their academic advisors and Calvary's Certification Officer.

Students who transfer into or change their major to an Educator Preparation Program will often need one or more additional semesters beyond a traditional course of study to complete the program.

Coursework completed at other institutions will be considered on an individual basis. Decisions regarding transfer credit will be made based on alignment with the current standards of Calvary's Educator Preparation Program. The majority of coursework for each program must be completed at Calvary, especially in the areas of Field and Clinical Experiences.

### **General Requirements for Teacher Certification Programs:**

All education majors must meet the General Education and Bible Education requirements of Calvary University. In addition, the students must meet the following certification requirements:

- Elementary Education (Grades 1-6) students must satisfactorily complete content courses related to the elementary curriculum consistent with Missouri certification requirements. Additional information on current requirements can be found in the EPP Student Handbook.
- All education majors must demonstrate competence in English composition and research. They are required to satisfactorily complete EN112 College Composition I, EN113 College Composition II, and COM110 Written Research Practicum or the equivalent. If the student does not demonstrate writing competence, the department will require the student to seek assistance from The Clark Academic Center and file a Tutorial Form (see Handbook) to receive tutoring/advising.
- All education majors must demonstrate competence in oral communication. This requirement is met by completing COM220 Oral Communications or the equivalent. The student must continue to show strong oral presentation skills in education course work. If



the student does not display these skills, the department will complete a Tutorial Form and the student will receive tutoring/advising.

- All education majors must demonstrate competence in basic mathematical operations. In addition to completing the General Education requirements for mathematics, the student must exhibit continued mathematical skills in education coursework. If a student does not show these competencies, the department will complete a Tutorial Form and the student will receive tutoring/advising.
- State monitoring of the Educator Preparation Program requires that all Teacher Education majors must develop and meet rigid qualifications and maintain the highest academic and professional standards at all times.

**International students interested in Teacher Education:**

- International students are allowed to complete an undergraduate degree in Education.
- International students are allowed to be certified in the state of Missouri.
- Students must have a social security number (SSN) to apply for a Missouri teaching certificate.
- Students who are not U.S. citizens will need to work with the Social Security Administration to obtain an SSN. More information about the process of applying for an SSM is located at: <https://www.ssa.gov/ssnumber/cards.htm>.
- Calvary University cannot guarantee that students who are not U.S. citizens will be able to obtain an SSM at the time of graduation. The United States Social Security Administration has the authority to grant SSN numbers.
- Calvary University strongly recommends that international students who are Education majors pursue state certification. Departments of Education in most countries require government certification for individuals to be employed as teachers.

**Continuation in the Educator Preparation Program:**

Students are required to apply for admission to the Educator Preparation Program, and application is followed by a personal interview by the Teacher Education Committee. The student is responsible for monitoring his/her own progress toward completion of the Educator Preparation Program at Calvary University. The Education Department faculty will assist the student by providing advising, notices of deadlines, testing requirements, etc. However, the student must monitor and meet the requirements.

Admission to, or completion of the Educator Preparation Program does not guarantee retention in the program and/or eventual Missouri certification. The same criteria considered for admission are monitored each semester. To be retained in the Educator Preparation Program, students must maintain appropriate grade point averages (see Handbook). Notification of education students whose grade point averages have fallen below the required level will be given to the program advisor.

- If the student's Professional and Content GPA falls below the required level, but not lower than 2.7, he/she will be notified that he/she has one semester to regain good standing in the Educator Preparation Program. If not, the student will be excluded from the Program.
- If the student's GPA falls below the required level and/or is placed on academic monitoring, he/she will automatically be excluded from the Educator Preparation Program and will be so informed by the Education Department Chair.

- If the student has been excluded from the Educator Preparation Program because of a low Professional and Content-Area GPA, reapplication for admission to the program may occur when the required GPA has been retained at Calvary.
- If the student has not demonstrated professional dispositions for teaching as recommended by Missouri Department of Elementary and Secondary Education and as measured by the Professional Disposition form (see Handbook) and as evidenced by lack of progress, the student may be dismissed from the program.
- A student may appeal his/her exclusion or dismissal from an Educator Preparation Program. The appeal must be dated, typed, and provide a clear explanation for the reason(s) for the appeal. Appeals are to be submitted to the Chief Academic Officer (CAO) for review, who will then present it to the Accreditation and Curriculum Committee (ACC). The CAO will notify the student and the Education Department Chair of the ACC's decision in writing.

### Student Teaching:

All Education majors must pass the Missouri Content Assessment (MoCA) in their content area prior to Student Teaching. All Education majors should study for and take the Missouri Content Assessment (MoCA) early in the semester prior to Student Teaching.

## ELEMENTARY EDUCATION Bachelor of Science Degree

**Total Hours: 135**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b><u>Bible (9 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b><u>Core (1 Hour)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
<b><u>COMMUNICATIONS (10 Hours)</u></b>		
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communications	3

<b>HUMANITIES (13 Hours)</b>		
<b>Required:</b>		
RP100	Developing a Biblical Worldview	1
Fine Arts:		
MU110	Music Appreciation	3
<b>Literature (3 Hours)</b>		
Choose 1: EN201, EN212, EN213		3
<b>History (6 Hours)</b>		
HP100	Constitutional Exam	0
HP221	American History I	3
HP238	US Government	3
<b>NATURAL SCIENCES / MATH (9 Hours)</b>		
<b>Required:</b>		
MA103	Data & Decision Making for Educators	3
PE110	Lifetime Fitness	1
<b>Science: (Choose 5 hours – class + lab)</b>		
		3
		2
<b>SOCIAL &amp; BEHAVIORAL SCIENCES (4 Hours)</b>		
<b>Required:</b>		
GE100	College Life Seminar	1
<b>Social Sciences:</b>		
SS324	Human Growth & Development	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 78 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Elementary Education Requirements (75 Hours)</b>		
ED190	Introduction to Teacher Education	3
ED241	Technology for Teachers	3
ED247	Foundations of Education *	3
ED250	Educational Psychology *	3
ED335	Scientific Inquiry for Elementary Teachers	3
ED340	Teaching Elementary Social Studies	3
ED341	Teaching Elementary Reading	3
ED342	Teaching Elementary Language Arts	3
ED343	Teaching Elementary Literature	3
ED344	Teaching Elementary Science	3
ED345	Teaching Elementary Mathematics I	3

ED349	Educational Assessments	3
ED350	Exceptional Learners	3
ED351	Teaching Creative Arts, Music, & Movement	3
ED352	Reading & Literacy in Elementary Schools	3
ED411	Instructional Techniques for Teaching ELL's	3
ED434	Teaching Elementary Mathematics II	3
ED444	Classroom Management	3
ED459	Senior Seminar – Education	1
<b>FIELD &amp; CLINICAL</b>		
ED252	Field Experience I	1
ED353	Field Experience II	1
ED470	Student Teaching	8
<b>ELEMENTARY EDUCATOR PREPARATION</b>		
HP222	American History II	3
MA102	Numbers, Operations, & Geometry for Educ	2
PE247	First Aid & Personal Safety	1
PE248	Health	1
SS245	World Geography	3
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours for the Degree</b>		<b>135</b>

**Elementary Education** majors who would like to obtain Missouri add-on certification to teach English Language Learners need to complete the following courses:

- ED311 – Linguistics of the English Language
  - ED312 – Language & Culture
  - ED313 – Second Language Acquisition
  - ED412 – Curriculum for Teaching ELL's
  - ED413 – Assessment Strategies for ELL
  - ED348 – Literacy in Content Areas
  - ED446 – Reading Interventions in the Secondary School
  - ED414 – Clinical Experience with ELL's
- Total = 24 credit hours



**MIDDLE SCHOOL – LANGUAGE ARTS****Bachelor of Science Degree****Total Hours: 131**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b>Bible (9 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Core (1 Hour)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>COMMUNICATIONS (10 Hours)</b>		
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communications	3
<b>HUMANITIES (13 Hours)</b>		
<b>Fine Arts (3 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Fine Arts (3 Hours)</b>		
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Literature</b>		
Choose 1: EN201, EN212, EN213		3
<b>History (6 Hours)</b>		
HP100	Constitutional Exam	0
HP238	US Government	3
Choose 1:	HP221 or HP222	3
<b>NATURAL SCIENCES / MATH (9 Hours)</b>		
MA103	Data & Decision Making for Educators	3
PE110	Lifetime Fitness	1
<b>Science (Choose 5 hours – class + lab)</b>		

		3
		2
<b>SOCIAL / BEHAVIORAL SCIENCES (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Social Sciences:</b>		
SS324	Human Growth & Development	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 74 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Middle School Requirements (71 Hours)</b>		
ED190	Introduction to Teacher Education	3
ED247	Foundations of Education *	3
ED250	Educational Psychology *	3
ED333	Middle School Philosophy & Organization	3
ED348	Literacy in Content Areas	3
ED349	Educational Assessments	3
ED350	Exceptional Learners	3
ED411	Instructional Techniques for Teaching ELL's	3
ED420	Instructional Strategies for English	3
ED444	Classroom Management	3
ED446	Reading Interventions	3
ED448	Teaching in Middle/Secondary Schools	3
ED459	Senior Seminar – Education	1
<b>FIELD &amp; CLINICAL</b>		
ED252	Field Experience I	1
ED353	Field Experience II	1
ED470	Student Teaching	8
<b>COMPOSITION &amp; RHETORIC</b>		
EN311	Teaching Writing	3
EN411	Rhetoric	3
<b>Language Arts Electives (Choose 5) (15 Hours)</b>		
ED311	Linguistics of the English Language	3
EN316	History of the English Language	3
EN223	American Literature I	3
EN224	American Literature II	3
EN323	British Literature I	3
EN324	British Literature II	3
EN410	Epic World Literature	3

EN415	Shakespeare	3
<b>MIDDLE SCHOOL EDUCATOR PREPARATION</b>		
RP239	Introduction to Philosophy	2
PE247	First Aid & Personal Safety	1
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours for the Degree</b>		<b>131</b>

**Middle School and Secondary Education** majors who would like to obtain Missouri add-on certification to teach English Language Learners need to complete the following courses:

ED311 – Linguistics of the English Language

ED312 – Language & Culture

ED313 – Second Language Acquisition

ED412 – Curriculum for Teaching ELL's

ED413 – Assessment Strategies for ELL

ED414 – Clinical Experience with ELL's

Total = 18 credit hours

## MIDDLE SCHOOL – SOCIAL SCIENCE

### Bachelor of Science Degree

**Total Hours: 132**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b><u>Bible (9 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b><u>Core (1 Hour)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
<b><u>COMMUNICATIONS (10 Hours)</u></b>		
COM110	Written Research Practicum	1

EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communications	3
<b>HUMANITIES (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Fine Arts</b>		
<b>Choose 1:</b>		
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Literature</b>		
Choose 1: EN201, EN212, EN213		3
<b>History</b>		
HP100	Constitutional Exam	0
HP221	American History I	3
HP222	American History II	3
<b>NATURAL SCIENCES / MATH (9 Hours)</b>		
MA103	Data & Decision Making for Educators	3
PE110	Lifetime Fitness	1
<b>Science (Choose 5 Hours – Class + Lab)</b>		
		3
		2
<b>SOCIAL / BEHAVIORAL SCIENCES (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Social Sciences:</b>		
SS324	Human Growth & Development	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 75 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Middle School Requirements (72 Hours)</b>		
ED190	Introduction to Teacher Education	3
ED247	Foundations of Education *	3
ED250	Educational Psychology *	3
ED333	Middle School Philosophy & Organization	3
ED348	Literacy in Content Areas	3
ED349	Educational Assessments	3
ED350	Exceptional Learners	3
ED411	Instructional Techniques for Teaching ELL's	3
ED421	Instructional Strategies for Social Science	3

ED444	Classroom Management	3
ED446	Reading Interventions	3
ED448	Teaching in Middle/Secondary Schools	3
ED459	Senior Seminar – Education	1
<b>FIELD &amp; CLINICAL</b>		
ED252	Field Experience I	1
ED353	Field Experience II	1
ED470	Student Teaching	8
<b>Social Sciences</b>		
HP231	Western Civilization I	3
HP232	Western Civilization II	3
HP238	US Government	3
HP251	Missouri State History	3
<b>Social Sciences Electives (Choose 1)</b>		
HP241	American Military History	3
HP392	Medieval History	3
HP393	Ancient History	3
<b>Behavioral Sciences</b>		
SS231	Microeconomics	3
SS245	World Geography	3
SS237	Cultural Anthropology	3
<b>Middle School Educator Preparation</b>		
PE247	First Aid & Personal Safety	1
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours for the Degree</b>		<b>132</b>

**Middle School and Secondary Education** majors who would like to obtain Missouri add-on certification to teach English Language Learners need to complete the following courses:

- ED311 – Linguistics of the English Language
  - ED312 – Language & Culture
  - ED313 – Second Language Acquisition
  - ED412 – Curriculum for Teaching ELL’s
  - ED413 – Assessment Strategies for ELL
  - ED414 – Clinical Experience with ELL’s
- Total = 18 credit hours

**MIDDLE SCHOOL – SPEECH & THEATRE**  
**Bachelor of Science Degree**

**Total Hours: 134**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b><u>Bible (9 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
	<b>Total Hours</b>	<b>21</b>
<b>GENERAL EDUCATION – 36 Hours</b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
<b><u>COMMUNICATIONS (10 Hours)</u></b>		
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communications	3
<b><u>HUMANITIES (13 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1
<b><u>Fine Arts</u></b>		
TA341	Christ & Creativity	3
<b><u>Literature (6 Hours)</u></b>		
Choose 1: EN201, EN212, EN213		3
EN415	Shakespeare	3
<b><u>History (3 Hours)</u></b>		
HP100	Constitutional Exam	0
HP238	US Government	3
<b><u>NATURAL SCIENCES / MATH (9 Hours)</u></b>		
MA103	Data & Decision Making for Educators	3
PE110	Lifetime Fitness	1
<b><u>Science (Choose 5 Hours – class + lab)</u></b>		
		3
		2
<b><u>SOCIAL / BEHAVIORAL SCIENCES (4 Hours)</u></b>		
GE100	College Life Seminar	1

<b>Social Sciences:</b>		
SS324	Human Growth & Development	3
<b>Total Hours</b>		<b>36</b>

<b>PROFESSIONAL EDUCATION – 77 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Middle School Requirements (74 Hours)</b>		
ED190	Introduction to Teacher Education	3
ED247	Foundations of Education *	3
ED250	Educational Psychology *	3
ED333	Middle School Philosophy & Organization	3
ED348	Literacy in Content Areas	3
ED349	Educational Assessments	3
ED350	Exceptional Learners	3
ED411	Instructional Techniques for Teaching ELL's	3
ED422	Instructional Strategies for Speech & Theatre	3
ED444	Classroom Management	3
ED446	Reading Interventions	3
ED448	Teaching in Middle/Secondary Schools	3
ED459	Senior Seminar – Education	1
<b>FIELD &amp; CLINICAL</b>		
ED252	Field Experience I	1
ED353	Field Experience II	1
ED470	Student Teaching	8
<b>Speech &amp; Theatre</b>		
COM230	Voice & Diction in Public Speaking	3
COM311	Group Communications	3
COM411	Debate	3
TA101	Introduction to Technical Theatre	3
TA225	Acting I	3
TA233	Theatre History & Dramatic Literature	3
TA340	Directing	3
<b>Speech &amp; Theatre Electives (3 Hours)</b>		
<b>Choose 1:</b>		
TA226	Acting II	3
TA250	Set Design & Construction	3
TA251	Theatrical Make-Up	3
TA353	Theatrical Lighting	3
TA361	Costuming	3

<b>Middle School Educator Preparation</b>		
RP239	Introduction to Philosophy	2
PE247	First Aid & Personal Safety	1
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours for the Degree</b>		<b>134</b>

**Middle School and Secondary Education** majors who would like to obtain Missouri add-on certification to teach English Language Learners need to complete the following courses:

- ED311 – Linguistics of the English Language
  - ED312 – Language & Culture
  - ED313 – Second Language Acquisition
  - ED412 – Curriculum for Teaching ELL's
  - ED413 – Assessment Strategies for ELL
  - ED414 – Clinical Experience with ELL's
- Total = 18 credit hours



**SECONDARY – ENGLISH**  
**Bachelor of Science Degree**

**Total Hours: 134**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b>Bible (9 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>
<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Core (1 Hour)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
<b>Communications (10 Hours)</b>		
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communication	3
<b>HUMANITIES (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Fine Arts</b>		
<b>Choose 1:</b>		
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Literature</b>		
EN201	Adolescent Literature	3
<b>History</b>		
HP100	Constitutional Exam	0
HP238	US Government	3
<b>Choose 1:</b>		
HP221, HP222		3
<b>NATURAL SCIENCES / MATH (9 Hours)</b>		
MA103	Data & Decision Making for Educators	3
PE110	Lifetime Fitness	1
<b>Science (Choose 5 hours – class + lab)</b>		

		3
		2
<b><u>SOCIAL / BEHAVIORAL SCIENCES (4 Hours)</u></b>		
GE100	College Life Seminar	1
<b>Social Sciences</b>		
SS324	Human Growth & Development	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 78 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b><u>Missions / Ministry Core (3 Hours)</u></b>		
IC111	Introduction to Christian Missions *	3
<b><u>Secondary School Requirements (75 Hours)</u></b>		
ED190	Introduction to Teacher Education	3
ED247	Foundations of Education *	3
ED250	Educational Psychology *	3
ED348	Literacy in Content Areas	3
ED349	Educational Assessments	3
ED350	Exceptional Learners	3
ED411	Instructional Techniques for Teaching ELL's	3
ED420	Instructional Strategies for English	3
ED444	Classroom Management	3
ED446	Reading Interventions	3
ED448	Teaching in Middle/Secondary Schools	3
ED459	Senior Seminar – Education	1
<b><u>FIELD &amp; CLINICAL</u></b>		
ED252	Field Experience I	1
ED353	Field Experience II	1
ED470	Student Teaching	8
<b><u>Composition &amp; Rhetoric</u></b>		
EN311	Teaching Writing	3
EN411	Rhetoric	3
<b><u>Study of the English Language</u></b>		
ED311	Linguistics of the English Language	3
EN316	History of the English Language	3
<b><u>American Literature</u></b>		
EN223	American Literature I	3
EN224	American Literature II	3
<b><u>British or World Literature</u></b>		
EN322 / EN323	British Literature I <b>OR</b> British Literature II	3
EN415	Shakespeare	3

<b>English Elective</b>		
EN410	Epic World Literature	3
<b>Secondary Educator Preparation</b>		
RP239	Introduction to Philosophy	2
PE247	First Aid & Personal Safety	1
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours for the Degree</b>		<b>134</b>

**Middle School and Secondary Education** majors who would like to obtain Missouri add-on certification to teach English Language Learners need to complete the following courses:

- ED311 – Linguistics of the English Language
  - ED312 – Language & Culture
  - ED313 – Second Language Acquisition
  - ED412 – Curriculum for Teaching ELL’s
  - ED413 – Assessment Strategies for ELL
  - ED414 – Clinical Experience with ELL’s
- Total = 18 credit hours



**SECONDARY – SOCIAL SCIENCES****Bachelor of Science Degree****Total Hours: 137**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b>Bible (9 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Core (1 Hour)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>COMMUNICATIONS (10 Hours)</b>		
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communications	3
<b>HUMANITIES (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Fine Arts</b>		
<b>Choose 1:</b>		
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Literature</b>		
Choose 1: EN201, EN212, EN213		3
<b>History</b>		
HP100	Constitutional Exam	0
HP221	American History I	3
HP222	American History II	3
<b>NATURAL SCIENCES / MATH (9 Hours)</b>		
MA103	Data & Decision Making for Educators	3
PE110	Lifetime Fitness	1
<b>Science (Choose 5 Hours – Class + Lab)</b>		

		3
		2
<b><u>SOCIAL / BEHAVIORAL SCIENCES (4 Hours)</u></b>		
GE100	College Life Seminar	1
<b>Social Sciences:</b>		
SS324	Human Growth & Development	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 80 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b><u>Missions / Ministry Core (3 Hours)</u></b>		
IC111	Introduction to Christian Missions *	3
<b><u>Secondary School Requirements (50 Hours)</u></b>		
ED190	Introduction to Teacher Education	3
ED247	Foundations of Education *	3
ED250	Educational Psychology *	3
ED348	Literacy in Content Areas	3
ED349	Educational Assessments	3
ED350	Exceptional Learners	3
ED411	Instructional Techniques for Teaching ELL's	3
ED421	Instructional Strategies for Social Science	3
ED444	Classroom Management	3
ED446	Reading Interventions	3
ED448	Teaching in Middle/Secondary Schools	3
ED459	Senior Seminar – Education	1
<b><u>FIELD &amp; CLINICAL</u></b>		
ED252	Field Experience I	1
ED353	Field Experience II	1
ED470	Student Teaching	8
<b><u>United States History</u></b>		
HP241	American Military History	3
HP251	Missouri State History	3
<b><u>World History</u></b>		
HP231	Western Civilization I	3
HP232	Western Civilization II	3
<b><i>Choose 1:</i></b>		
HP392	Medieval History	3
HP393	Ancient History	3
HP401	History of the Crusades	3
<b><u>Political Science</u></b>		
HP238	United States Government	3

HP338	Contemporary Politics	3
<b>Economics</b>		
SS231	Microeconomics	3
<b>Geography</b>		
SS245	World Geography	3
<b>Behavioral Sciences (3 Hours)</b>		
SS223	General Psychology	3
SS237	Cultural Anthropology	3
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours for the Degree</b>		<b>137</b>

**Middle School and Secondary Education** majors who would like to obtain Missouri add-on certification to teach English Language Learners need to complete the following courses:

- ED311 – Linguistics of the English Language
- ED312 – Language & Culture
- ED313 – Second Language Acquisition
- ED412 – Curriculum for Teaching ELL's
- ED413 – Assessment Strategies for ELL
- ED414 – Clinical Experience with ELL's
- Total = 18 credit hours



**SECONDARY – SPEECH & THEATRE**  
**Bachelor of Science Degree**

**Total Hours: 134**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b><u>Bible (9 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b><u>Core (1 Hour)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
<b><u>COMMUNICATIONS (10 Hours)</u></b>		
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communications	3
<b><u>HUMANITIES (13 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1
<b><u>Fine Arts</u></b>		
TA341	Christ & Creativity	3
<b><u>Literature</u></b>		
Choose 1: EN201, EN212, EN213		3
EN415	Shakespeare	3
<b><u>History</u></b>		
HP100	Constitutional Exam	0
HP238	US Government	3
<b><u>NATURAL SCIENCES / MATH (9 Hours)</u></b>		
MA103	Data & Decision Making for Educators	3
PE110	Lifetime Fitness	1
<b><u>Science: (Choose 5 Hours – Class + Lab)</u></b>		
		3

		2
<b>SOCIAL / BEHAVIORAL SCIENCES (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Social Sciences:</b>		
SS324	Human Growth & Development	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 77 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Secondary School Requirements (50 Hours)</b>		
ED190	Introduction to Teacher Education	3
ED247	Foundations of Education *	3
ED250	Educational Psychology *	3
ED348	Literacy in Content Areas	3
ED349	Educational Assessments	3
ED350	Exceptional Learners	3
ED411	Instructional Techniques for Teaching ELL's	3
ED422	Instructional Strategies for Speech & Theatre	3
ED444	Classroom Management	3
ED446	Reading Interventions	3
ED448	Teaching in Middle/Secondary Schools	3
ED459	Senior Seminar – Education	1
<b>FIELD &amp; CLINICAL</b>		
ED252	Field Experience I	1
ED353	Field Experience II	1
ED470	Student Teaching	8
<b>Speech</b>		
COM230	Voice & Diction in Public Speaking	3
COM311	Group Communications	3
COM411	Debate	3
<b>Theatre</b>		
TA101	Introduction to Technical Theatre	3
TA225	Acting I	3
TA233	Theatre History & Dramatic Literature	3
TA340	Directing	3
<b>Speech &amp; Theatre Electives (Choose 2)</b>		
TA226	Acting II	3
TA250	Set Design & Construction	3
TA251	Theatrical Make-Up	3

TA353	Theatrical Lighting	3
TA361	Costuming	3
<b>SECONDARY EDUCATOR PREPARATION</b>		
RP239	Introduction to Philosophy	2
PE247	First Aid & Personal Safety	1
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours for the Degree</b>		<b>134</b>

**Middle School and Secondary Education** majors who would like to obtain Missouri add-on certification to teach English Language Learners need to complete the following courses:

- ED311 – Linguistics of the English Language
- ED312 – Language & Culture
- ED313 – Second Language Acquisition
- ED412 – Curriculum for Teaching ELL’s
- ED413 – Assessment Strategies for ELL
- ED414 – Clinical Experience with ELL’s
- Total = 18 credit hours

*\* Indicates Interdisciplinary Bible course*

**\*TESOL  
(Teaching English to Speakers of Other Languages)**

**Missouri Certificate of License to teach English Language Learners**



## ENGLISH DEPARTMENT

**Department Chair:** Mr. Tim Hange, M.Ed.

**Description:**

The mission of the English Department is to produce graduates who can speak and write for various audiences and purposes with clarity, creativity, and sound research according to the Biblical worldview.



**Teaching Faculty:**

Tim Hange, Rebecca Howell, Krista Owen, and other Adjunct Faculty

**Job Opportunities:**

Author, Editor, Technical Writer, Copywriter, Journalist, Social Media Specialist, Email Marketing Specialist, Columnist, Blogger, Ghostwriter, Screenwriter, Speechwriting, Fundraising, Managing Writing Projects

**Objectives:**

The English Department will produce graduates who are able to:

- Critically read and analyze a wide variety of literature in their historical and cultural contexts.
- Engage in an effective writing process and tailor writing/speaking for various audiences and purposes.
- Evaluate diverse literary perspectives according to the Biblical worldview.
- Develop and execute original research projects following appropriate and ethical practices.

**Minors Offered:**

English - Literature  
English – Creative Writing

**PDS Programs Offered:**

PDS: Modern Languages - Spanish

**\*ENGLISH LITERATURE, MINOR**

**Total Hours - 21 hours**

**\*ENGLISH - CREATIVE WRITING, MINOR**

**Total Hours - 21 hours**

See Interdisciplinary Studies for list of courses

## GENERAL STUDIES DEPARTMENT

**Department Chair:** Mrs. Tiffany Smith, M.L.I.S.

### **Description:**

The General Studies Department develops students who think critically, who engage in the global society, and who communicate the biblical worldview effectively. General education builds a foundation for students to become life-long learners and well-rounded citizens who impact their communities with the truth of God's Word. These objectives are accomplished through completing required general education hours in Communications, Humanities, Natural Science-Mathematics, and Social-Behavioral Sciences.



### **Teaching Faculty:**

Dr. Teddy Bitner, Jeanette Regier, Jamie Franz, Joel Williamson, and other Adjunct Faculty

### **Objectives:**

General Studies students will be able to:

- Gather, analyze, synthesize, and present information through research projects and papers.
- Recognize, choose, and apply habits that promote healthy living.
- Develop, practice, and portray behaviors that exemplify godly character.
- Differentiate between truth and error, and, by so doing, clearly communicate the Biblical worldview.

### **Categories of General Education**

- Communications: Includes such courses as composition, public speaking, and writing courses.
- Humanities: Includes such courses as modern and classical languages, history, literature, linguistics, philosophy, archaeology, art, music, and graphics.
- Natural Science/Mathematics: Includes such courses as physical science, biology/life science, physics, chemistry, mathematics, and statistics.
- Social/Behavioral Sciences: Includes such courses as psychology, sociology, anthropology, and political science.

**GENERAL EDUCATION REQUIREMENTS****All Bachelor Degrees****Total Hours: 36**

*\*Some majors have additional General Education requirements to align with their program objectives.*

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b>Choose 1:</b>	<b>Elective (3 Hours)</b>	
COM220	Oral Communications <b>OR</b>	3
COM230	Voice & Diction in Public Speaking <b>OR</b>	3
COM333	Biblical Communication for Women <b>OR</b>	3
COM411	Debate	3
<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3
<b>Choose 1 or 2:</b>	<b>History</b>	
	HP221; HP222HP238	3
	<b>History</b>	
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
	BIOL100 & BIOL101; <b>OR</b> BIOL105 & BIOL106; <b>OR</b>	5
	CHEM105 & CHEM106; <b>OR</b> PHYS100 & PHYS101	5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
SS223	General Psychology <b>OR</b>	3
SS245	World Geography <b>OR</b>	3
SS248	Family Living <b>OR</b>	3

SS249	Conflict Resolution <b>OR</b>	3
SS324	Human Growth & Development <b>OR</b>	3
SS237	Cultural Anthropology	3
	<b>Total Hours</b>	<b>36</b>

## GENERAL EDUCATION REQUIREMENTS

### All Associate Degrees

**Total Hours: 28**

*\*Some majors have additional General Education requirements  
to align with their program objectives.*

GENERAL EDUCATION – 28 Hours		
<b>Communications (7 Hours)</b>		
Course #	Course Name	Hours
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b>Humanities (10 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3
<b>Choose 1:</b>	<b>History</b>	
	HP221; HP222; HP238	3
	<b>History</b>	
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (7 Hours)</b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1:</b>	<b>Science</b>	
BIOL100	Survey of Biological Science <b>OR</b>	3
BIOL105	Survey of Nutritional Science <b>OR</b>	3
PHYS100	Survey of Physical Science	3
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
	<b>Total Hours</b>	<b>28</b>

**GENERAL EDUCATION REQUIREMENTS****One Year Certificates****Total Hours: 1**

<b>GENERAL EDUCATION –1 Hour</b>		
<b>Core (1 Hour)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
GE100	College Life Seminar	1
<b>Total Hours</b>		<b>1</b>



## MINISTRY STUDIES DEPARTMENT

**Department Chair: Mr. Shaun LePage, B.A., Th.M.**

### **Description:**

The Ministry Studies Department program and concentrations are designed to equip students with the essential academic, interpersonal, and practical skills to serve in local churches and parachurch organizations. Each concentration combines extensive classroom instruction by ministry-seasoned professors and supervised ministry experiences (i.e., internships) with experienced ministry leaders in order to give students the necessary biblical and practical understanding of ministry in today's world. The program has multiple concentrations.



### **Ministry Studies Program and Concentrations:**

- Ministry Studies, Baccalaureate Degrees
  - Ministry Studies
  - Children's Ministry
  - Intercultural Studies
  - Pastoral Ministry (Bachelor of Arts)
  - Pastoral Ministry (Bachelor of Science)
  - Youth Ministry
  - Youth Ministry – Worship Arts
- Ministry Studies, Associate's Degree
  - Children's Ministry
  - Ministry Studies

### **Teaching Faculty:**

Shaun LePage, Dr. Mike Dodds, Dr. Joshua Paxton, Children's Ministries Institute Instructors (in partnership with Child Evangelism Fellowship - CEF), and other Adjunct Faculty

### **Job Opportunities:**

Senior Pastor, Associate Pastor, Youth Pastor, Campus Ministry, Christian Education, Evangelism, Ministry Coordinator, Missions, Humanitarian Aid, Foreign Service Official, International Diplomacy, International Development, Church Staff, Missions Director/Pastor, Mission Agency Staff, Mobilization, Church Planter, Multinational Corporation, Inner-city Ministry, International Business, Refugee Resettlement Ministry, Refugee Services Case Manager, Teaching English overseas, Community Development, Missions Aviation, Non-Governmental Organization Leader, Disaster/Aid Relief Worker, Para-church Leadership, Fund-raising for Faith-based Organizations, Chaplaincy (with additional training), Youth Leader, Student Development at a College or University, Children's program Leader/Director, Shelter Case Manager, Children's Care Specialist, Family Support Worker, Teacher Assistant

**Objectives:**

The Ministry Studies student has:

- Demonstrated the Christian Character qualities essential for Christian ministry.
- Demonstrated an understanding of the theology, theories, methodologies, and skills essential for effective Christian ministry leadership.
- Developed effective communication skills essential for Christian ministry.
- Developed basic interpersonal skills necessary for addressing the spiritual needs of people.
- Acquired basic ministry skills under the guidance of a mature, seasoned professional supervisor in the kind of ministry setting anticipated after graduation.
- 

**Special Requirements:**

- A supervised internship in a ministry setting appropriate to the enrolled emphasis is required for Pastoral Ministry, Intercultural Studies, and Youth Ministry students.
- A Senior Seminar oral examination is required for Pastoral Ministry, Intercultural Studies, and Youth Ministry students.
- A grade of C or higher is required in BL621, Greek II, and in each succeeding Greek course before taking the next level Greek course for Pastoral Ministry students.
- A GPA of 2.5 or higher must be maintained in all Ministry Studies courses for Pastoral Ministry students.

## MINISTRY STUDIES

### Bachelor of Science Degree

**Total Hours: 126**

<b>BIBLICAL EDUCATION – 30 Hours</b>		
<b>Bible (18 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
BI343	Genesis	3
<b>Choose 1:</b>		
BI224	John <b>OR</b>	3
BI334	Romans	3
<b>BI / BL / TH Elective (3 Hours)</b>		
		3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
	<b>Total Hours</b>	<b>30</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communication	3
<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3
<b>Choose 1 or 2:</b>	<b>History</b>	
	HP221; HP222; HP238	3
	<b>History</b>	
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
	BIOL100 & BIOL101; <b>OR</b> BIOL105 & BIOL106; <b>OR</b>	5
	CHEM105 & CHEM106; <b>OR</b> PHYS100 & PHYS101	5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS249; SS324	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 60 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Ministry Studies Core (14 Hours)</b>		
CO244	Introduction to Biblical Counseling	3
MS237	Teaching the Bible	3
MS322	Administrative Process	3
MS340	Theological Foundations for Ministry	3

RP239	Introduction to Philosophy	2
<b>Ministry Studies Track (27 Hours)</b>		
CO345	Marriage & Family Counseling	3
MS211	Evangelism & Discipleship Field Study	3
OL235	Organizational Behavior	3
SS249	Conflict Resolution	3
MS230	Generational Discipleship	3
MS453	Ministry Internship	3
MS459	Senior Seminar – Associate Ministry	3
<b>Pick 1:</b>		
MS330	Discipleship Ministry of the Local Church <b>OR</b>	3
SS248	Family Living	3
<b>Pick 1:</b>		
COM333	Biblical Communication for Women <b>OR</b>	3
PM331	Expository Preaching I ( <i>Men</i> )	3
<b>Open Electives</b>		16
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours</b>		<b>60</b>
<b>Total Hours for the Degree</b>		<b>126</b>



**CHILDREN'S MINISTRY**  
**Bachelor of Science Degree**

Total Hours: 126

<b>BIBLICAL EDUCATION – 30 Hours</b>		
<b><u>Bible (18 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
BI343	Genesis	3
<b><i>Choose 1:</i></b>		
BI224	John <b>OR</b>	3
BI334	Romans	3
<b><u>BI / BL / TH Elective (3 Hours)</u></b>		
		3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>30</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b><u>Communications (10 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communication	3
<b><u>Humanities (13 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1
<b><i>Choose 1:</i></b> <b>Fine Arts</b>		
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b><i>Choose 1 or 2:</i></b> <b>Literature</b>		
EN201, EN212, EN213		3
<b><i>Choose 1 or 2:</i></b> <b>History</b>		
HP221; HP222; HP238		3
<b>History</b>		
HP100	Constitutional Exam	0

<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class +Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 60 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Ministry Studies Core (14 Hours)</b>		
CO244	Introduction to Biblical Counseling	3
MS237	Teaching the Bible	3
MS322	Administrative Process	3
MS340	Theological Foundations for Ministry	3
RP239	Introduction to Philosophy	2
<b>Children's Ministry Track (15 Hours)</b>		
<b>Children's Ministry Institute Credits *</b>		
CM202	Teaching Children Effectively 1 *	2
CM203	Teaching Children Effectively 2 *	2
CM204	Understanding Today's Child *	2
CM205	Progressive Methods of Child Evangelism *	2
LD401	Distinctives of CEF *	1
LD402	Ministry Strategy and Development *	2
LD403	Leadership Essentials *	2
<b>Pick 1:</b>		
TT301	Dynamics of Teacher Training *	2
TT401	Instructor of Teachers	2
<b>Children's Ministry Requirement (3 Hours)</b>		
MS230	Generational Discipleship	3
<b>Children's Ministry Electives (Choose 6 Hours)</b>		
ED250	Educational Psychology	3
MS211	Evangelism & Discipleship	3
MS453	Ministry Internship	3
<b>Open Electives</b>		19

<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>60</b>
	<b>Total Hours for the Degree</b>	<b>126</b>

\* Children's Ministry majors require one semester attendance at the Children's Ministries Institute, Child Evangelism Fellowship, in Warrenton, MO.

## INTERCULTURAL STUDIES

### Bachelor of Science Degree

**Total Hours: 126**

<b>BIBLICAL EDUCATION – 30 Hours</b>		
<b>Bible (18 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
BI343	Genesis	3
<b>Choose 1:</b>		
BI224	John <b>OR</b>	3
BI334	Romans	3
<b>BI / BL / TH Elective (3 Hours)</b>		
		3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
	<b>Total Hours</b>	<b>30</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communication	3
<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1

<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <i>OR</i>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>Choose 1 or 2:</b>	<b>History</b>	
HP221; HP222; HP238		3
	<b>History</b>	
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
SS223; SS237; SS245; SS248; SS249; SS324		3
		<b>Total Hours</b>
		<b>36</b>

<b>PROFESSIONAL EDUCATION – 60 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Ministry Studies Core (14 Hours)</b>		
CO244	Introduction to Biblical Counseling	3
MS237	Teaching the Bible	3
MS322	Administrative Process	3
MS340	Theological Foundations for Ministry	3
RP239	Introduction to Philosophy	2
<b>Intercultural Studies Track (28 Hours)</b>		
CO247	Counseling Cross-Culturally	3
IC303	Theology of Missions	3
IC336	Intercultural Communication & Evangelism	3
IC346	Contemporary Issues in Missions	3
IC434	Intercultural Church Planting	3
IC446	Practical Relations of Intercultural Studies	3
IC453	Intercultural Studies Internship	3
IC459	Senior Seminar – Intercultural Studies	3
SS237	Cultural Anthropology	3

<b>Pick 1:</b>		
BI238	Acts <i>OR</i>	2
IC320	History of Missions	3
<b>Open Electives</b>		14
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours</b>		<b>60</b>
<b>Total Hours for the Degree</b>		<b>126</b>

**PASTORAL MINISTRY**  
**Bachelor of Arts Degree**

**Total Hours: 126**

<b>BIBLICAL EDUCATION – 30 Hours</b>		
<b>Bible (18 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
BI343	Genesis	3
<b>Choose 1:</b>		
BI224	John <i>OR</i>	3
BI334	Romans	3
<b>BI / BL / TH Elective (3 Hours)</b>		
		3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>30</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communication	3

<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>Choose 1 or 2:</b>	<b>History</b>	
HP221; HP222; HP238		3
<b>History</b>		
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
SS223; SS237; SS245; SS248; SS249; SS324		3
<b>Total Hours</b>		<b>36</b>

<b>PROFESSIONAL EDUCATION – 60 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Ministry Studies Core (14 Hours)</b>		
CO244	Introduction to Biblical Counseling	3
MS237	Teaching the Bible	3
MS322	Administrative Process	3
MS340	Theological Foundations for Ministry	3
RP239	Introduction to Philosophy	2
<b>Pastoral Ministry Track (23 Hours)</b>		
CO345	Marriage & Family Counseling	3
MS211	Evangelism & Discipleship Field Study	3
MU212	Music Ministry in the Church	2
PM331	Expository Preaching I	3
PM332	Expository Preaching II	3
PM446	Pastoral Life & Ministry	3
PM453	Pastoral Internship	3

PM459	Senior Seminar – Pastoral Ministry	3
<b>Biblical Languages (Choose 12 Hours)</b>		12
<b>Open Electives</b>		8
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours</b>		<b>60</b>
<b>Total Hours for the Degree</b>		<b>126</b>

**PASTORAL MINISTRY**  
**Bachelor of Science Degree**

**Total Hours: 126**

<b>BIBLICAL EDUCATION – 30 Hours</b>		
<b>Bible (18 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
BI343	Genesis	3
<b>Choose 1:</b>		
BI224	John <b>OR</b>	3
BI334	Romans	3
<b>BI / BL / TH Elective (3 Hours)</b>		
		3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>30</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communication	3

<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>Choose 1 or 2:</b>	<b>History</b>	
HP221; HP222; HP238		3
<b>History</b>		
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
SS223; SS237; SS245; SS249; SS324		3
<b>Total Hours</b>		<b>36</b>

<b>PROFESSIONAL EDUCATION – 60 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Ministry Studies Core (14 Hours)</b>		
CO244	Introduction to Biblical Counseling	3
MS237	Teaching the Bible	3
MS322	Administrative Process	3
MS340	Theological Foundations for Ministry	3
RP239	Introduction to Philosophy	2
<b>Pastoral Ministry Track (29 Hours)</b>		
CO345	Marriage & Family Counseling	3
MS211	Evangelism & Discipleship	3
MU212	Music Ministry in the Church	2
PM331	Expository Preaching I	3
PM332	Expository Preaching II	3
PM446	Pastoral Life & Ministry	3
PM453	Pastoral Internship	3

PM459	Senior Seminar – Pastoral Ministry	3
<b>Pick 2:</b>		
MS230	Generational Discipleship <b>OR</b>	3
MS330	Discipleship Ministry of the Local Church <b>OR</b>	3
SS248	Family Living	3
<b>Open Electives</b>		14
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours</b>		<b>60</b>
<b>Total Hours for the Degree</b>		<b>126</b>



**YOUTH MINISTRY**  
**Bachelor of Science Degree**

Total Hours: 126

<b>BIBLICAL EDUCATION – 30 Hours</b>		
<b><u>Bible (18 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
BI343	Genesis	3
<b><i>Choose 1:</i></b>		
BI224	John <b>OR</b>	3
BI334	Romans	3
<b><u>BI / BL / TH Elective (3 Hours)</u></b>		
		3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>30</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b><u>Communications (10 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communication	3
<b><u>Humanities (13 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1
<b><i>Choose 1:</i></b> <b>Fine Arts</b>		
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b><i>Choose 1 or 2:</i></b> <b>Literature</b>		
EN201, EN212, EN213		3
<b><i>Choose 1 or 2:</i></b> <b>History</b>		
HP221; HP222; HP238		3
<b>History</b>		
HP100	Constitutional Exam	0

<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 60 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Ministry Studies Core (14 Hours)</b>		
CO244	Introduction to Biblical Counseling	3
MS237	Teaching the Bible	3
MS322	Administrative Process	3
MS340	Theological Foundations for Ministry	3
RP239	Introduction to Philosophy	2
<b>Youth Ministry Track (29 Hours)</b>		
CO340	Biblical Counseling of Youth	3
MS211	Evangelism & Discipleship	3
MS230	Generational Discipleship	3
MS330	Discipleship Ministry of the Local Church	3
OAL310	Facilitation of Recreational Leadership	3
YM235	Principles & Methods of Youth Ministry	3
YM439	Practical Youth Ministry Applications	3
YM453	Youth Ministry Internship	3
YM459	Senior Seminar – Youth Ministry	3
<b>Required:</b>		
COM330	Biblical Communication ( <i>Women</i> ) <b>OR</b>	3
PM331	Expository Preaching I ( <i>Men</i> )	3
<b>Open Electives</b>		13
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>60</b>
	<b>Total Hours for the Degree</b>	<b>126</b>

**YOUTH MINISTRY – WORSHIP ARTS****Bachelor of Science Degree****Total Hours: 133**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b><u>Bible (9 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
	<b>Total Hours</b>	<b>21</b>
<b>GENERAL EDUCATION – 39 Hours</b>		
<b><u>Communications (10 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communication	3
<b><u>Humanities (16 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1
RP239	Introduction to Philosophy	2
<b>Fine Arts</b>		
MU221	Music Theory I	4
<b>Choose 1 or 2:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3
<b>Choose 1 or 2:</b>	<b>History</b>	
	HP221; HP222; HP238	3
	<b>History</b>	
HP100	Constitutional Exam	0
<b><u>Natural Sciences / Mathematics (9 Hours)</u></b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b><u>Social / Behavioral Sciences (4 Hours)</u></b>		

GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
SS223; SS237; SS245; SS248; SS249; SS324		3
	<b>Total Hours</b>	<b>39</b>
<b>PROFESSIONAL EDUCATION – 73 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Youth Ministry Core (24 Hours)</b>		
CO244	Introduction to Biblical Counseling	3
MS211	Evangelism & Discipleship	3
MS230	Generational Discipleship	3
MS237	Teaching the Bible	3
MS322	Administrative Process	3
MS340	Theological Foundations of Ministry	3
YM235	Principles & Methods of Youth Ministry	3
YM439	Practical Youth Ministry Applications	3
<b>Worship Arts Core (21 Hours)</b>		
MU213	Music Technology	3
MU215	Worship Leading	2
MU222	Music Theory II	4
MU334	Basic Conducting	2
MU347	Worship Literature *	3
MU443	Music Philosophy & Leadership *	2
MU456	Worship Arts/Youth Ministry Field Experience	1
MUMC	Masterworks Chorus ( <i>Take twice .5/.5</i> )	1
MUGR	General Recital	0
<b>Pick 1:</b>		
MU337	Music History & Literature I <b>OR</b>	3
MU338	Music History & Literature II	3
<b>Applied Lessons (9 Hours)</b>		
Primary Proficiency		6
Secondary Proficiency		3
<b>Music Ensembles</b>		
		6
<b>Open Electives</b>		
		10
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>73</b>
	<b>Total Hours for the Degree</b>	<b>133</b>

**CHILDREN'S MINISTRY**  
**Associate of Arts Degree**

Total Hours: 64

<b>BIBLICAL EDUCATION – 15 Hours</b>		
<b>Bible &amp; Theology (15 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
TH111	Evangelism / Spiritual Life	3
Choose 1:	TH220, TH221, TH222	3
<b>Total Hours</b>		<b>15</b>

<b>GENERAL EDUCATION – 28 Hours</b>		
<b>Communications (7 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b>Humanities (10 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3
<b>Choose 1:</b>	<b>History</b>	
	HP221; HP222; HP238	3
	<b>History</b>	
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (7 Hours)</b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1:</b>	<b>Science</b>	
BIOL100	Survey of Biological Science <b>OR</b>	3
BIOL105	Survey of Nutritional Science <b>OR</b>	3
PHYS100	Survey of Physical Science	3
<b>Social / Behavioral Sciences (4 Hours)</b>		

GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
	<b>Total Hours</b>	<b>28</b>

<b>PROFESSIONAL EDUCATION – 21 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions	3
<b>Children’s Ministry Track (15 Hours)</b>		
<b>Children’s Ministry Institute Credits *</b>		
CM202	Teaching Children Effectively 1 *	2
CM203	Teaching Children Effectively 2 *	2
CM204	Understanding Today’s Child *	2
CM205	Progressive Methods of Child Evangelism *	2
LD401	Distinctives of CEF *	1
LD402	Ministry Strategy and Development *	2
LD403	Leadership Essentials *	2
<b>Pick 1:</b>		
TT301	Dynamics of Teacher Training *	2
TT401	Instructor of Teachers	2
<b>Ministry Studies Electives (3 Hours)</b>		
<b>Pick 1:</b>		
MS237	Teaching the Bible <b>OR</b>	3
MS322	Administrative Process <b>OR</b>	3
MS340	Theological Foundations for Ministry	3
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>21</b>
	<b>Total Hours for the Degree</b>	<b>64</b>

**MINISTRY STUDIES**  
**Associate of Arts Degree**

Total Hours: 66

<b>BIBLICAL EDUCATION – 15 Hours</b>		
<b>Bible &amp; Theology (15 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3

BI120	Old Testament Survey	3
BI130	New Testament Survey	3
TH111	Evangelism / Spiritual Life	3
Choose 1:	TH220, TH221, TH222	3
<b>Total Hours</b>		<b>15</b>

<b>GENERAL EDUCATION – 28 Hours</b>		
<b><u>Communications (7 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b><u>Humanities (10 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3
<b>Choose 1:</b>	<b>History</b>	
	HP221; HP222; HP238	3
	<b>History</b>	
HP100	Constitutional Exam	0
<b><u>Natural Sciences / Mathematics (7 Hours)</u></b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1:</b>	<b>Science</b>	
BIOL100	Survey of Biological Science <b>OR</b>	3
BIOL105	Survey of Nutritional Science <b>OR</b>	3
PHYS100	Survey of Physical Science	3
<b><u>Social / Behavioral Sciences (4 Hours)</u></b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
<b>Total Hours</b>		<b>28</b>

<b>PROFESSIONAL EDUCATION – 23 Hours</b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
<b><u>Missions / Ministry Core (3 Hours)</u></b>		
IC111	Introduction to Christian Missions	3

<b>Ministry Studies Emphasis (8 Hours)</b>		
CO244	Introduction to Biblical Counseling	3
MS237	Teaching the Bible	3
RP239	Introduction to Philosophy	2
<b>Open Electives (12 Hours)</b>		12
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours</b>		<b>23</b>
<b>Total Hours for the Degree</b>		<b>66</b>

**\*CHILDREN’S MINISTRY, MINOR**

Total Hours - 21 hours

See Interdisciplinary Studies for list of Courses.

**\*INTERCULTURAL STUDIES, MINOR**

Total Hours - 21 hours

See Interdisciplinary Studies for list of Courses.

**\*PASTORAL MINISTRY, MINOR**

Total Hours - 21 hours

See Interdisciplinary Studies for list of Courses.

**\*YOUTH MINISTRY, MINOR**

Total Hours – 21

See Interdisciplinary Studies for list of Courses.



## MUSIC DEPARTMENT

**Department Chair: Dr. Haekyung An; M.Mus., M.Mus., D.M.A.**

### Description:

The Music Department has four distinct programs designed to train the student to maximize musical gifts and talents while developing the character and skill set necessary for effective ministry. Overall musicianship and competency is stressed, while concentrating on the specific areas of leading, teaching, performing, and ministering.



The student who successfully completes the Music Education program will be eligible to apply for ACSI certification, which qualifies him/her to teach in Christian schools, and to apply for Missouri State Teacher Certification, which qualifies him/her to teach in public schools.

The Worship Arts Major has multiple concentrations which allow various areas of music involvement.

### Music Programs and Concentrations:

- Music Education – Vocal / Choral, Baccalaureate Degree
- Worship Arts, Baccalaureate Degrees
  - Contemporary Christian Music
  - Worship Minister
  - Worship Performance
- Worship Arts, Associates Degree
- Worship Arts, One-Year Certificate

### Teaching Faculty:

**Dr. Haekyung An, Dr. Ian Guthrie, Un Chong Christopher, Daniel Peycke, Jeremy Schell, and other Adjunct Faculty**

### Job Opportunities:

School Music teacher, Recording Artist, Private Music Teacher, Musicologist, Ethnomusicologist, Band Director, District Supervisor of Music, Accompanist, Music Camp Director, Overseas Music Education, Digital Archivist and Cataloger, Recorded Sound Program Manager, Music Producer, Events Director/Coordinator, Worship Arts leader, Music Minister, Songwriter, Studio Artist, Music Librarian, Music Production Manager, Theatre Production Manager, Sound Engineer, Social Media Coordinator

### **Objectives:**

The Undergraduate program in music will enable students to:

- Translate the mission of Calvary University into an active practice of the principles of biblical truth, professionalism, and a commitment to scholarship through a music ministry.
- Articulate a Biblical philosophy of music applied to service in the church and world.
- Demonstrate competence as a musician, performer, and scholar, to include: aural skills, knowledge and application of music theory and history, acceptable performance practices as soloists and ensemble members, and service in worship and teaching through a Biblical lens.

### **The Undergraduate program in music education will enable students to:**

- Demonstrate the pedagogical knowledge and skills appropriate for the teaching of instrumental music, vocal/choral music, and general music, with specialized knowledge in one or more of these areas.
- Articulate a Biblical philosophy of music applied to service and teaching in the church and world.
- Perform as soloists, ensemble members, and chamber musicians at appropriate levels for entering graduate music study and for public school and studio teaching.
- Meet the standards articulated by the Missouri State Department of Education for the purpose of attaining certification for public school setting.

### **Special Requirements:**

- An audition is required prior to entry into all music programs.
- All music majors and minors must participate in two semesters of MUMC.
- All music majors are required to take MUGR each semester they take applied lessons.
- A jury is required of all music majors each semester they take applied lessons for their primary instrument. Youth Ministry – Worship Arts majors are exempt from this requirement.
- All music majors (with the exception of keyboard) must pass a keyboard proficiency test. Youth Ministry – Worship Arts majors are exempt from this requirement.

### **Special Requirements for the Music Education Program:**

Requirements for the Music Education Program are the same as the requirements for the Educator Preparation Program (see Education Department). The Music Education Program is designed to be completed in five years.

Music Education majors who have not scored a 20 or above on the ACT are required to take the Missouri General Education Assessments (MoGEA) by the time they have completed 59 of the required credit hours on Calvary's Music Education planner.



**MUSIC EDUCATION (K-12) VOCAL/CHORAL****Bachelor of Music Degree****Total Hours: 142**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b>Bible (9 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 46 Hours</b>		
<b>Core (1 Hour)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
GE100	College Life Seminar	1
<b>Communications (4 Hours)</b>		
COM110	Written Research Practicum	1
COM220	Oral Communications	3
<b>English (6 Hours)</b>		
EN112	College Composition I	3
EN113	College Composition II	3
<b>Fine Arts (4 Hours)</b>		
MU221	Music Theory I	4
<b>Literature (3 Hours)</b>		
<b>Choose 1:</b>		
EN201, EN212, EN213		3
<b>History (3 Hours)</b>		
HP100	Constitutional Exam	0
HP238	United States Government	3
<b>Science (5 Hours) * Two courses taken together as set</b>		
BIOL100	Survey of Biological Science <b>AND</b>	3
BIOL101	Survey of Biological Science Lab <b>OR</b>	2
PHYS100	Survey of Physical Science <b>AND</b>	3
PHYS101	Survey of Physical Science Lab	2

<b>Mathematics (3 Hours)</b>		
MA103	Data & Decision Making for Educators	3
<b>Social / Behavioral Sciences (3 Hours)</b>		
SS324	Human Growth & Development	3
<b>Religion &amp; Philosophy (3 Hours)</b>		
RP100	Developing a Biblical Worldview	1
RP239	Introduction to Philosophy	2
<b>Physical Education (2 Hours)</b>		
PE110	Lifetime Fitness	1
PE247	First Aid & Personal Safety	1
<b>General Education Music (6 Hours)</b>		
MU337	Music History & Literature I	3
MU338	Music History & Literature II	3
<b>Music Ensembles (3 Hours)</b>		3
<b>Total Hours</b>		<b>46</b>

<b>PROFESSIONAL EDUCATION – 75 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Music Education Common Core (72 Hours)</b>		
ED190	Introduction to Teacher Education	3
ED247	Foundations of Education *	3
ED252	Field Experience I	1
ED250	Educational Psychology *	3
ED348	Literacy in Content Areas	3
ED349	Educational Assessments	3
ED350	Exceptional Learners	3
ED353	Field Experience II	1
ED448	Teaching in Middle/Secondary Schools	3
ED459	Senior Seminar – Education	1
ED470	Student Teaching	8
<b>Music Theory, History, &amp; Instrumental Arranging</b>		
MU222	Music Theory II	4
MU331	Music Theory III	4
MU431	Choral Arranging	2
MU443	Music Philosophy & Leadership *	2
<b>Applied Lessons</b>		
MUP	Applied Piano	2
MUV	Applied Voice	7
<b>Choral Conducting, Techniques, &amp; Literature</b>		

MU120	Diction	2
MU334	Basic Conducting	2
MU335	Advanced Choral Conducting	2
MU340	Choral Techniques	2
MU437	Choral Literature	2
<b>Methods/Techniques of Teaching</b>		
MU213	Music Technology	3
MU445	Teaching Elementary School Music	3
MU446	Teaching Secondary School Music	3
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours</b>		<b>75</b>
<b>Total Hours for the Degree</b>		<b>142</b>

**Music Education** majors who would like to obtain Missouri add-on certification to teach English Language Learners need to complete the following courses:

- ED311 – Linguistics of the English Language
  - ED312 – Language & Culture
  - ED313 – Second Language Acquisition
  - ED412 – Curriculum for Teaching ELL's
  - ED413 – Assessment Strategies for ELL
  - ED446 – Reading Interventions in the Secondary School
  - ED414 – Clinical Experience with ELL's
- Total = 21 credit hours

## **WORSHIP ARTS – CONTEMPORARY CHRISTIAN MUSIC**

### **Bachelor of Music Degree**

**Total Hours: 126**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b><u>Bible (9 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 37 Hours</b>		
<b>Communications (10 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b>Choose 1:</b>	<b>Elective (3 Hours)</b>	
COM220; COM230; COM333		3
<b>Humanities (14 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Fine Arts</b>		
MU221	Music Theory I	4
<b>Choose 1:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>History</b>		
HP100	Constitutional Exam	0
MU337	Music History & Literature I	3
<b>Choose 1:</b>		
HP221; HP222; HP238		3
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
SS223; SS237; SS245; SS248; SS249; SS324		3
<b>Total Hours</b>		<b>37</b>

<b>PROFESSIONAL EDUCATION – 68 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Music Core (20 Hours)</b>		
MU213	Music Technology	3
MU222	Music Theory II	4
MU331	Music Theory III	4
MU334	Basic Conducting	2

MU338	Music History & Literature II *	3
MU443	Music Philosophy & Leadership *	2
MUR	Senior Recital	1
MUMC	Masterworks Chorus ( <i>Take twice .5/.5</i> )	1
MUGR	General Recital	0
<b>Contemporary Christian Music Track (45 hours)</b>		
MU310	Recording & Music Production	3
MU311	Songwriting	2
MU410	Music Business & Law	3
MU411	Social Media & Marketing	2
<b>Choose 1:</b>		
MUP	Applied Piano Lessons	2
MUP150	Group Piano I	2
MUP151	Group Piano II	2
MUV150	Group Voice I	2
MUV151	Group Voice II	2
<b>Applied Lessons (<i>in Focus Area</i>)</b>		14
<b>Music Ensembles</b>		9
<b>Open Electives</b>		10
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours</b>		<b>68</b>
<b>Total Hours for the Degree</b>		<b>126</b>

## WORSHIP ARTS – WORSHIP MINISTER

### Bachelor of Music Degree

Total Hours: 126

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b><u>Bible (9 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3

TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 37 Hours</b>		
<b>Communications (10 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b>Choose 1:</b>	<b>Elective (3 Hours)</b>	
COM220; COM230; COM333		3
<b>Humanities (14 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Fine Arts</b>		
MU221	Music Theory I	4
<b>Choose 1:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>History</b>		
HP100	Constitutional Exam	0
MU337	Music History & Literature I	3
<b>Choose 1:</b>		
HP221; HP222; HP238		3
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
SS223; SS237; SS245; SS248; SS249; SS324		3
<b>Total Hours</b>		<b>37</b>

<b>PROFESSIONAL EDUCATION – 68 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Music Core (20 Hours)</b>		
MU213	Music Technology	3
MU222	Music Theory II	4

MU331	Music Theory III	4
MU334	Basic Conducting	2
MU338	Music History & Literature II *	3
MU443	Music Philosophy & Leadership *	2
MUR	Senior Recital	1
MUMC	Masterworks Chorus ( <i>Take twice .5/.5</i> )	1
MUGR	General Recital	0
<b>Worship Minister Track (45 hours)</b>		
MU215	Worship Leading	2
MU347	Worship Literature *	3
MU449	Worship Arts Internship	3
MUKP	Keyboard Proficiency	0
<b>Choose 1:</b>		
MUP	Applied Piano Lessons	2
MUP150	Group Piano I	2
MUP151	Group Piano II	2
MUV150	Group Voice I	2
MUV151	Group Voice II	2
<b>Applied Lessons (<i>in Focus Area</i>)</b>		14
<b>Music Ensembles</b>		9
<b>Open Electives</b>		12
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours</b>		<b>68</b>
<b>Total Hours for the Degree</b>		<b>126</b>



**WORSHIP ARTS – WORSHIP PERFORMANCE**  
**Bachelor of Music Degree**

**Total Hours: 126**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b><u>Bible (9 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 37 Hours</b>		
<b><u>Communications (10 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b>Choose 1:</b>	<b>Elective (3 Hours)</b>	
COM220; COM230; COM333		3
<b><u>Humanities (14 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1
<b>Fine Arts</b>		
MU221	Music Theory I	4
<b>Choose 1:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>History</b>		
HP100	Constitutional Exam	0
MU337	Music History & Literature I	3
<b>Choose 1:</b>		
HP221; HP222; HP238		3
<b><u>Natural Sciences / Mathematics (9 Hours)</u></b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
MA105	Quantitative Reasoning	3

<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
	<b>Total Hours</b>	<b>37</b>

<b>PROFESSIONAL EDUCATION – 68 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Music Core (20 Hours)</b>		
MU213	Music Technology	3
MU222	Music Theory II	4
MU331	Music Theory III	4
MU334	Basic Conducting	2
MU338	Music History & Literature II *	3
MU443	Music Philosophy & Leadership *	2
MUR	Senior Recital	1
MUMC	Masterworks Chorus ( <i>Take twice .5/.5</i> )	1
MUGR	General Recital	0
<b>Worship Performance Track (45 hours)</b>		
MU215	Worship Leading	2
MUKP	Keyboard Proficiency	0
<b>Choose 1:</b>		
MUP	Applied Piano Lessons	2
MUP150	Group Piano I	2
MUP151	Group Piano II	2
MUV150	Group Voice I	2
MUV151	Group Voice II	2
<b>Applied Lessons (in Focus Area)</b>		16
<b>Music Ensembles</b>		10
<b>Open Electives</b>		15
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>68</b>
	<b>Total Hours for the Degree</b>	<b>126</b>

**WORSHIP ARTS**  
**Associate of Arts Degree**

Total Hours: 66

<b>BIBLICAL EDUCATION – 15 Hours</b>		
<b>Bible &amp; Theology (15 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
TH111	Evangelism / Spiritual Life	3
Choose 1:	TH220, TH221, TH222	3
<b>Total Hours</b>		<b>15</b>

<b>GENERAL EDUCATION – 29 Hours</b>		
<b>Communications (7 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b>Humanities (11 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Fine Arts</b>		
MU221	Music Theory I	4
<b>Choose 1:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>Choose 1:</b>	<b>History</b>	
HP221; HP222; HP238		3
<b>History</b>		
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (7 Hours)</b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
MA105	Quantitative Reasoning	3
<b>Choose 1:</b>	<b>Science</b>	
BIOL100	Survey of Biological Science <b>OR</b>	3
BIOL105	Survey of Nutritional Science <b>OR</b>	3
PHYS100	Survey of Physical Science	3
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1

<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
	<b>Total Hours</b>	<b>29</b>

<b>PROFESSIONAL EDUCATION – 22 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Music Core (19 Hours)</b>		
MU213	Music Technology	3
MU215	Worship Leading	2
MUGR	General Recital	0
<b>Choose 1:</b>		
MU337	Music History & Literature I * <b>OR</b>	3
MU337	Music History & Literature II	3
<b>Applied Lessons</b>		4
<b>Music Ensembles</b>		4
<b>Music Electives</b>		3
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>22</b>
	<b>Total Hours for the Degree</b>	<b>66</b>

**WORSHIP ARTS**  
**One-Year Certificate**  
**Total Hours: 32**

<b>GENERAL EDUCATION – 1 Hour</b>		
<b>Required Core Course (1 Hour)</b>		
GE100	College Life Seminar	1
	<b>Total Hours</b>	<b>1</b>

<b>BIBLICAL EDUCATION – 14 Hours</b>		
<b>Bible &amp; Theology (13 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
RP100	Developing a Biblical Worldview	1

Choose 1:	TH220, TH221, TH222	3
<b>Total Hours</b>		<b>13</b>

<b>PROFESSIONAL EDUCATION – 18 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
<b>Music Requirements (12 Hours)</b>		
MU215	Worship Leading	2
MU221	Music Theory I	4
<b>Choose 1:</b>		
MU213	Music Technology <b>OR</b>	3
MU347	Worship Literature *	3
<b>Applied Lessons</b>		4
<b>Music Ensembles</b>		5
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours for the Degree</b>		<b>32</b>

*\*Indicates Interdisciplinary Bible Course*

**\*MUSIC, MINOR**

**Total Hours - 21 hours**

**See Interdisciplinary Studies for list of Courses**

*Note: A performance area must be chosen.*



## PROFESSIONAL DIRECTED STUDIES [PDS] DEPARTMENT

Department Chair: Dr. Teddy Bitner, M.A., M.M.A.S., D.Min., Ed.D

### Programs:

#### Approved Bachelor Majors in Professional Directed Studies

Bachelor of Arts  
Bachelor of Science

Airframe & Power Plant Mechanics	Graphic Design
Art	History
Biology	Kinesiology – Exercise Science
Chemistry	Kinesiology – Pre-Physical Therapy
Computer Science	Mathematics
Criminal Justice	Military Science
Digital Media	Modern Languages - Spanish
English	Political Science



#### Approved Associate Majors in Professional Directed Studies Information Technology

#### Approved Minors in Professional Directed Studies Aviation Flight Training Political Science

### Teaching Faculty:

Calvary Faculty and other CHEA accredited Institutions' Faculty

### Description:

The Professional Directed Studies Department enables academic learning in cooperation with other CHEA accredited institutions. Students can study at Calvary and integrate courses taken from another academic institution in order to major in an academic program not offered at Calvary.

### Objectives:

- The student will integrate the Biblical worldview with his professional majors.
- The student is able to attend Calvary and major in an academic program not offered at Calvary.

**Special Requirements:**

- The student must complete two qualifying semesters at Calvary before being admitted into the Professional Directed Studies Program. (A student transferring more than 30 hours into a Professionally Directed Studies Program and meeting the academic requirements may have this prerequisite waived and be allowed into the Professional Directed Studies program his/her first semester.)
- The student must have the academic credentials for acceptance to both institutions (e.g., high school transcripts and ACT scores corresponding to the entry requirements of Calvary and the other institution).
- Academic advising from both institutions is required, and the student must submit contact information from the other institution to the Professional Directed Studies Director.
- A cumulative GPA of 2.5 or higher with no grade lower than 2.0 in all professional and content courses must be maintained.
- The student must annually submit official transcripts to the Calvary Registrar's Office.
- The student must create and update a portfolio including (at a minimum) one assignment from each class within their major which addresses a course student learning outcome for that class. The portfolio will also include a ten -to-twelve-page summative paper to be added during the last semester addressing at least four key principles, concepts, constructs, or elements of their major discipline from a biblical worldview. Further, the paper will answer the question: "How do you articulate the ways the biblical worldview informs your vocational competency, values, and attitudes in your chosen discipline?" The PDS Director will empanel a review committee to interview the student and assess their portfolio during the last semester at Calvary. The portfolio process is a condition for graduation from this program. If the partner institution requires a portfolio process as part of their curricular requirement, the student may substitute that portfolio with the addition of the summative paper.

**PROFESSIONAL DIRECTED STUDIES**  
**Bachelor of Science & Bachelor of Arts Degree**  
**Total Hours - 126**

<b>BIBLICAL EDUCATION – 30 Hours</b>		
<b>Bible (18 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
BI343	Genesis	3
<b>Choose 1:</b>		
BI224	John <b>OR</b>	3
BI334	Romans	3
<b>BI / BL / TH Elective (3 Hours)</b>		
		3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3

TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>30</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b>Choose 1:</b>	<b>Elective (3 Hours)</b>	
COM220; COM230; COM333		3
<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>Choose 1 or 2:</b>	<b>History</b>	
HP221; HP222; HP238		3
	<b>History</b>	
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
SS223; SS237; SS245; SS248; SS249; SS324		3
<b>Total Hours</b>		<b>36</b>

<b>PROFESSIONAL EDUCATION – 60 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Major Focus (30 – 36 Hours depending on Major)</b>		30-36

<b>Open Electives (up to 26 Hours depending on Major)</b>		0 - 26
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours</b>		<b>60</b>
<b>Total Hours for the Degree</b>		<b>126</b>

## PROFESSIONAL DIRECTED STUDIES INFORMATION TECHNOLOGY

### Associate of Arts Degree

*Taken in conjunction with Johnson County Community College*

**Total Hours – 94**

<b>BIBLICAL EDUCATION – 15 Hours</b>		
<b>Bible &amp; Theology (15 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
TH111	Evangelism / Spiritual Life	3
Choose 1:	TH220, TH221, TH222	3
<b>Total Hours</b>		<b>15</b>

<b>GENERAL EDUCATION – 28 Hours</b>		
<b>Communications (7 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b>Humanities (10 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>Choose 1:</b>	<b>History</b>	
HP221; HP222; HP238		3
<b>History</b>		
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (7 Hours)</b>		

PE110	Lifetime Fitness	1
	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1:</b>	<b>Science</b>	
BIOL100	Survey of Biological Science <i>OR</i>	3
BIOL105	Survey of Nutritional Science <i>OR</i>	3
PHYS100	Survey of Physical Science <i>OR</i>	3
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
	<b>Total Hours</b>	<b>28</b>
<b>PROFESSIONAL EDUCATION – 51 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Information Technology</b>		36
<b>Technology Electives</b>		12
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
	<b>Total Hours</b>	<b>51</b>
	<b>Total Hours for the Degree</b>	<b>94</b>

*\*Indicates Interdisciplinary Bible Course*



**S.T.E.M. DEPARTMENT**  
**(SCIENCE, TECHNOLOGY, ENGINEERING, & MATH)**

**Department Chair:** Mr. Chris Basel, M.S.

**Description:**

The STEM Department develops students who are well-grounded in the basic sciences and math taught from the biblical worldview. Students will be able to solve applied science and math problems, use the scientific method, and learn to critically evaluate recent scientific studies. They will learn how to defend their faith in the areas of science and math. These objectives are accomplished through completing courses in biology, chemistry, physical science, nutritional science, and math.



**Teaching Faculty:**

Chris Basel, Lena Misener, Kurt Bricker, Michael Porter, and other Adjunct Faculty

**Job Opportunities:**

Chemical Technician, Chemist, Biological Technician, Biologist, Biochemical Technician, Environmental Technician, Environmental Biologist, Forensic Scientist, Laboratory Research Assistant

**Potential Professional / Graduate Schools:**

Medical School, Osteopathic School, Pharmacy School, Physician Assistant School, Veterinary School, Chiropractic School, Biochemistry, Biology, Chemistry, Ecology, Genetics, Microbiology, Molecular Biology

**Objectives:**

STEM students will:

- Demonstrate an understanding of the fundamentals of science and math and apply this knowledge to practical applications.
- Distinguish between the naturalistic and biblical worldviews of science and formulate an accurate and effective defense of their faith.
- Develop an understanding of the scientific method and be able to create properly designed studies and evaluate data from these studies.
- Be able to analyze the shortcomings and strengths of popular science-related news to determine its validity.
- Be able to solve complex math equations and apply mathematical equations to common problems.

**PDS Programs Offered:**

- PDS: Chemistry
- PDS: Mathematics
- PDS: Computer Science
- PDS: Pre-Medicine

**Placement Tests:**

Placement tests are needed to ensure that students start in the correct course. Students who have taken college credit STEM courses at another institution will be placed according to the next course in the normal sequence. Students with no college credit in a STEM discipline, who want to complete a minor in that discipline (biology or chemistry), should take the placement test appropriate for the discipline of the class they want to take. Tests will be available as password-protected tests in Canvas. Students will be placed in the appropriate class based on their score. Students not scoring high enough for the lowest level course can obtain training via book publisher's non-credit practice courses.



Our Interdisciplinary Biology & Chemistry degree is a pre-professional combination of minors to prepare students for application to a medical, dental, or other health-related school.

**INTERDISCIPLINARY DEGREE**  
**Biology & Chemistry**  
**Bachelor of Science Degree**  
**Total Hours: 126**

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b>Bible (9 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3

<b>Choose 1:</b>	<b>Elective (3 Hours)</b>	
	COM220; COM230; COM333	3
<b>Humanities (14 Hours)</b>		
RP100	Developing a Biblical Worldview	1
	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
	EN201, EN212, EN213	3
	<b>History</b>	
<b>Choose 1 or 2:</b>		
	HP221; HP222; HP238	3
	<b>History</b>	
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
<b>Choose 1:</b>	<b>Mathematics</b>	
MA115	College Algebra <b>OR</b>	3
MA140	Precalculus	3
<b>Choose 1 set:</b>	<b>Science</b>	
BIOL100	Survey of Biological Science <b>&amp;</b>	3
BIOL101	Survey of Biological Science Lab <b>OR</b>	2
CHEM105	Chemistry w/ Health Applications <b>&amp;</b>	3
CHEM106	Chemistry w/ Health Applications Lab	2
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
	<b>Total Hours</b>	<b>36</b>

### PROFESSIONAL EDUCATION – 69 Hours

<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Biology (24 Hours)</b>		
BIOL140	General Biology I *	4
BIOL141	General Biology I Lab	1
BIOL145	General Biology II	4
BIOL146	General Biology II Lab	1
BIOL240	Microbiology	4
BIOL241	Microbiology Lab	1

BIOL245	Survey of Anatomy & Physiology	4
BIOL246	Survey of Anatomy & Physiology Lab	1
<b>Choose 1:</b>		
BIOL340	Introduction to Genetics	4
CHEM345	Introduction to Biochemistry	4
<b>Chemistry (24/25 Hours)</b>		
CHEM140	General Chemistry I *	4
CHEM141	General Chemistry I Lab	1
CHEM145	General Chemistry II	4
CHEM146	General Chemistry II Lab	1
CHEM240	Organic Chemistry I	4
CHEM241	Organic Chemistry I Lab	1
CHEM245	Organic Chemistry II	4
CHEM246	Organic Chemistry II Lab	1
<b>Choose 1:</b>		
CHEM340	Analytical Chemistry &	4
CHEM341	Analytical Chemistry Lab <b>OR</b>	1
CHEM345	Introduction to Biochemistry	4
<b>Core Requirement (10 Hours)</b>		
PHYS140	College Physics I	4
PHYS141	College Physics I Lab	1
PHYS145	College Physics II	4
PHYS146	College Physics II Lab	1
<b>STEM Electives</b>		8
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours</b>		<b>69</b>
<b>Total Hours for the Degree</b>		<b>126</b>

*\*Indicates Interdisciplinary Bible Course*

**\*BIOLOGY, MINOR**

Total Hours – 24 hours

See Interdisciplinary Studies for list of courses.

**\*CHEMISTRY, MINOR**

Total Hours – 24-25 hours

See Interdisciplinary Studies for list of courses.

## THEATRE ARTS DEPARTMENT

**Interim Department Chair: Miss Brittany Hill, M.S.**

**Description:**

The Calvary Theatre Arts program revolves around telling the Story of God in ways that will engage the culture with a fresh and vibrant perspective! Our mission is to equip students by building academic, performance-related, technical, and spiritual foundations in the following areas:



- Directing or assisting in directing church theatrical programs.
- Overseeing performance, technical, and administrative aspects of a theatre ministry.
- Teaching and directing theatre productions.
- Developing skilled and disciplined actors who respect their art and their craft and who will be ready to further their careers through graduate school training and/or professional acting.

**Programs:**

- Theatre Arts, Minor

**Teaching Faculty:**

Brittany Hill and other Adjunct Faculty

**Job Opportunities:**

Actor, Producer, Playwright, Screenwriter, Choreographer, Dancer, Stage Management, Directing, Theatre Management and Budgeting, Technical Theatre, Set and Stage Design, Events Coordinator, Drama or Theatre Teacher, College Faculty, Theatre Librarian, Marketing Coordinator, Community Arts, Coordinator

**Objectives:**

The Theatre Art student:

- Embraces the core principle that theatre is service; to fellow actors, to the working text, to the audience, and first and foremost, to the Audience of One.
- Demonstrates the foundational skills necessary to critically analyze a piece of dramatic literature for its quality and theme while comparing it with the knowledge of God's Word and His character.

- Is trained to work as an ensemble in an atmosphere that facilitates authentic, honest relationships with God and man.
- Demonstrates his function as a believer-artist by impacting the culture and reclaiming the art form.
- Inhabits this mission field and ministers to and through it with passion and integrity.
- Applies the techniques learned as a technician and practitioner to their work as a theatre artist.
- Recognizes the Story of God in the stories of history, myth, oral tradition, and literature, bringing it to life in new and creative ways, and sharing His story with an ever-thirsty world in increasingly compelling ways.

**Requirements:**

- Before graduating, a Theatre Arts minor must complete the Program Requirements spreadsheet for minors. These are available upon request from the department chair.

**\*THEATRE ARTS, MINOR****Total Hours - 21 hours****See Interdisciplinary Studies for list of Courses.**

## INTERDISCIPLINARY STUDIES

### Description

This major is formed by choosing two of the minors listed below. Both minors are considered equal. The focus is upon the integration of two distinct disciplines.



### Objectives:

The Interdisciplinary Studies program will enable students to:

- Gain competencies within their selected disciplines, as specified within each department.
- Integrate the content within their discipline choices.
- Differentiate between truth and error, and, by so doing, clearly communicate the biblical worldview.

## INTERDISCIPLINARY STUDIES

### Bachelor of Science Degree

#### Course Requirements

<b>BIBLICAL EDUCATION – 30 Hours</b>		
<b><u>Bible (18 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
BI343	Genesis	3
<b><i>Choose 1:</i></b>		
BI224	John <b>OR</b>	3
BI334	Romans	3
<b><u>BI / BL / TH Elective (3 Hours)</u></b>		
		3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>30</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b><u>Communications (10 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
COM110	Written Research Practicum	1

EN112	College Composition I	3
EN113	College Composition II	3
<b>Choose 1:</b>	<b>Elective (3 Hours)</b>	
COM220; COM230; COM333		3
<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>Choose 1 or 2:</b>	<b>History</b>	
HP221; HP222; HP238		3
<b>History</b>		
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
<b>Mathematics</b>		
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
SS223; SS237; SS245; SS248; SS249; SS324		3
		<b>Total Hours</b>
		<b>36</b>

<b>PROFESSIONAL EDUCATION – 60 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
IC111	Introduction to Christian Missions *	3
<b>Major</b>		42
<b>*Choose two minors from those listed</b>		
<b>Open Electives</b>		15
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
		<b>Total Hours</b>
		<b>60</b>
		<b>Total Hours for the Degree</b>
		<b>126</b>

(Note: Some General Education requirements may be changed depending on minors selected.)

**INTERDISCIPLINARY STUDIES****Bachelor of Science Degree****Course Requirements for Qualifying Minor Combinations**

*(This planner may be used when combining any two of the following minors:*

*Biology, Business Administration, Chemistry, English-Creative Writing,*

*English-Literature, Music, or Theatre Arts)*

<b>BIBLICAL EDUCATION – 21 Hours</b>		
<b>Bible (9 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI115	Bible Study / Hermeneutics	3
BI120	Old Testament Survey	3
BI130	New Testament Survey	3
<b>Theology (12 Hours)</b>		
TH111	Evangelism / Spiritual Life	3
TH220	Systematic Theology I	3
TH221	Systematic Theology II	3
TH222	Systematic Theology III	3
<b>Total Hours</b>		<b>21</b>

<b>GENERAL EDUCATION – 36 Hours</b>		
<b>Communications (10 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
<b>Choose 1:</b>	<b>Elective (3 Hours)</b>	
COM220; COM230; COM333		3
<b>Humanities (13 Hours)</b>		
RP100	Developing a Biblical Worldview	1
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>Choose 1 or 2:</b>	<b>History</b>	
HP221; HP222; HP238		3
<b>History</b>		
HP100	Constitutional Exam	0
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1

	<b>Mathematics</b>	
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (5 Hours – Class + Lab)</b>	
		5
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS237; SS245; SS248; SS249; SS324	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 69 Hours</b>		
<b>Course Name</b>		<b>Hours</b>
<b>Missions / Ministry Core (3 Hours)</b>		
Introduction to Christian Missions *		3
<b>Major</b>		42 - 49
<i>*Choose two minors from those listed</i>		
<b>Open Electives</b>		varies
<b>Practical Christian Ministry</b>		
CM099	Practical Christian Ministry	0
One Practical Christian Ministry required each Semester		
<b>Total Hours</b>		<b>69</b>
<b>Total Hours for the Degree</b>		<b>126</b>

*(Note: Some General Education requirements may be changed depending on minors selected.)*

*(Students must take at least 6 hours of Interdisciplinary Bible Courses within their combined minors)*

***\*Indicates Interdisciplinary Bible Course***



**AVIATION FLIGHT TRAINING (PDS), MINOR**

Articulation Agreement with SMAT School of Missionary Aviation Technology

Total Hours - 15 hours

<b>AVIATION FLIGHT TRAINING MINOR – 21 Hours</b>	
Private Pilot Certification	177.9 Contact Hours
VFR Cross-Country Experience	57 Contact Hours
High Performance Transition	53 Contact Hours
Complex Transition	53 Contact Hours
Tailwheel Transition	45 Contact Hours
High Performance Proficiency	41 Contact Hours
Complex Proficiency	44 Contact Hours
Advanced VFR Cross-Country	40 Contact Hours
Instrument Certification	145 Contact Hours
Commercial Pilot Certification	41 Contact Hours
<b>Total Contact Hours</b>	<b>696.9 Contact Hours</b>
<b>Conversion to Credit Hours</b>	<b>15</b>

**BIBLE & THEOLOGY, MINOR**

Total Hours - 21 hours

<b>BIBLE &amp; THEOLOGY MINOR – 21 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI459	Advanced Hermeneutics	3
MS237	Teaching the Bible	3
TH346	Apologetics	3
RP445	Great Christian Thinkers	1
TH440	Contemporary Theology	2
<b>Bible / Theology Electives</b>		9
<b>Total Hours</b>		<b>21</b>

**BIBLICAL COUNSELING, MINOR**

Total Hours – 21 hours

<b>BIBLICAL COUNSELING MINOR – 21 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
CO244	Introduction to Biblical Counseling	3
CO246	Theological Foundations of Biblical Counseling	3
CO432	Crisis Counseling	3
CO453	Biblical Counseling Internship	3
RP343	Ethics in Biblical Counseling	3
SS249	Conflict Resolution	3
<b>Counseling Electives</b>		3
<b>Total Hours</b>		<b>21</b>

**BIBLICAL PSYCHOLOGY, MINOR**

Total Hours – 21 hours

<b>PSYCHOLOGY MINOR – 21 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
SS223	General Psychology	3
PSY210	Social Psychology & the Biblical Worldview	3
PSY220	The Human Lifespan	3
PSY310	Human Sexuality & the Biblical Worldview	3
PSY410	Intro to Research Methods in Psychology	3
PSY420	Abnormal Psychology & the Biblical W-view	3
PSY430	Physiological Psychology & the Biblical W-view	3
<b>Total Hours</b>		<b>21</b>

**BIOLOGY, MINOR**

Total Hours – 24 hours

<b>BIOLOGY MINOR – 24 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BIOL140	General Biology I *	4
BIOL141	General Biology I Lab	1
BIOL145	General Biology II	4
BIOL146	General Biology II Lab	1
BIOL240	Microbiology	4

BIOL241	Microbiology Lab	1
BIOL245	Survey of Anatomy & Physiology	4
BIOL246	Survey of Anatomy & Physiology Lab	1
<b>Choose 1:</b>		
BIOL340	Introduction to Genetics <b>OR</b>	4
CHEM345	Introduction to Biochemistry	4
<b>Total Hours</b>		<b>24</b>

*\*Indicates Interdisciplinary Bible Course*

## **BUSINESS ADMINISTRATION, MINOR**

**Total Hours - 21 hours**

<b>BUSINESS ADMINISTRATION MINOR – 21 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
BU200	Introduction to Business Administration *	3
BU201	Accounting for Managers	3
BU230	Business Law & Ethics	3
BU235	Organizational Behavior *	3
BU323	Strategic Management *	3
<u>Business Administration Electives</u> *300/400 Level		6
<b>Total Hours</b>		<b>21</b>

*\*Indicates Interdisciplinary Bible Course*

## **CHEMISTRY, MINOR**

**Total Hours – 24/25 hours**

<b>CHEMISTRY MINOR – 24/25 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
CHEM140	General Chemistry I *	4
CHEM141	General Chemistry I Lab	1
CHEM145	General Chemistry II	4
CHEM146	General Chemistry II Lab	1
CHEM240	Organic Chemistry I	4
CHEM241	Organic Chemistry I Lab	1
CHEM245	Organic Chemistry II	4
CHEM246	Organic Chemistry II Lab	1
<b>Choose 1:</b>		
CHEM340	Analytical Chemistry &	4

CHEM341	Analytical Chemistry Lab <b>OR</b>	1
CHEM345	Introduction to Biochemistry	4
<b>Total Hours</b>		<b>24/25</b>

*\*Indicates Interdisciplinary Bible Course*

## CHILDREN'S MINISTRY, MINOR

Total Hours - 21 hours

<b>CHILDREN'S MINISTRY MINOR – 21 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
MS237	Teaching the Bible	3
MS340	Theological Foundations for Ministry	3
CM202	Teaching Children Effectively Level 1 *	2
CM203	Teaching Children Effectively Level 2 *	2
CM204	Understanding Today's Child *	2
CM205	Progressive Methods of Child Evangelism *	2
LD401	Distinctives of C.E.F. *	1
LD402	Ministry Strategy & Development *	2
LD403	Leadership Essentials *	2
<b>Choose 1:</b>		
TT301	Dynamics of Teacher Training *	2
TT401	Instructor of Teachers *	2
<b>Total Hours</b>		<b>21</b>

*\* Courses taught at Children's Ministries Institute at  
Child Evangelism Fellowship*

## ENGLISH - CREATIVE WRITING, MINOR

Total Hours – 21 hours

<b>ENGLISH - CREATIVE WRITING MINOR – 21 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
EN218	Introduction to Creative Writing	3
EN312	Creative Writing – Fiction	3
EN313	Creative Writing – Nonfiction	3
EN314	Creative Writing – Poetry	3
<b>Choose 9 hours:</b>		
EN201	Adolescent Literature	3
EN212	Introduction to Short Fiction	3
EN213	Introduction to Poetry	3

EN223	American Literature I *	3
EN224	American Literature II *	3
EN316	History of the English Language	3
EN323	British Literature I *	3
EN324	British Literature II *	3
EN410	Epic World Literature	3
EN411	Rhetoric	3
EN415	Shakespeare	3
EN425	Playwriting	3
<b>Total Hours</b>		<b>21</b>

### ENGLISH LITERATURE, MINOR

Total Hours - 21 hours

ENGLISH LITERATURE MINOR – 21 Hours		
Course #	Course Name	Hours
EN223	American Literature I *	3
EN224	American Literature II *	3
EN323	British Literature I *	3
EN324	British Literature II *	3
<b>Choose 9 hours:</b>		
EN201	Adolescent Literature	3
EN212	Introduction to Short Fiction	3
EN213	Introduction to Poetry	3
EN218	Introduction to Creative Writing	3
EN316	History of the English Language	3
EN410	Epic World Literature	3
EN411	Rhetoric	3
EN415	Shakespeare	3
<b>Total Hours</b>		<b>21</b>

*\*Indicates Interdisciplinary Bible Course*

### INTERCULTURAL STUDIES, MINOR

Total Hours - 21 hours

INTERCULTURAL STUDIES MINOR – 21 Hours		
Course #	Course Name	Hours
IC336	Intercultural Communication & Evangelism	3
IC346	Contemporary Issues of Intercultural Studies	3

IC434	Intercultural Church Planting	3
IC446	Practical Relations of Intercultural Studies	3
IC453	Intercultural Studies Internship	3
MS211	Evangelism & Discipleship	3
SS237	Cultural Anthropology	3
<b>Total Hours</b>		<b>21</b>

**MATH, MINOR**

Total Hours - 21 hours

<b>INTERCULTURAL STUDIES MINOR – 21 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
MA240	Calculus & Analytical Geometry I	4
MA245	Calculus & Analytical Geometry II	4
MA340	Calculus & Analytical Geometry III	4
MA350	Differential Equations	3
MA360	Linear Algebra	3
MA440	Probability & Statistics	3
<b>Total Hours</b>		<b>21</b>

**MUSIC, MINOR**

Total Hours - 21 hours

*Note: A performance area must be chosen*

<b>MUSIC MINOR – 21 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
MUMC	Masterworks Chorus ( <i>Take twice .5/.5</i> )	1
MUGR	General Recital	0
<b>Choose 3 Hours:</b>		
MU338	Music History & Literature *	3
MU347	Worship Literature *	3
<b>Applied Lessons</b>		4
<b>Music Ensembles</b>		4
<b>Music Electives (200 level or higher)</b>		9
<b>Total Hours</b>		<b>21</b>

*\*Indicates Interdisciplinary Bible Course*

**OUTDOOR ADVENTURE LEADERSHIP, MINOR**

Total Hours - 21 hours

<b>OUTDOOR ADVENTURE LEADERSHIP MINOR – 21 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
<b>Core:</b>		<b>15</b>
OAL210	Management & Administration of Outdoor Programs	3
OAL300	Leadership Camping Skills	3
OAL310	Facilitation of Recreational Leadership	3
OAL400	Formative Assessment	3
OAL410	Capstone Trek	3
<b>Choose 6 hrs:</b>		
OAL211	Wilderness Navigation	1
OAL212	Rock Climbing & Rappelling	1
OAL213	Equine Trekking	1
OAL214	Hiking	1
OAL215	Swift Water	1
OAL216	Advanced Firearm Training	1
OAL217	Fishing	1
OAL301	Natural Field History	3
BU320	Budgeting for Ministry	3
OL334	Nonprofit Marketing	3
OL405	Teams & the Work Process	3
OL446	Leading & Managing	3
BU453	Business Administration Internship	3
<b>Total Hours</b>		<b>21</b>

**PASTORAL MINISTRY, MINOR**

Total Hours - 21 hours

<b>PASTORAL STUDIES MINOR – 21 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
CO244	Introduction to Biblical Counseling	3
MS237	Teaching the Bible	3
MS322	Administrative Process	3
MS211	Evangelism & Discipleship Field Study	3
MS340	Theological Foundations for Ministry	3
PM331	Expository Preaching I	3
PM446	Pastoral Life & Ministry	3
<b>Total Hours</b>		<b>21</b>

**POLITICAL SCIENCE, MINOR**

Total Hours - 21 hours

<b>PDS: POLITICAL SCIENCE MINOR – 21 Hours</b>		
<i>Through the University of Central Missouri</i>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
POLS1500	Introduction to Politics	3
POLS1510	American Government	3
POLS2540	Survey of Political Theory	3
<b>Political Science Electives (One Course from Each Area)</b>		
<i>Area 1:</i>	American Politics	3
<i>Area 2:</i>	Public Law & Theory	3
<i>Area 3:</i>	Comparative Politics	3
<i>Area 4:</i>	International Relations	3
<b>Total Hours</b>		<b>21</b>

**TESOL, MINOR****(Teaching English to Speakers of Other Languages)**

Total Hours - 21 hours

<b>TESOL MINOR – 21 Hours</b>		
<u>Course #</u>	<u>Course Name</u>	<u>Hours</u>
ED311	Linguistics of the English Language	3
ED312	Language & Culture	3
ED313	Second Language Acquisition	3
ED411	Instructional Techniques for ELLs	3
ED412	Curriculum for Teaching ELLs	3
ED413	Assessment Strategies for ELLs	3
ED414	Clinical Experience with ELLs	3
<b>Total Hours</b>		<b>21</b>

*Non-education majors may take these courses as a minor. Education majors who also take ED348, ED350, and ED446 may receive the Missouri Certificate of License to teach English Language Learners.*

**THEATRE ARTS, MINOR**

Total Hours - 21 hours

<b>THEATRE ARTS MINOR – 21 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
TA101	Introduction to Technical Theatre	3
TA225	Acting I *	3
TA233	Theatre History & Dramatic Literature	3
TA340	Directing	3
<b>Theatre Arts Electives: (Choose 9 hrs):</b>		
TA226	Acting II	3
TA250	Set Design & Construction	3
TA251	Theatrical Make-up	3
TA252	Theatre Practicum	1
TA353	Theatrical Lighting	3
TA361	Costuming	3
TADT	Drama Team – Reflection	1
<b>Total Hours</b>		<b>21</b>

*\*Indicates Interdisciplinary Bible Course***YOUTH MINISTRY, MINOR**

Total Hours – 21

<b>YOUTH MINISTRY MINOR – 21 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
CO244	Introduction to Biblical Counseling	3
MS230	Generational Discipleship	3
MS237	Teaching the Bible	3
MS322	Administrative Process	3
MS340	Theological Foundations for Ministry	3
YM235	Principles & Methods of Youth Ministry	3
YM439	Practical Youth Ministry Applications	3
<b>Total Hours</b>		<b>21</b>



# UNDERGRADUATE COURSE DESCRIPTIONS

BIBLE (BI).....	205
BUSINESS (BU).....	207
BIBLICAL COUNSELING (CO).....	211
COMMUNICATIONS (COM).....	213
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ENGLISH (EN).....	222
EXCEL (EX).....	225
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HISTORY AND POLITICAL SCIENCE (HP).....	225
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MATH (MA).....	230
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## COURSE DESCRIPTIONS

### \* Interdisciplinary Bible-Related Course

An interdisciplinary Bible-related course applies the Bible's teaching to various practical areas of study. The syllabus for a given course will clearly indicate that the course content is built on related biblical and theological truth which is then applied to the subject matter, skill, principles, or practice of a professional discipline. Hence, courses such as Business Principles and Practices, Ethics, Teaching Bible, Educational Philosophy, Communication Theory, The Bible as Literature, Principles of Leadership, Human Resource Management, and Economic Theory may be counted as Interdisciplinary Bible-related courses if a major focus of the course is clearly the integration of the Bible with the discipline.

### BIBLE (BI)

#### **BI115 Bible Study/Hermeneutics**

**3 hours**

This course will help the student learn the inductive method of Bible study following the steps of observation, interpretation, application, and correlation. Students will learn how to use the literal grammatical historical hermeneutic to interpret the Bible. Students will be introduced to traditional dispensationalism which distinguishes Israel and the Church.

#### **BI120 Old Testament Survey**

**3 hours**

This course is a survey of the Old Testament books in their historical context. The student will learn the themes, purposes, outlines, key people and applications for life from the Old Testament books. Students will learn the chronological order of key events in Old Testament history. (Prerequisite: BI115)

#### **BI130 New Testament Survey**

**3 hours**

A study of each book of the New Testament. Emphasis is placed on an understanding of the background of the author and the writing of each book, as well as key elements such as its theme, key verse, and key words. The contents of each book are studied in summary form. A survey of the inter-testamental period is also included. (Prerequisite: BI115)

#### **BI220 Life of Christ**

**3 hours**

A study of the earthly life of Christ as revealed in the four Gospels. Special emphasis is placed on establishing a harmony of the Gospels, especially regarding the chronology of events, Jesus' message, and His miracles. (Prerequisite: BI115)

#### **BI224 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. (Prerequisite: BI115)

#### **BI227 Joshua, Judges, and Ruth**

**2 hours**

A study of the pre-monarchy period of Israel's history as reflected in the books of Joshua, Judges, and Ruth. A special emphasis is placed on the social, political, and spiritual conditions of Israel during this time. (Prerequisite: BI115)

#### **BI229 Proverbs**

**2 hours**

A study of Proverbs, concentrating on the structure of individual proverbs while emphasizing the moral and theological principles contained in the book. (Prerequisite: BI115)

- BI238 Acts 3 hours**  
An analytical study of the book of Acts that examines the foundation and early development of Christianity. Particular attention is given to the transition from Israel to the Church and Paul's missionary journeys. (Prerequisite: BI115)
- BI331 Daniel and Revelation 3 hours**  
A study of the books of Daniel and Revelation with special emphasis on the prophetic outline developed in these books. The course also will deal with the arguments for the authenticity of the book of Daniel. (Prerequisite: BI115)
- BI332 1 Corinthians 3 hours**  
This strategic church epistle is studied in order to understand Paul's description of church order, structure, government, and problems. Spiritual gifts are seen in the light of the Spirit's purpose in promoting the effectiveness of the local church. (Prerequisite: BI115)
- BI334 Romans 3 hours**  
A systematic analysis of the book of Romans, highlighting the outworking of God's righteousness in His plan of salvation. Each student is required to master the argument of Romans as a solid foundation for Christian living and service. (Prerequisite: BI115)
- BI343 Genesis 3 hours**  
A systematic study of the chronological progression of events in this foundational book. Practical emphasis is placed on the content and its relation to the geography, local setting, and historical significance to the early history of Israel. (Prerequisite: BI115)
- BI345 Matthew 3 hours**  
An analytical study of the first Gospel with particular attention given to Matthew's portrayal of Jesus, the themes of the Gospel, narrative analysis, discipleship, and interpretive issues of the book. (Prerequisite: BI115)
- BI346 Hebrews 3 hours**  
The book of Hebrews is studied with a focus on Christology. The background of the book in the Old Testament Levitical system is surveyed to provide an adequate foundation for interpretation. (Prerequisite: BI115)
- BI459 Advanced Hermeneutics 3 hours**  
This course covers the issues of exegetical analysis and exposition, building on the hermeneutical principles learned in the previous course. The principles of historical, grammatical, and rhetorical interpretation will comprise the major portion of the course along with the expositional method for teaching. (Prerequisite: BI115 or professor's approval)
- BI499 Doctrinal Beliefs Statement 0 hours**  
This course includes an assessment of the student's cumulative biblical and theological studies through a doctrinal beliefs statement and oral defense that will prepare the student for future ministry opportunities or entrance into seminary upon graduation.

**BUSINESS (BU)****BU200 Introduction to Business Administration 3 hours**

Students learn introductory principles, concepts, theories, and skills from a Biblical perspective. Learning terms and the broad disciplines of business, students will prepare for the academic rigor found in other business courses. Additionally, students will learn the architecture and philosophy guiding the Business Administration program. (\*Interdisciplinary Bible Course)

**BU201 Accounting for Managers 3 hours**

Management use of accounting data for planning and control; theories and practice of cost accounting and analysis of data for management decision making. The course includes cost behavior analysis, cost-volume-profit analysis, responsibility accounting, budgeting and performance measurement, and pricing decisions. (Prerequisite: BU200)

**BU210 Foundations of Accounting 3 hours**

This course will provide students with the framework for understanding what accounting is and its functions in a profit or nonprofit organization. The terms, strategies, and social responsibility of accounting will be taught from the biblical worldview along with secular materials. Students will learn about key financial accounting definitions along with bookkeeping best practices. This is an activity-based course for students to understand the importance of strategic monetary communications. (Prerequisite: BU200 & BU201)

**BU220 Introduction to Entrepreneurship 3 hours**

The purpose of this course will enable to students who have the desire of owning an independent or family-operated business/church to understand how risk assessments are associated with business management, make responsible decisions, and recognize business opportunities within and outside their own businesses. Christians will be provided with tools to create a business plan and understand the importance of returns on investments. (Prerequisite: BU200)

**BU221 Emotional Intelligence 3 hours**

This course seeks to provide students with the ability to understand, use, and manage their emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges, and defuse conflict. This course will be taught from the biblical worldview concerning emotional accountability and why it is crucial to the student's potential career. (Prerequisite: BU200)

**BU232 Marketing Principles 3 hours**

This course will provide the student with the framework for understanding what marketing is and the function of marketing in a firm or nonprofit organization. The terms, strategies, and social responsibility of marketing will be taught from a biblical worldview. Students will learn about selling and advertising while learning that marketing is so much more. This is an activity-based class where students will have to work outside of the classroom and share their work with classmates. (Prerequisite: BU200)

**BU234 Information Systems 3 hours**

This course will bring students up to speed on how the role of information technology can play a major part in today's businesses. Topics will include business communication, advanced software and internet applications along with strategic networking from the biblical worldview. Students will understand the fundamentals of information systems to problem solve and enhance organizational decision-making to gain competitive advantage. (Prerequisite: BU200)

**BU235 Organizational Behavior****3 hours**

This course seeks to bring together the fields of organizational psychology, counseling, communication, and personnel management, as well as other materials studied in previous coursework, to develop a Christian philosophy of organizational behavior. (\*Interdisciplinary Bible Course) (Prerequisite: BU200)

**BU240 Interpersonal Skills & Customer Service****3 hours**

This course will help students understand the dynamics of comprehensive customer service, relationship building and engagement. Students will examine functions of effective cross-cultural communication skills, conflict management, and exceptional organization behavior. Students will also learn the importance of improving and maintaining consumer sustainability in today's financial institutions. (Prerequisite: BU200)

**BU301 Organization Communications****3 hours**

This is a survey course designed to expose students to organizational communication theory. This course emphasizes the applied nature of organizational communication using foundational principles and current research in the field. Relevant models will be discussed from the biblical worldview. Models will include historical, cultural, structural, and organizational theory. Relational strategies will be reviewed and contrasted between the biblical model and the secular (postmodern) models. (Prerequisite: BU200)

**BU303 Media Marketing for Sports & Business****3 hours**

This course provides an overview of digital business marketing, and how to implement critical concepts in fundraising campaigns. Marketing plans including product, price, promotion, place and public relations will be explored. Areas of personal selling, merchandising, and electronic media will also be essential topics of interest and practice. (also listed as SM303) (Prerequisite: BU200)

**BU305 Business Statistics****3 hours**

This course is designed to acquaint students with major data-driven tools used in business analysis. Mathematical formulas will be demonstrated to help students in analysis of data management. Students should possess skills in algebra. Students will learn how to choose the correct tool(s) for their specific application(s). (Prerequisite: BU200)

**BU310 Tools for Performance Analysis****3 hours**

This course is designed to acquaint the student with the structural environment concerning behavior and performance in financial decision making and organization projections. The student will learn to produce reports that inform company leaders about financial operations. The student also will learn the business setting to meet specific performance parameters along with accurately completing reports and calculations. (Prerequisite: BU200 & BU201)

**BU311 Foundations of Organizational Leadership****3 hours**

Leaders of organizations today face many challenges. These challenges provide the need for training in interconnectedness, in understanding organizational culture, and in shaping/motivating that culture. Christians must know how to lead organizational units, understand diversity, manage politics, and effectively handle conflict between individuals and units as a part of successful leadership. Such challenges, and how to deal with them, are the subject of this course. The purpose of this course is to provide the student with a more comprehensive understanding of organizational systems in order to be both a more informed observer of them and a more effective participant in them.

**BU315 Business Law & Ethics 3 hours**

This course gives the basic explanation of management terminology, legal doctrines and principles, development, and business principles. While it is impossible to be comprehensive in one course, the necessary essentials of management will be taught from a biblical worldview and the practical experience of the American legal culture. Students in profit and nonprofit organizations will benefit from the teaching and student interaction provided in this course. (Prerequisite: BU200)

**BU320 Organizational Budgeting 3 hours**

The purpose of this course is to provide students with comprehensive understanding of budgeting and accounting which involves planning, allocating, and disbursing monetary resources along with bookkeeping in a ministry setting. Students will learn how to use ethical standards when operating cash flow and future economic projections. (Prerequisite: BU200 & BU201)

**BU323 Strategic Management 3 hours**

Strategic Management uses case studies to learn strategic models and apply them from a biblical perspective. This decision-making skill challenges students to assess the environment and their organization for the purpose of implementing successful change. (\*Interdisciplinary Bible Course) (Prerequisite: BU200)

**BU324 Business Finance 3 hours**

This course is designed for students to understand the basic financial literacy skills such as budgeting, analyzing the basic skills of investment, and applying computer operations to finance management. Students will engage the fundamentals of long and short-term financial activities along with international budgeting concepts all from the biblical worldview. (Prerequisite: BU200)

**BU332 Human Resource Management 3 hours**

This course is designed to acquaint the student with a basic competency of the HR function within an organization from a practical perspective. (Prerequisite: BU200)

**BU334 Nonprofit Marketing 3 hours**

This course deals with marketing tactics used to further nonprofit organizations including (1) building an organization image, (2) promoting its values, and (3) helping the public remember the organization. (Prerequisite: BU200)

**BU340 Business Problems & Policies 3 hours**

This course will provide the student with the dynamics of business operations in contemporary times. An examination of corporate policies and business strategies will enable students to be prepared for future decision making in the organizations and firms in which they gain employment. Legal and behavioral points of view will be examined in the development of organizational leadership. Students will learn concepts through examination of case studies. (Prerequisite: BU200)

**BU341 Labor Relations 3 hours**

A study designed to acquaint the student with the historical, legal, and structural environment affecting labor-management relations and to examine the rights and obligations of labor and management. (Prerequisite: BU200)

**BU343 Organizational Marketing and Sales****3 hours**

The use of organizational mission to develop a marketing approach to reach potential constituencies with image, product, and service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization. (Prerequisite: BU200)

**BU351 Consumer & Family Finance****3 hours**

This course involves the study of personal and family financial planning goals and objectives. The student will learn investment strategies, as well as procedures for generating living wills, managing wealth, planning for retirement and transferring an individual's estate after death. This course also provides an integrated approach in understanding consumer problems and perspectives pertaining to personal and family-owned business practices. (Prerequisite: BU200)

**BU405 Teams & the Work Process****3 hours**

This course will analyze how the organization of a strategic plan is effected by human effort through small group and teams of various composition bringing work to a higher level of quality for the end user. (Prerequisite: BU200)

**BU410 Auditing****3 hours**

This is an analytic course designed to expose students to multiple information system audits. This course emphasizes the applied nature of auditing using foundational principles and current research in the field. Relational strategies will be reviewed and examined between biblical and secular models. Models will include historical, cultural, structural, and organizational theories. (Prerequisite: BU200 & BU201)

**BU416 Legal Environments for Business****3 hours**

This course is designed to acquaint the student with the historical, legal, and structural environment affecting today's businesses and to examine and apply the rights and obligations of management from the biblical worldview. (Prerequisite: BU200)

**BU420 Global Dimensions of Business****3 hours**

This course will help students understand the dynamics of comprehensive customer service, relationship building and engagement from a global spectrum. Students will develop functions of effective cross-cultural communication skills, conflict management, and exceptional organizational behavior from the biblical worldview. Students will also evaluate the importance of improving and maintaining international governance in today's multinational cultural businesses. (Prerequisite: BU200)

**BU430 Marketing Research****3 hours**

This course teaches business students how to acquire the data needed to make marketing decisions in profit or nonprofit organizations. Students should already have a basic knowledge of marketing principles. Students will learn a variety of strategies to gather important information and organize the data to make informed marketing decisions. Students **MUST** have access to a computer with Internet capabilities. (Prerequisite: BU200)

**BU433 Case Studies in Leadership****3 hours**

Case studies will be selected for in-depth study of the application of leadership concepts. Students will develop a written concept of their desired style of leadership to be used in personal and career situations. (Prerequisite: BU200)

**BU435 Growth Enterprise: Strategy and Planning 3 hours**

This course is designed to enable students to synthesize and apply the principles of managing a financially sponsored startup enterprise. Course elements include exploring alternative approaches for enterprise stages of expansion, formulating organization outcomes and planning their achievement, and demonstrating mastery of employee management at all levels consistent with the biblical worldview. (Prerequisite: BU200)

**BU438 Production & Operations Management 3 hours**

Students will develop and analyze operations from a managerial perspective which involves an assimilation of numerous actions and processes to produce products and services in highly competitive environments. Students will also examine various production systems such as product design, manufacturing, and distribution along with incorporating diagnostic assessments to manage operations from the biblical worldview. (Prerequisite: BU200)

**BU440 Underwriting, Accounting, & Management 3 hours**

The fundamentals of underwriting, managerial accounting and the concepts of risk management are covered in this course. Students will examine key aspects of underwriting, which involves loss, damages, and/or liability. Students will learn to analyze financial statements and other banking transactions to gain financial auditing experience. (Prerequisite: BU200)

**BU446 Leading and Managing 3 hours**

This practical course is designed to enrich and sharpen leadership and management skills. In addition to studying the qualities of a good leader, students will become familiar with various elements of the administrative process. The course is also designed so that students will recognize their own leadership styles and know what styles work best in what situations and with what kinds of people. The student should emerge from the course better prepared both personally and professionally to understand the concepts of management and to exhibit effective leadership styles. (Prerequisite: BU200)

**BU449 Senior Project 3 hours**

The student must merge theoretical and practical skills gained in the business program to prepare for future occupation and/or ministry. Students must thoroughly design a pre-approved business or ministry. Using elements from the student's academic emphasis area, the student must prepare and present a detailed business plan articulating organizational practices, goals, finance, and organizational development. (Prerequisite: BU200)

**BU453 Business Administration Internship 3 hours**

Interns have the opportunity to gain supervised practical experience. Students will coordinate with advisor. Qualifying work may not begin prior to the start of the course. (Fee: \$250) (Prerequisite: BU200)

**BIBLICAL COUNSELING (CO)****CO244 Introduction to Biblical Counseling 3 hours**

An introductory study of the definitive approach to counseling based on biblical truth and effecting biblical change. Content includes comparison of the biblical model as compared to modern philosophies, emphasis on the centrality of the gospel, and an explanation of counseling components, principles, and methods. This is a prerequisite for all counseling courses. (Prerequisite: BI115)

**CO245 History of Psychological Systems 3 hours**

An evaluative survey of major psychological systems, analyzing the concepts of principles of each system's theory of personality development. Emphasis is placed on providing a strong foundation of biblical truth, response to these theories, and guidance for recognizing and evaluating future theories. (Prerequisite: CO244)

**CO246 Theological Foundations of Biblical Counseling 3 hours**

This course will study the theological foundations of Biblical counseling and how systematic theology impacts how an individual counsels. Secular humanism and its respective systematic theology will be contrasted and examined. (Prerequisite: CO244)

**CO247 Counseling Cross-Culturally 3 hours**

A study of cultural issues related to cross-cultural biblical counseling. This course will include a review of cultural self-awareness, ethnic groups, lifestyle traditions and changes, and counseling in culturally diverse situations. (Prerequisite: CO244)

**CO320 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. (Prerequisite: CO244; Course is restricted to women.)

**CO326 A Biblical Perspective of Addictions 3 hours**

This course is a study on a biblical view of the causes of addiction. This study examines and compares various addictions and various methods of resolving addictions with an emphasis on the biblical perspective. (Prerequisite: CO244)

**CO338 Counseling Children 3 hours**

This course seeks to explain and identify effective counseling techniques and skills with children addressing specific developmental tasks and challenges (both personal and interpersonal) that children face as part of their maturation process. The specific struggles of children will be addressed with solutions that align with a biblical perspective. Students will also identify how to effectively address and lead children to believe in Jesus Christ. (Prerequisite: CO244)

**CO340 Counseling Youth 3 hours**

This course seeks to help biblical counselors be more effective in their work with youth by addressing the specific developmental tasks and challenges (both personal and interpersonal) that youth face as part of their maturation process. The specific struggles of youth will be addressed with biblical solutions. (Prerequisite: CO244)

**CO342 Develop & Est a Biblical Counseling Center in the Local Church 3 hours**

This course will include all aspects of establishing a biblical counseling center from the ground up. Consideration will be given to a financial operating budget, creating specific forms, becoming aware of legal implications, and becoming familiar with the day-to-day operations of a biblical counseling center in a local church. Perspective will be given to working independently or with a local church or para-church organization. (Prerequisite: CO244)

**CO345 Marriage and Family Counseling 3 hours**

An in-depth consideration of premarital and marital counseling. Attention is given to the preparation for and the experience of family life and the possible impediments to family life within the biblical perspective. (Prerequisite: CO244)

**CO347 Counseling the Non-Traditional Family 3 hours**

This course will study the non-traditional family units created by death, divorce, and remarriage as well as the mature single adult. The childless couple's dilemma will be considered. Skills necessary for effectively counseling non-traditional families will be examined. (Prerequisites: CO244)

**CO432 Crisis Counseling 3 hours**

This course is a study in the nature of crisis and conveys practical steps for ministering to those who struggle and to those who care for them. This course presents an understanding of and scriptural basis for crisis, trauma, loss, and grief, the processes they represent, and how and when they occur. (Prerequisite: CO244)

**CO436 Death, Dying, and Grief Counseling 3 hours**

This course is designed to help the student understand the various dynamics of death, dying, and grief through a conscientious study of God's Word. (Prerequisite: CO244)

**CO449 Senior Counseling Project 3 hours**

This course will assess the student's cumulative theological and counseling understanding through the development of written statements in response to a series of questions provided for the student. This project will allow the student to complete much of the testing section of the certification process. The student will also be required to develop a personal philosophy of counseling consistent with a biblical worldview. (The student must have completed their junior year and 15 hours of Biblical Counseling courses. Admission by permission of the Biblical Counseling Department Chair)

**CO453 Counseling Internship 3 hours**

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course the student will apply academic concepts to practice. Permission of the department chair is required for enrollment in this course. (Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education division of their major. Fee: \$250)

**COMMUNICATIONS (COM)****COM110 Written Research Practicum 1 hour**

This course is an introduction to research and the Turabian format. Topics will include the library catalog, narrowing a topic, database credentials and searching, formatting a paper in the Turabian style, and building citations. (Fee: \$25)

**COM220 Oral Communication 3 hours**

Training in the principles of oral communication and the application of these principles to public speaking so the student may communicate effectively with the society in which he lives. (Prerequisite: EN112)

**COM230 Voice and Diction in Public Speaking****3 hours**

This course will train students in technique that mentally and physically communicates the spoken text in effective and dynamic ways.

**COM311 Group Communication****3 hours**

This course is designed to teach participants various interpersonal skills pertinent to one-on-one, small group, and large-group communication. Topics covered will include “reading” the audience, non-verbal communication, the rules of etiquette and appropriate dress, effective use of the voice and group dynamics. Students will be required to make a series of formal and informal presentations in class.

**COM333 Biblical Communication for Women****3 hours**

This course is designed to give women the basics of message preparation and presentation. This course will also include a study of women as audience and learners. The student will have opportunities to create and practice relevant, biblical presentations appropriate for devotions, dinners, retreats, conferences, and podcasts (for women only). (Prerequisites: EN112, B1115)

**COM411 Debate****3 hours**

This course studies the research, formulation and presentation of arguments in public policy debate. This course will include research techniques useful in debate preparation, methods for selecting and employing arguments in a debate, and tools for critically evaluating an opponent’s argumentation. The role of rhetorical persuasion in preparing and presenting speeches and engaging in cross-examination in such contexts will be explored. Formal debate techniques and the role of judges and coaches will be discussed. (Prerequisite: COM220 or prior speaking experience as approved by course instructor.)

**CHILDREN’S MINISTRY (CM, LD, TT)****CM202 Teaching Children Effectively, Level 1 (CMI)****2 hours**

A practical learning experience designed to equip students with basic skills and effective methods to evangelize children and immediately begin a neighborhood or public school ministry. Emphasis is placed on organizing and conducting meaningful classroom activities which can enrich children spiritually. In addition to regular course work, students are required to participate in teaching five children’s classes applying the methods learned in this course.

**CM203 Teaching Children Effectively, Level 2 (CMI)****2 hours**

TCE Level 2 is designed to provide information and practical methods which will enable the student to effectively guide the saved child in progressive spiritual growth. The course is centered on the principle that true teaching of the Word of God produces change. Students gain skills which will enable them to offer practical help to children as they establish and develop a personal relationship with God. Students are required to participate in teaching five children’s classes, applying the methods learned in the course to enforce classroom study.

**CM204 Understanding Today’s Child (CMI)****2 hours**

A study of child development and behavior from birth through adolescence as related to the unique problems faced in today’s society. Emphasis is placed on the role of the parent/teacher in helping children to develop physically, socially, emotionally, intellectually, and spiritually. Students will also learn how to help children who are victims of abuse, divorce, and other dysfunctional situations. In addition, students will learn how to teach children from various religious backgrounds.

**CM205 Progressive Methods of Child Evangelism (CMI) 2 hours**

An advanced study of the doctrine of redemption and contemporary methods and strategies for evangelizing and teaching today's child. The course is designed to provide students with a variety of effective tools that can enhance evangelistic skills in children's ministry. The course also helps students define their theology of childhood conversion through an in-depth study of pertinent Scriptures and an examination of current philosophies concerning children and salvation.

**LD401 Distinctives of Child Evangelism Fellowship (CMI) 1 hour**

This course examines the history, philosophy, and policies of Child Evangelism Fellowship. The requirements and process for becoming a member of the CEF staff in the USA or internationally will be discussed. This course reveals CEF as a worldwide mission organization with a vital influence in developing children's workers and leaders to be involved in reaching the world's most forsaken mission field with the gospel.

**LD402 Ministry Strategy and Development (CMI) 2 hours**

This course is a study of fundamental principles and skills basic to the successful development of a children's ministry in Child Evangelism Fellowship, the local church, or other mission organization. This course is designed for leaders who desire involvement in a dynamic ministry under the direction of the Holy Spirit.

**LD403 Leadership Essentials (CMI) 2 hours**

This course is focused on the student as a leader in children's ministry who is constantly growing and maturing in his or her walk with the Lord and with others. The course examines biblical principles for leadership and the personal qualities essential for a good leader. Through the DISC inventory, students will gain insight into the behavioral patterns that shape their leadership styles. In addition, emphasis is placed on interpersonal relationships, conflict management, and communication skills necessary for effective ministry.

**TT301 Dynamics of Teaching Training (CMI) 2 hours**

A course designed to equip students with basic skills for planning and conducting dynamic training for adult learners in various aspects of children's ministry. Students will learn how to conduct training in a variety of settings, including seminars, workshops, and conferences, and ongoing training will be discussed.

**TT401 Instructor of Teachers, Level 1 (CMI) 2 hours**

A course on equipping committed Christians with basic spiritual and educational principles they will need to present Teaching Children Effectively, Level 1 courses under the auspices of Child Evangelism Fellowship. Emphasis is placed on the role of the instructor of teachers under the control of the Holy Spirit, as an instrument to produce change. To qualify for a credential authorizing them as Level 1 instructors of teachers for Child Evangelism Fellowship, students must successfully participate in teaching one Teaching Children Effectively Level 1 course under supervision.

**EDUCATION (ED)****ED190 Introduction to Teacher Education 3 hours**

This introductory course will provide the student with an overview of the field of education and certification requirements for the State of Missouri. A study of curriculum and instructional planning, differentiated learning, and legal and ethical issues of teaching are included along with an emphasis on cultural diversity, English Language Learners, and the role of the teacher in collaborating with peers, parents, and administration. (This course is a required prerequisite for all other education courses.)

**ED241 Technology for Teachers 3 hours**

In this course students will learn how to integrate educational technology into elementary classrooms. The course will also focus on social, ethical, legal, and human issues surrounding the use of technology in the classroom. (Prerequisite: ED190 or permission from the Education Department program director)

**ED247 Foundations of Education 3 hours**

This course is a survey of the philosophical, historical, sociological, legal, and ethical foundations of education in the United States. The student will study the impact that socioeconomic status and cultural diversity have on educational systems as well as the role of teachers and schools in the community at large. (Prerequisite: ED190 or permission from the Education Department program director) (\*Interdisciplinary Bible Course)

**ED250 Educational Psychology 3 hours**

This course is an introduction to the study of psychological principles as applied to education with an emphasis on the psychology of learning, individual differences, motivation, and measurements. (Prerequisite: ED190 or permission of the Education Department program director) (\*Interdisciplinary Bible Course)

**ED252 Field Experience I 1 hour**

This course consists of observation and participation in the ongoing teaching/learning situations in classrooms. Field experiences will be arranged based on the current requirements of the Missouri Department of Elementary and Secondary Education. (Prerequisite: ED190 or permission from the Education Department Chair)

**ED311 Linguistics of the English Language 3 hours**

This course is an introduction to linguistic theories focusing on topics relevant to ELL teachers in culturally and linguistically diverse settings. The contents include basic practical knowledge in phonetics, phonology, morphology, syntax, pragmatics, and semantics. The student will apply these theories in experiences with English language learners. (Prerequisite for education majors: ED190 or permission from the Education Department program director)

**ED312 Language & Culture 3 hours**

This course will examine how to effectively teach students from a range of cultural and linguistic backgrounds. The purpose will be to develop a broad understanding of the definition and nature of culture and appropriate teaching strategies and materials for diverse students. (Prerequisite for education majors: ED190 or permission from the Education Department program director)

**ED313 Second Language Acquisition 3 hours**

This course focuses on the foundations of second language learning and teaching. Major theoretical approaches to second language acquisition and second language learning will be included. (Prerequisite for education majors: ED190 or permission from the Education Department program director)

**ED325 Teaching Emergent Literacy & Phonological Awareness 3 hours**

This course explores the major approaches and techniques for developing emergent literacy with an emphasis on phonemic awareness and a phonetic approach to beginning reading instruction and assessment. It enables teacher candidates to construct the knowledge, basic competencies, and dispositions needed to develop the reading and writing abilities of students in the primary (1-3) grades. Strategies for developing critical thinking and problem-solving in reading from research-based practices will be examined. (Prerequisite: ED190 or permission from the Education department program director, must be officially admitted to the Teacher Education program.)

**ED326 Teaching Upper Elementary Reading & Literacy 3 hours**

This course will provide opportunities to increase understanding of the reading process and strategies for effective literacy instruction and assessment methods with an emphasis on the upper elementary grades (4-6). Focus areas include techniques and strategies that will promote vocabulary development, fluency progression, comprehension and text analysis, and the writing process. Strategies for developing critical thinking and problem solving in literacy will be developed. (Prerequisite: ED190 or permission from the Education department program director, must be officially admitted to the Teacher Education program.)

**ED333 Middle School Philosophy & Organization 3 hours**

This course is an introduction to current and emerging trends shaping curriculum development and instructional practices in middle schools. This course also examines the philosophical foundations of the middle school movement with an emphasis on the physical, intellectual, social, and emotional needs and characteristics of middle school students. Topics include: the development of young adolescents, the middle school model, curriculum best suited to middle grades, effective instruction in the middle grades, classroom management and discipline, interdisciplinary team organizations, evaluation and grouping of middle school students. (Prerequisite: ED190 or permission of the Education Department program director; must be officially admitted to Teacher Education program)

**ED335 Scientific Inquiry for Elementary Teachers 3 hours**

This course provides elementary pre-service teachers with an opportunity to explore basic astronomy, biology, chemistry, earth science, meteorology, and physics concepts that are consistent with K-6<sup>th</sup> grade ISTE, state, and local curriculum standards. The scientific process, the engineering design process, and scientific notation will also be emphasized throughout the course. (Prerequisite: ED190 or permission of the Education Department program director; must be officially admitted to Teacher Education program)

**ED340 Teaching Elementary Social Studies 3 hours**

This course is a survey of basic social sciences principles and practices which relate to students in the elementary years. Students will develop the knowledge, skills, and

strategies needed to incorporate creative expression of art, drama, and music into elementary classroom integrated curriculum. Strategies for developing critical thinking and problem solving in social sciences will be developed. Consideration is given to curriculum development and differentiated instructional planning, instructional technology, content literacy, and English language learning. (Prerequisite: ED190 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED342 Teaching Elementary Language Arts 3 hours**

This course explores the major approaches and techniques for teaching elementary language arts with specific practices for listening, speaking, reading, writing, viewing, and visually representing. Instructional approaches, assessment practices and technology applications to integrate the teaching of language arts across multiple disciplines including literature circles and thematic units will be introduced. Strategies for developing critical thinking and problem-solving in language arts from research-based practices will be examined. (Prerequisite: ED190 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED343 Teaching Elementary Literature 3 hours**

The course provides a survey of the history and development of children's literature and the important role of books from all genres. Students will read and discuss children's books, considering them in terms of literary quality and cultural authenticity as well as discuss theory and research in response to literature and children's reading interests. Instructional approaches, assessment practices, creative and dramatic expression, and strategies for developing critical thinking and problem-solving skills will be explored as teacher candidates consider the potential of texts to initiate thought and conversation with elementary students. (Prerequisite: ED190 or permission of the Education Department program director; must be officially admitted to Teacher Education program)

**ED344 Teaching Elementary Science 3 hours**

This course explores various strategies and materials used in elementary school science programs with a special emphasis on use of educational technology, experiments, laboratory experiences and learning activities. Students will develop the knowledge, skills, and strategies needed to incorporate health and physical education competencies into elementary classroom integrated curriculum. Consideration is given to curriculum development, differentiated instructional planning, instructional technology, and English language learning. (Prerequisite: ED190 or permission of the Education Department program director; must be officially admitted to Teacher Education program)

**ED345 Teaching Elementary Mathematics I 3 hours**

This course will introduce the foundational educational principles of mathematics instruction including the development of a comprehensive mathematics program aligned to Missouri Learning standards. Students will learn to make connections between learning theories and mathematics instruction, design investigative instructional activities, integrate technology, develop cross-curricular connections, and analyze student understanding through assessment practices. Strategies for developing critical thinking and problem solving in mathematics will be developed. Consideration is given to

curriculum development, differentiated instructional planning, instructional technology, and English language learners. (Prerequisite: ED190 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED348 Literacy in Content Areas 3 hours**

This course provides a comprehensive study of the skills required for improving literacy skills of middle and secondary school students. The areas of content literacy, new literacies, instructional scaffolding, differentiated instruction, writing to learn, and student diversity are all considered. Students will learn to apply reading and writing concepts, theories, and techniques to content area material by developing lesson plans and materials. (Prerequisite: ED190 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED349 Educational Assessments 3 hours**

This course is an introduction to assessment of student achievement through use of teacher-made tests, standardized tests, performance assessments, portfolios, rubrics, and other assessment tools. The student will learn how to conduct formative and summative assessments, collect data, and make data-based decisions regarding curriculum development. (Prerequisite: ED190 or permission of the Education Department program director; must be officially admitted to Teacher Education program)

**ED350 Exceptional Learners 3 hours**

This course is an introduction to human exceptionality and special education. The student will study the diverse needs of students with varying abilities, how to diversify instructional planning for these individual differences in the least restrictive environment. Students will also study the laws covering special education students as well as best practices for collaborating with teachers of exceptional learners, parents, and administration. (Prerequisite: ED190 or permission of the Education Department program director; must be officially admitted to Teacher Education program)

**ED351 Teaching Creative Arts, Music, and Movement 3 hours**

This course will provide opportunities to explore the educational understandings and principles for teaching visual art, music, movement, and dramatic play. Learning experiences will introduce a variety of methods, materials and activities that can be used to promote creativity and divergent thinking for children from birth through the primary grades. (Prerequisite: ED190 and ED247 or permission of the Education Department program director; must be officially admitted to Teacher Education program)

**ED353 Field Experience II 1 hour**

This course consists of increased involvement in a classroom. Field experiences will be arranged based on the current requirements of the Missouri Department of Elementary and Secondary Education (Prerequisites: ED190 and ED252; must be officially admitted to Teacher Education program)

**ED411 Instructional Techniques for ELLs 3 hours**

This course surveys theory and practice in planning, implementing, and assessing instruction of linguistically and culturally diverse students in a variety of teaching contexts. (Prerequisite for education majors: ED190 and ED325 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED412 Curriculum for Teaching ELLs****3 hours**

This course provides a survey of current curriculum available to teach ELLs as well as instruction on the preparation of appropriate curriculum to teach English to non-native English speakers in a variety of educational contexts. (Prerequisite for education majors: ED190 and ED325 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED413 Assessment Strategies for ELLs****3 hours**

This course will provide an analysis of the appropriate classroom materials, methods, reasons, and tools for formal and informal assessment of English Language Learners. (Prerequisite for education majors: ED190 and ED325 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED414 Clinical Experience with ELLs****3 hours**

This course is a supervised experience in planning and implementing standards-based learning experiences under the direction of a certified ELL teacher in a school setting. Students will develop a portfolio and reflection piece about their own learning experience during this course. (Prerequisites: Completion of ED311, ED312, ED313, ED411, ED412, and ED413. Education majors also require ED348, ED350, and ED446.)

**ED420 Instructional Strategies in English****3 hours**

This course explores a variety of strategies for teaching English in middle and secondary schools including: inquiry, cooperative learning, differentiation, and interdisciplinary learning activities. Consideration is given to curriculum development, assessment, instructional technology, and English language learning. The student will develop a Unit Plan of Instruction. (Prerequisite: ED190 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED421 Instructional Strategies in Social Sciences****3 hours**

This course explores a variety of strategies for teaching Social Sciences in middle and secondary schools including: inquiring, cooperative learning, differentiation, and interdisciplinary learning activities. Consideration is given to curriculum development, assessment, instructional technology, and English language learning. The student will develop a Unit Plan of Instruction. (Prerequisite: ED190 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED422 Instructional Strategies in Speech & Theatre****3 hours**

This course explores a variety of strategies for teaching Speech and Theatre in middle and secondary schools including: inquiry, cooperative learning, differentiation, and interdisciplinary learning activities, as well as specific strategies unique to Speech and Theatre instruction. Consideration is given to curriculum development, assessment, instructional technology, and English language learning. The student will develop a Unit Plan of Instruction. (Prerequisite: ED190 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED434 Teaching Elementary Mathematics II****3 hours**

This course introduces the principles of teaching mathematical concepts and skills including number theory, addition, subtraction, multiplication, division, fractions,

proportional reasoning, algebra, geometric concepts, data representation, and probability investigations. Each topic will be investigated through each stage of mathematical literacy within the elementary grades. Strategies for developing critical thinking and problem solving in mathematics will be developed. Consideration is given to curriculum development, differentiated instructional planning, instructional technology, and English language learners. (Prerequisite: ED190 and ED345 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED444 Classroom Management 3 hours**

This course covers various behavioral management systems and their underlying philosophies. The student will explore methods of classroom management for the purpose of creating a classroom environment conducive to effective learning. The impact of student diversity, legal & ethical issues, and collaboration between teacher and parent will also be considered. (Prerequisite: ED190 or permission from the Education Department program director; must be officially admitted to Teacher Education program)

**ED446 Reading Interventions in the Secondary School 3 hours**

This course will help students learn to apply methods of instructional interventions for middle and secondary school students with reading deficits. Students will also focus on content-specific needs of English Language Learners. This is the second required literacy course. (Prerequisite: ED190 and ED348; must be officially admitted to Teacher Education program)

**ED448 Teaching in Middle & Secondary Schools 3 hours**

This course will explore techniques for effective teaching at the middle and secondary school levels. This includes designing effective plans of study that incorporate critical thinking and problem solving for middle/secondary school students as well as literacy skills in the content areas. Differentiated learning plans for exceptional learners and ELL is included. (Prerequisite: ED190 or permission of the Education Department program director; must be officially admitted to Teacher Education program)

**ED459 Senior Seminar-Education 1 hour**

This course is designed to prepare the student for Student Teaching and the professional workplace. The student will participate in professional development style workshops related to the Missouri State Teaching Standards. Students will develop their skills in making ethical decision, collaborating with the school community, monitoring student progress, reaching at-risk students, securing employment, and creating a personal learning plan. This course should be taken in the semester prior to Student Teaching. (Prerequisite: ED190 and ED252 or permission of the Education Department Chair).

**ED470 Student Teaching 8 hours**

This course is the culmination of the Educator Preparation Program. This experience will consist of student teaching in close collaboration with a cooperating teacher. For a minimum of sixteen weeks (and no less than 75 teaching days), the student teacher will be an active participant completing required assignments, working with students as requested, and, under the supervision of the classroom teacher, assuming responsibility to lead the class over an extended period of time. In this course, the student will complete all student teaching assignments including a portfolio. This course may only be

taken after all other coursework is completed and if the standards for the Educator Preparation Program have been maintained. (Student Fee: \$250 - non-refundable)

- *Additional \$350 fee for undergraduate students who wish to complete student teaching at out-of-area school (more than an hour drive from CU).*

## ENGLISH (EN)

### **EN112 College Composition I 3 hours**

This course develops the student's skills in composition and written expression with an emphasis on clarity, precision, and organization. The composition and style of the essay will form the framework of the class as students practice descriptive, narrative, critical, persuasive, and expository writing.

### **EN112A College Composition I 3 hours**

This course develops the student's skills in composition and written expression with an emphasis on clarity, precision, and organization. The composition and style of the essay will form the framework of the class as students practice descriptive, narrative, critical, persuasive, and expository writing. (Placement in this course is based on admission essays and other factors.)

### **EN113 College Composition II 3 hours**

This course develops skills in critical reading, analytical observation, and effective writing and research methods. As a sequel to EN112 (Composition I), this course continues the development of academic expository essay writing, while advancing skills in research methods, both print and electronic, and writing research papers beyond the five-paragraph model. (Prerequisite: EN112).

### **EN201 Adolescent Literature 3 hours**

Adolescent Literature focuses on literary narratives written for young adults. Students will read and analyze adolescent novels with a particular focus on the elements of literature as well as variation in author styles, culture, and young adult concerns. Students will likely come into contact with authors writing from unbiblical worldviews, so a key feature of this course is to train students to understand worldviews presented by the authors, take them captive to Christ, and respond to them in a biblical manner. (Prerequisite: EN112)

### **EN212 Introduction to Short Fiction 3 hours**

Introduction to Short Fiction is an engaging genre course that enables the student to learn critical reading and literary analysis with a particular focus on the elements of literature as characterized in short literary fiction. The course includes a variation of author styles, national cultures, and subject matter to increase student awareness of contextual relevance. Essay responses present literary analysis of the readings. No prior literature courses are required. (Prerequisite: EN112)

### **EN213 Introduction to Poetry 3 hours**

Introduction to Poetry is a unique genre course that enables the student to learn poetic examples. The course includes a variation of poetic eras, author styles, national cultures, and subject matter to increase student awareness of contextual relevance. Essay responses to present literary analysis of the poems. (Prerequisite: EN112)

**EN214 Introduction to Drama 3 hours**

Introduction to Drama is an engaging genre course that enables the student to learn critical reading and literary analysis with a particular focus on the elements drama as characterized in selected dramas from ancient to modern times. The course includes a variation of playwright styles, national cultures, and subject matter to increase student awareness of contextual relevance. Essay responses present literary analysis of the dramas. No prior literature courses are required. (Prerequisite: EN112)

**EN218 Introduction to Creative Writing 3 hours**

Introduction to Creative Writing introduces students to the elements of creative fiction, poetry, drama, and non-fiction. It emphasizes character, setting, plot, image, and voice. Students will develop journaling skills, produce rough drafts, and learn how to critique peer writing in a workshop setting. The course culminates with the development of a polished portfolio that demonstrates an understanding of course material. (Prerequisites: EN212, EN213).

**EN223 American Literature I (Beginnings to 1865) 3 hours**

American Literature I engages students in reading, analyzing, and interpreting genres of American literature from the beginnings to the end of the American Civil War in 1865. Literary works include fiction, poetry, drama, and novel. This course includes texts from ethnically diverse authors. Students will develop a literary essay that critically analyzes a chosen text. (Prerequisites: EN113; and EN201, EN212, EN213). (\* Interdisciplinary Bible Course)

**EN224 American Literature II (1865 to the Present) 3 hours**

American Literature II engages students in reading, analyzing, and interpreting genres of American literature from the end of the American Civil War in 1865 to the present. Literary works include fiction, poetry, drama, and novel. Students will develop a literary essay that critically analyzes a chosen text. (Prerequisites: EN113; and EN201, EN212, EN213). (\* Interdisciplinary Bible Course)

**EN311 Teaching Writing 3 hours**

This course will explore the theories and practice of teaching writing within a middle and secondary school context. The student will learn how to help others become more effective communicators by combining writing research and pedagogies appropriate for middle and secondary school students. (Prerequisites: EN113; and EN212, EN213).

**EN312 Creative Writing: Fiction 3 hours**

Creative Writing: Fiction introduces students to the elements of short fiction, especially image, character, setting, plot, and voice. Students will read and discuss short fiction and practice creative writing skills in journal entries, from which they will develop into short story drafts. Rough drafts are critiqued in a workshop setting. The course culminates with the development of a polished portfolio. *This course may be repeated once for credit.* (Prerequisite: EN218)

**EN313 Creative Writing: Nonfiction 3 hours**

Creative Writing: Nonfiction introduces students to the elements of nonfiction, especially image, character, setting, plot, and voice. Students will read and discuss nonfiction and practice creative writing skills in journal entries, from which they will develop into short story drafts. Rough drafts are critiqued in a workshop setting. The course culminates with

the development of a polished portfolio. *This course may be repeated once for credit.*  
(Prerequisite: EN218)

**EN314 Creative Writing: Poetry****3 hours**

Creative Writing: Poetry introduces students to the elements of poetry, especially image, character, setting, structure, and voice. Students will read and discuss short poetry and practice creative writing skills in journal entries, from which they will develop into drafts. Rough drafts are critiqued in a workshop setting. The course culminates with the development of a polished portfolio. This course may be repeated once for credit.  
(Prerequisite: EN218)

**EN316 History of the English Language****3 hours**

This course is an introduction to the study of the English Language. The phonology, history and grammar of English are examined in the context of cultural, social, and political history with attention also to current linguistic theory. (Prerequisite: EN113; and EN212, EN213)

**EN323 British Literature I****3 hours**

Through the critical reading of selected classic works of British literature, this course develops skills in analysis, appreciation, and understanding of British literature from the Middle Ages through the eighteenth century. Literary selections include works from the early manuscripts, medieval authors, Chaucer, Shakespeare, Milton, Bunyan, and Swift. In addition, Part One of British Literature focuses on some works of Christian literary tradition and allows for student evaluation of well-known works in light of scriptural truth. (Prerequisites: EN112, EN113, and a 200 level Literature course) (\* Interdisciplinary Bible Course)

**EN324 British Literature II****3 hours**

Through the critical reading of selected classic works of British literature, this course develops skills in analysis, appreciation, and understanding of British literature from the eighteenth century through the twentieth century. Part Two of British Literature includes literary selections from British authors such as Blake, Burns, Wordsworth, Coleridge, Keats, Austen, Bronte, Dickens, Wilde, Hardy, Joyce, Eliot, Huxley, Golding, and Orwell. Moreover, the literary genres, poetry, short fiction, drama, and novels provide a comprehensive view of worldview and movements in modern times. (Prerequisites: EN112, EN113, and a 200 level Literature course) (\* Interdisciplinary Bible Course)

**EN410 Epic World Literature****3 hours**

Through the critical reading of selected epic works of world classical literature, this course develops advanced skill in literary analysis. The student engages in definition, classification, and philosophical as well as cultural understanding of epic literature. In addition, the upper-level student compares ancient philosophies and beliefs to contemporary systems. (Prerequisites: EN112, EN113, and a 200 level Literature course)

**EN411 Rhetoric****3 hours**

This course is an introduction to the history, theory, practice, and implications of rhetoric, the art and craft of persuasion. Through a combination of reading, speaking, and writing the student will learn to read and think critically, to practice skills of rhetorical analysis

and argument, and practice basics of oral persuasive presentation. (Prerequisites: EN113 and a -200 level Literature Course.)

**EN415 Shakespeare 3 hours**

This course will focus on the Elizabethan world, authorship, language, and representative plays from the history, tragedy, comedy, and romance genres of the Shakespearean canon. The class will read and discuss these plays and watch actual performances. (Prerequisite: EN113 and a 200-level Literature Course)

**EN425 Playwriting 3 hours**

This course will focus on the creative writer as playwright and will involve the student in the creation of character, plot, dialogue, action, unity, structure, conflict, volition, and thematic statement. If selected, scenes and one acts will be produced by Acting I, Acting II, and Drama Team actors. (Prerequisites: EN113 and EN218)

### **PORTFOLIO (EX, PDS)**

**EX264 Portfolio I 3 hours**

This course organizes an assessment of the student's personal achievements, experiences, training, and education. Students will learn how to document important activities they have experienced. In many cases, based upon approved Prior Learning Assessments, students may earn up to an additional 9 credit hours during this class.

**EX265 Portfolio II 1 hour**

This course organizes an assessment of the student's personal achievements, experiences, training, and education. This course allows the student to submit Prior Learning Assessments to earn credits, up to a total of 21 credit hours between both Portfolio classes. (Prerequisite: EX264; Fee: \$800)

### **GENERAL EDUCATION (GE)**

**GE100 College Life Seminar 1 hour**

This course is designed to help students adjust to college life, be introduced to critical thinking, learn how to obtain the most out of their courses, and learn to organize their time to accomplish their objectives in each course.

### **HISTORY AND POLITICAL SCIENCE (HP)**

**HP100 Constitutional Exam Class 0 hours**

This course comprises an examination on the United States and Missouri constitutions and related material. This course meets testing requirements (RSMo 170.011.1) in the Constitution of the United States and of the state of Missouri and in American history and institutions.

**HP221 American History I (Columbus to Lincoln) 3 hours**

This study surveys the political, social, religious, intellectual, and economic developments in the United States from its founding to the presidency of Lincoln. This course meets instruction (RSMo 170.011.1) in the Constitution of the United States and of the state of Missouri and in American history and institutions. (Prerequisite: EN112)

**HP222 American History II (Lincoln to present) 3 hours**

The nation's rise as an industrial power, its growing international involvements, World War I and II, and the United States as a world power are topics discussed. An emphasis is placed upon the increasing role played by the federal government in the twenty-first century. This course meets instruction (RSMo 170.011.1) in the Constitution of the United States and of the state of Missouri and in American history and institutions. (Prerequisite: EN112)

**HP231 Western Civilization I 3 hours**

A broad survey of the various civilizations from ancient to medieval times, emphasizing the relationship between human history and God's program for the ages. (Prerequisite: EN112)

**HP232 Western Civilization II 3 hours**

A broad survey of the political, economic, spiritual, and intellectual experiments of Western man from the Renaissance to the present. This course concerns itself particularly with man's age-old search for order. (Prerequisite: EN112)

**HP236 Church History 3 hours**

A study of Christendom in the course of its development from apostolic times to the end of the church age. The most important persons, problems, decisions, and developments are traced. (Prerequisite: EN112)

**HP238 United States Government 3 hours**

A study of the ideological foundation of the government of the United States including the framing and adoption of the Constitution, the provisions and principles of the Federal and Missouri State Constitutions, and the organization, procedures, and powers of the legislative, executive, and judicial branches. This course meets instruction (RSMo 170.011.1) in the Constitution of the United States and of the state of Missouri and in American history and institutions. (Prerequisite: EN112)

**HP241 American Military History 3 hours**

This course is a survey of American military history with focus on doctrinal and policy trends within US military services, use of forces throughout American history, and assessment of military effectiveness. The course uses Clausewitz as the basis for assessment. (Prerequisite: HP221, HP222, or HP238)

**HP251 Missouri State History 3 hours**

Survey of Missouri's history from colonization to the present. The course examines continuity and change in Missouri history and the contributions of Missouri and its citizens to the development of the United States. This course will study the political, economic, social, and cultural development of Missouri.

**HP338 The Christian and Contemporary Politics 3 hours**

This course reviews Christian responsibilities and participation in American democracy. Emphasis is placed on historical and contemporary understandings of the relationship between the Church and American political processes. (Prerequisite: HP238)

**HP391 History of Christianity in America 3 hours**

A study of the church in America from its Colonial beginnings to the current day with emphasis on the numerous influences that have forged the current religious scene (Prerequisite: HP236).

**HP392 Medieval History****3 hours**

A study of European history from the breakup of the Roman Empire to the dawn of the Renaissance. This course will study the political, economic, social, and cultural development of Western Christendom and will touch on the rise of Islam and the Byzantine Empire. (Prerequisites: HP231 and HP232)

**HP393 Ancient History****3 hours**

A study of ancient history from the beginning of antiquity to the breakup of the Roman Empire. This course will study the political, economic, social, and cultural development of ancient civilizations leading to the modern western world and will touch on the rise of Christianity. (Prerequisites: HP231 and HP232)

**HP401 History of the Crusades****3 hours**

A study of the history of the Crusades. This course will introduce the student to the crusading movement, including the themes of cultural diffusion, conquest, and colonization within the context of interactions between competing societies of Western Europe, Eastern Europe, Northern Africa, and West Asia. (Prerequisites: HP231 and HP232)

**HP440 Senior Seminar–History****3 hours**

The student integrates research, presentation, and writing skills in this closely supervised culminating course. The course uses small group and workshop methods to encourage discussion and immediate feedback. An oral defense of a major research paper is included as part of the course. (Prerequisites: HP392, HP393, and HP401)

**INTERCULTURAL STUDIES (IC)****IC111 Introduction to Christian Missions****3 hours**

An introductory study of the biblical basis of intercultural studies, the history of missions, current strategies for intercultural studies, the preparation for intercultural studies, and the role of the local church in intercultural studies. (\*Interdisciplinary Bible Course)

**IC211 Building Bridges with Muslims****3 hours**

An introductory study of Islamic history, religion, and culture with a view to developing a biblical foundation for reaching Muslims with the gospel. Emphasis will be given to primary questions that Muslims raise about Christianity and how to build and maintain friendships with Muslims. (Prerequisite: IC111)

**IC303 Theology of Missions****3 hours**

A study of the Word of God as set forth through God's promise to Abraham to bless the nations through Jesus Christ and the Church; an application of the Word of God as it relates to the purpose, nature, scope, and current challenges of intercultural studies.

**IC320 History of Missions****3 hours**

A survey study of the history of Christian missions from the time of Pentecost to the present.

**IC332 Practical Field Work****3 hours**

A ministry carried out in a cross-cultural setting under the supervision of an approved agency. (Permission of the Intercultural Studies program director)

**IC336 Intercultural Communication & Evangelism 3 hours**

Designed to equip the Christian worker in an intercultural context, this course will focus on understanding cultural differences and cross-cultural communication, with a view to effectively sharing the gospel. Importance is placed on recognizing the spectrum of cultural differences and the dimensions of intercultural communication with an emphasis on the process of becoming effective in intercultural studies and evangelism. (Prerequisite: SS237)

**IC346 Contemporary Issues in Intercultural Studies 3 hours**

A survey study of selected contemporary issues impacting intercultural studies. The study will evaluate these issues in the light of revealed biblical truth.

**IC351 Wayumi 3 hours**

Wayumi is a tribal missions course offered by Ethnos 360 during Spring Break. The course covers several specifics of Tribal Missions including linguistics, culture, the phases of a church plant and discipleship. Students have the opportunity to learn from experienced Tribal missionaries who have truly "been there." The course also includes practical introductions to learning linguistics and translation. Following the week at the Wayumi campus students will complete additional assignments related to the course material. (The course carries an additional \$325 fee, and travel to Jersey Shore, Pennsylvania over Spring Break.)

**IC361 Intercultural Methods I 3 hours**

Methods I is designed to provide the student opportunity for practical hands-on training through a ministry partner of Calvary University. Methods I lays a foundation for the future Methods coursework by introducing the student to their agency's specifics and covering such topics as team building, cultural awareness, learning styles, personal development, and assessment for cross cultural service. (Requirements; Junior class standing and permission of the Intercultural Studies Program Director; Fee: \$600 to Missions agency)

**IC362 Intercultural Methods II 3 hours**

Methods II is a continuation of Methods I, building on previous learning as well as introducing new concepts. Methods II will emphasize cross-cultural communication and disciple making, security and safety training, crises management and a deeper understanding of cultural dynamics involved in mission work. (Requirements; Junior class standing and permission of the Intercultural Studies Program Director; Prerequisite: IC361; Fee: \$600 to Missions agency)

**IC363 Intercultural Methods III 3 hours**

Methods III is a continuation of Methods II. Methods III emphasizes evangelism and disciple making in cross-cultural contexts, personal support development, field support structures, and field specifics. (Requirements; Junior class standing and permission of the Intercultural Studies Program Director; Prerequisite: IC362; Fee: \$600 to Missions agency)

**IC364 Intercultural Methods IV 3 hours**

Methods IV is the culmination of the Methods coursework in the Applied Intercultural Studies Degree. Methods IV emphasizes field readiness, ongoing support development, field specific skills, health and welfare, and the worker-organization relationship. (Requirements; Junior class standing and permission of the Intercultural Studies Program Director; Prerequisite: IC363); Fee: \$600 to Missions agency)

**IC371      Biblical Sites Trip      3 hours**

This course is designed to give the student experience in cross-cultural life and ministry. This is an international trip carried out over the summer to various locations in partnership with different organizations. Emphasis is placed on learning culture, cross-cultural ministry, and biblical archeology. The location for the trip will be announced the fall semester prior to the summer of the trip. (Fee: Cost of trip)

**IC406      Area Study      3 hours**

A study of a people group, investigating the successes and failures of past attempts to evangelize them and formulating a strategy to reach them with the gospel. The study will evaluate these issues in the light of revealed biblical truth.

**IC434      Intercultural Church Planting      3 hours**

A practical study of intercultural church planting in tribal, peasant, and urban societies, emphasizing the biblical basis and New Testament patterns as well as modern practices and relevant research on the subject.

**IC446      Practical Relations of Intercultural Studies      3 hours**

This course charts a course from the years of college training to the end of the first furlough from intercultural ministry. Emphasis is placed on choosing a board, pre-field ministry and development of a support base, prayer-letter writing, travel, language study, orientation on the field, interrelationships with coworkers and nationals, and interaction with governments and other agencies. It also deals with the activities of home ministry assignment following the period of intercultural studies.

**IC452      Church Planting Practicum      3 hours**

Church Planting Practicum combines both academic study and real world experience through a three week tour of international church plants in various stages of the process. The students study, observe, and participate in the church planting experience first-hand through an immersive experience and accompanying assignments. (Prerequisite IC336)

**IC453      Intercultural Studies Internship      3 hours**

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course, the student will apply academic concepts to practice. Permission of the program director is required for enrollment in this course. (Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education Academic discipline of their major. Fee: \$250)

**IC459      Senior Seminar—Intercultural Studies      3 hours**

An assessment of the student's cumulative studies through a written philosophy of intercultural studies, a written doctrinal statement, and an oral comprehensive examination. The review panel consists of professors and the Intercultural Studies program director.

**MATH (MA)****MA102 Numbers, Operations, and Geometry for Educators 2 hours**

A study of the basic mathematical concepts, including: number theory and counting techniques, mathematical operations, and basic Euclidean geometry. Only Elementary Education majors may take this course.

**MA103 Data and Decision Making for Educators 3 hours**

A study of mathematics that introduces: data collection, mathematical modeling, and decision making processes, including basic concepts of probability and statistics. This course provides a review of basic functions and algebra as well as creating and reading charts and graphs. Only Education majors may take this course.

**MA105 Quantitative Reasoning 3 hours**

A study of mathematics that introduces: data collection, mathematical modeling, and decision making processes, including basic concepts of probability and statistics. This course provides a review of basic functions and algebra as well as creating and reading charts and graphs

**MA110 Intermediate Algebra 3 hours**

An introduction to the concepts of intermediate algebra. Topics will include functions, linear equations, inequalities, polynomials, factoring, rational expressions, radicals, quadratic equations, exponents and logarithmic functions, conic sections, sequences, and series from a biblical worldview.

**MA115 College Algebra 3 hours**

An introduction to the concepts of college algebra. Topics will include equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, and matrices and determinants from a biblical worldview. (Prerequisite: Recent successful completion of two years of high school algebra or completion of MA110 with a grade of B- or higher.)

**MA140 Precalculus 3 hours**

This course covers topics in algebra and trigonometry needed to prepare the student for taking calculus. Topics will include functions, graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, analytical trigonometry, and advanced topics in trigonometry from the biblical worldview.

**MA240 Calculus & Analytical Geometry I 4 hours**

This course covers an introduction to calculus. Topics include functions, limits and continuity, derivatives, applications of derivatives, integrals, and applications of definite integrals from the biblical worldview. (Prerequisite: MA140 or equivalent with a C or higher.)

**MA245 Calculus & Analytical Geometry II 4 hours**

This course covers the second semester of calculus. Topics include partial derivatives, multiple integrals, integrals and vector fields, first-order differential equations, and second order differential equations from the biblical worldview. (Prerequisite: MA240 or equivalent with a C or higher.)

**MA340 Calculus & Analytical Geometry III 4 hours**

This course covers the third semester of calculus. Topics include functions, limits and continuity, derivatives, applications of derivatives, integrals, and applications of definite integrals from the biblical worldview. (Prerequisite: MA245 or equivalent with a C or higher.)

**MA350 Differential Equations 3 hours**

This course covers the fundamentals of differential equations. Topics will include first order differential equations, models, numerical methods, linear equations, systems of differential equations, nonlinear systems, Laplace transforms, power series, Fourier transforms, partial differential equations, Eigenvalue methods, and boundary value problems from the biblical worldview. (Prerequisite: MA340 or equivalent with a C or higher.)

**MA360 Linear Algebra 3 hours**

This course covers the fundamentals of linear algebra. Topics include linear equations, matrix algebra, determinants, vector spaces, Eigenvalues, Eigenvectors, orthogonality and least squares, symmetric matrices and quadratic forms, geometry of vector spaces, optimization, and finite-state Markov chains from the biblical worldview.

**MA440 Probability & Statistics 3 hours**

This course covers the fundamentals of statistics. Topics include data collection, descriptive statistics, probability and inferential statistics from the biblical worldview.

**MILITARY SCIENCE (MIL)****MIL102 Leadership Practicum 2 hours**

Examines leadership in basic tactical and patrolling operations. Includes a tactical application exercise and participation in physical fitness conditioning as a course requirement. Students practice leadership according to 16 principles and learn basic individual soldier skills.

**MIL105 Rappelling and Military Rifle Marksmanship 1 hour**

Course teaches techniques and methods of rappelling, rope management, knot tying, small bore rifle marksmanship, and range safety. May be substituted for physical education activity credit in General Studies Category Five - Physical Health.

**MIL112 Leadership Practicum 2 hours**

Continuation of MIL102. Examines advanced squad and platoon tactical operations with emphasis on patrolling operations. Topics include: leadership techniques, basic first aid, and problem-solving exercises. A tactical field application exercise and physical fitness conditioning program are included as course requirements. Students perform duties as leaders of small units.

**MIL116 Foundations of Officership 1 hour**

This course introduces the student to issues and competencies that are central to a commissioned officer's responsibilities. These initial lessons establish a framework for understanding officership, leadership, and Army values. Additionally, the semester addresses "life skills," including fitness and time management. This course is designed to give the student an accurate insight into the Army profession and the officer's role in the Army.

**MIL126 Basic Leadership****1 hour**

This course builds upon the fundamentals introduced in MIL116 Foundations of Officership by focusing on leadership theory and decision making. "Life skills" lessons in this semester include problem solving, critical thinking, leadership theory, followership, group interaction, goal setting, and feedback mechanisms. Upon completion of this semester, students are prepared to advance to more complex leadership instruction concerning the dynamics of organization. Additionally, students will be increasingly required to demonstrate knowledge of leadership fundamentals and communications (written and oral). (Prerequisite: MIL116 or departmental approval)

**MIL202 Leadership Practicum****2 hours**

Course examines squad and platoon offensive and defensive operations and leadership procedures in patrolling operations. Includes a tactical application exercise and participation in physical fitness conditioning as a course requirement. Students will perform various leadership roles and present classroom instruction. (To be taken concurrently with MIL216)

**MIL210 Introduction to Survival and Cross-Country Orienteering****2 hours**

Introduction to survival techniques and how to read a map and use a compass to negotiate a land navigation course. Additionally, the course provides basic tips about how to survive in the outdoors. (Prerequisites: MIL105 and MIL116, or departmental approval)

**MIL212 Leadership Practicum****2 hours**

Continuation of MIL202 to examine advanced squad and platoon offensive and defensive operations, reaction to obstacles, and leadership procedures in patrolling operations. Includes a tactical application exercise and participation in physical fitness conditioning as a course requirement. Students will perform in various leadership roles and present classroom instruction. (To be taken concurrently with MIL226)

**MIL216 Individual Leadership Studies****3 hours**

This semester is designed to develop within the student a knowledge of self, self-confidence, and individual skills. Through experiential learning activities, students will develop problem-solving and critical thinking skills, and apply communication, feedback, and conflict-resolution skills. Building upon the fundamentals introduced in MIL116/MIL126, this course delves into several aspects of communication and leadership theory. The focus of the semester is on critical "life skills" which enable the student's future success. The course concludes with a major leadership and problem-solving case study which draws upon previous instruction. (To be taken concurrently with MIL202. Prerequisites: MIL116 and MIL126 or departmental approval)

**MIL220 Advanced Survival Skills****2 hours**

Provides the student with knowledge and practical experience in field-expedient first aid and selected survival subjects. Course emphasizes first aid, land navigation, shelters, traps and snares, and water procurement.

**MIL226 Leadership and Teamwork****2 hours**

This course focuses on self-development guided by knowledge of self and group processes. Experiential learning activities are designed to challenge students' current beliefs, knowledge, and skills. This semester takes the approach of placing students in a wide variety of group exercises designed to emphasize various leadership competencies and insights. The instructor, acting as facilitator, helps

guide student processing of the events to derive the leadership, group dynamics, and problem-solving lessons that the exercises offer. Practical "life skills" are emphasized throughout. (To be taken concurrently with MIL212. Prerequisites: MIL116, MIL126, and MIL216 or departmental approval)

**MIL283 Introduction to Research Methods in Military Science 1-2 hours**

Introduction to basic research in military science. Individual and team projects involving methods for solving military science related research problems. (Prerequisite: Departmental approval)

**MIL302 Leadership Practicum 2 hours**

Examines squad and platoon offensive and defensive operations, the patrol leader in patrolling operations, and a tactical application exercise. Participation in physical fitness conditioning and a tactical application exercise is required. Students will perform in various leadership roles and present classroom instruction. (To be taken concurrently with MIL316)

**MIL312 Leadership Practicum 2 hours**

Familiarization with military firearms; includes assembly and disassembly, tactical communications, and the field artillery request and a tactical application exercise. Participation in physical fitness conditioning and a tactical application exercise is required. Students will perform in various leadership roles and present classroom instruction. (To be taken concurrently with MIL326)

**MIL316 Leadership and Problem Solving 3 hours**

Provides the student with no prior military or cadet experience the ability to quickly learn essential cadet knowledge and skills necessary for successful performance of cadet tasks. Following an introduction to the principles of physical fitness and healthy lifestyles, lessons will cover the Leader Development Program, planning and conducting individual and small unit training, basic tactical principles, reasoning skills, and the military-specific application of these skills in the form of the Army's troop-leading procedures. The course concludes with a detailed examination of officership, which culminates in a five-hour officership case study. (To be taken concurrently with MIL302. Prerequisite: Completion of 6 credit hours in Military Science and departmental approval)

**MIL320 Introduction to U.S. Army Organizations and Equipment 1 hour**

Provides students with an overview of the organization and structure of the United States Army, the role and missions of the Army Nurse Corps, and an introduction to the equipment, organization and tactics of Army combat units. (Prerequisite: Acceptance into an accredited four-year nursing program)

**MIL326 Leadership and Ethics 3 hours**

Continues the focus from MIL316 on doctrinal leadership and tactical operations at the small unit level. Instructional modules include: Army branches, Army leadership philosophy, dynamics of a group environment, oral and written presentation skills, culminating in instruction in national and Army values and ethics. This critical semester synthesizes the various components of training, leadership, and team building. (To be taken concurrently with MIL312. Prerequisite: MIL316)

**MIL330 Leadership and Small Unit Operations 1 hour**

Examines the principles of leadership and how they relate to small unit operations, to include the role and responsibilities of the medical service officer in evaluating and treating injured, sick, and wounded people. (Prerequisite: MIL320)

- MIL402 Leadership Practicum** **2 hours**  
Practical applications in problem analysis, decision making, planning and organization, delegation and control, and development of interpersonal skills required for effective management. Participation in physical fitness conditioning and tactical application exercise is required. Students will perform in various leadership positions and present classroom instruction. (To be taken concurrently with MIL416)
- MIL412 Leadership Practicum** **2 hours**  
Practical applications in problem analysis, decision making, planning and organization, delegation and control, and development of interpersonal skills required for effective management; includes a tactical application exercise. Participation in physical fitness conditioning is required. Students will perform various leadership roles and conduct classroom instruction. (To be taken concurrently with MIL426)
- MIL416 Leadership and Management** **3 hours**  
A series of lessons designed to enable students to make informed career decisions as they prepare for commissioning and service as Second Lieutenants. Classes concentrate on Army operations and training management, and communications and leadership skills, which support the final transition from cadet/student to Lieutenant/leader. Subjects include: The Army Training Management System, coordinating activities with staffs, and counseling skills. At the end of this semester, students should possess the fundamental skills, attributes, and abilities to operate as a competent leader in the cadet battalion. (To be taken concurrently with MIL402)
- MIL420 Training and Logistics Management** **1 hour**  
Familiarizes student with the components of the U.S. Army Training Management and Logistics System. In addition, examines international military power, advanced problem-solving, planning/coordination/execution of special events, and leadership pursuits as an army 2nd Lieutenant. (Prerequisite: MIL330)
- MIL426 Officership** **3 hours**  
A series of lessons that provide a review of the ethical dimensions of leadership, law in leadership, organizing for military operations to include historical case studies, personnel, supply and maintenance administration and management, personal financial planning, and entering the service. The semester concludes with a 12-lesson experiential exercise simulating assignment as a new Lieutenant in a unit. (To be taken concurrently with MIL412. Prerequisite: MIL416)
- MIL430 Military Justice and Leadership** **1 hour**  
Study of the U.S. Army Military Justice System and examination of the working relationships between nurses, doctors, and administrative staffs at Army hospitals. (Prerequisite: MIL420)
- MIL450 Independent Research/Project** **1-5 hours**  
Investigation of a research problem, project, or topic on an individual conference basis. (Prerequisites: A minimum of 2.5 GPA and departmental approval)
- MIL453 Military Science Internship** **3 hours**  
This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course, the student will apply academic concepts to practice. Permission of the program director is required for enrollment in this course. (Prerequisite: The student

must have completed the junior year and 15 hours in the Professional Education academic discipline of their major.)

### **MINISTRY STUDIES (MS)**

**MS211 Evangelism and Discipleship Field Study** **3 hours**

An in-depth study of various evangelism methods with real world application and experience. A practical study and experience of discipleship emphasizing guiding new believers in their growth and developing a maturing faith and witness. Emphasis is placed on developing a personal evangelism method and consistent follow up for ongoing discipleship. (Prerequisite: TH111)

**MS230 Generational Discipleship** **3 hours**

An in-depth study of discipleship across the generational spectrum, with the goal of developing an understanding of the need and a strategy for developing a unified effort of the various ministries of the local church. Emphasis will be placed on discipleship needs during key transitions in the life cycle.

**MS237 Teaching the Bible** **3 hours**

Building on the skills learned in BI115 Bible Study/Hermeneutics, students are equipped to study their English Bible for teaching others. Students also learn how to assess their audience and teaching setting in order to develop appropriate Bible-based lessons for that audience and setting. Finally, building on the skills learned in COM220 Oral Communication, students are given practical experiences in the teaching of the Scriptures in various settings. (Prerequisites: BI115 & COM220)

**MS322 Administrative Process** **3 hours**

A course designed to train the student in the application of group dynamics and leadership training used in enlisting, training, and supervising staff and volunteers in local church ministries. Included are studies in organization, human relations, management, and counseling.

**MS330 Discipleship Ministry of the Local Church** **3 hours**

A survey of the various discipleship ministries of the local church with a focus on the unique role each plays in the attainment of the total discipleship goals of the local church. Special emphasis will be given to the major teaching ministries of the local church, available materials and resources, and basic principles and practice of organization, administration, and supervision of church discipleship ministries.

**MS340 Theological Foundations for Ministry** **3 hours**

A biblical examination of the nature of ministry to include an in-depth study of the following ministry-related subjects: the purpose of ministry, qualifications for ministry leadership, spiritual gifts for ministry, biblical conflict management, biblical ministry strategy, personal calling, and affirmation for ministry.

**MS361 Ministry Methods I** **3 hours**

Ministry Methods I is designed to provide the student opportunity for practical hands-on training through a ministry partner of Calvary University. MS361 lays a foundation for the future Methods coursework by introducing the student to their agency's specifics and covering such topics as ministry identity, personal growth and development, and specifics of the ministry field. (Requirements: Permission of the Synergy Director.)

**MS362 Ministry Methods II 3 hours**

Methods II is a continuation of Methods I, building on previous learning as well as introducing new concepts. Methods II will emphasize church planting, revitalization, and growth; teaching and pastoral shepherding and leadership. (Requirements: Permission of the Synergy Director. (Prerequisite MS361.)

**MS363 Ministry Methods III 3 hours**

Methods III is a continuation of Methods II. Methods III emphasizes evangelism and outreach, communication, and leadership development metrics for a healthy church. (Requirements: Permission of the Synergy Director) (Prerequisite: MS361 and MS362.)

**MS364 Ministry Methods IV 3 hours**

Methods IV is the culmination of the methods coursework for Synergy. Methods IV emphasizes field readiness, ongoing support development, field specific skills, health and welfare, and the worker-organization relationship. (Requirements: Permission of the Synergy Director) (Prerequisite: MS361, MS362, MS363.)

**MS453 Ministry Internship 3 hours**

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course, the student will apply academic concepts to practice. Permission of the program director is required for enrollment in this course. (Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education academic discipline of their major. Fee: \$250)

**MS459 Senior Seminar – Associate Ministry 3 hours**

An integration of the theoretical and practical skills gained in the program in order to prepare the Ministry Studies student for securing a ministry position upon graduation. The course includes an assessment of the student's cumulative biblical, theological and practical studies through an oral examination, the preparation of documents used in the normal ministry search process, and the development of a written philosophy and strategy of ministry unique to the kind of ministry sought upon graduation.

**MUSIC (MU)****MU090 Basic Music Theory 0 hours**

A course in basic music theory to prepare new music majors for MU221. A basic music theory placement test will be given to determine if the student needs this course. This course will be teacher-guided using music theory software. (Credit does not count toward graduation; remedial)

**MU100 Basic Music Theory 1 hour**

A course in basic music theory to prepare non-music majors for MU221. A basic music theory placement test will be given to determine if the student needs this course. This course will be teacher-guided using music theory software.

**MU110 Music Appreciation 3 hours**

This course provides an introduction to the basic elements of music and an overview of traditional Western classical music. The role and function of the church in the development of the art of musical expression will be examined. This course is designed for non-music majors. Non-music majors with a

strong music background may substitute MU221 by taking a basic music theory placement test. (See the Music Department for permission)

**MU120 Diction** **2 hours**  
Easy navigation guide from orthographic spelling to pronunciation of English, Italian, Latin, German, French, and Spanish for the purpose of singing and teaching.

**MU201 Undergraduate Special Projects in Music** **1-3 hours**  
Undergraduate Special projects in Music will give the student an opportunity to experience a musical collaboration with others as they apply their skills, knowledge, and talent in an outside approved group or ensemble. Each student will plan and complete their own project with instructor approval. Credit hours may vary depending on the approved project. (Individual students need the permission of the Music Department chair to register for the course.)

**MU212 Music Ministry in the Church** **2 hours**  
A study of song-leading techniques, biblical basis for music in the church, worship service planning, basic hymnology, and other practical topics related to music in the church. Designed to help the pastor or other non-music major with the fundamentals of church music. This course is designed for non-music majors. (Prerequisite: MU110 or permission of the professor)

**MU213 Music Technology** **3 hours**  
A practical, functional, and introductory study of music software, hardware, and media in music, including uses in traditional and contemporary music and worship, and music teaching settings. Includes basic instruction in music writing programs. This course includes class and lab instruction. This course fulfills the general education computer requirement for music major / minors. (Fee: \$30)

**MU214 Opera and Musical Theatre Workshop** **1 hour**  
This course is designed to learn and experience vocal and presentational techniques through the preparation and performance of songs, arias, and operatic roles. This course provides students with opportunity to study, develop, and improve dramatic skills out of their voice studio. Recommended for all music, vocal, and acting majors and minors, but open to all students with the consent of the instructor.

**MU215 Worship Leading** **2 hours**  
A practical course providing information and training in worship leading for traditional and contemporary music, praise band, audio/visual, and service planning – all geared for church and youth settings.

**MU221 Music Theory I** **4 hours**  
A course in the basic elements of music, including foundational studies in chords, progressions, cadences, part-writing, and melodic and harmonic structure. In addition, approximately one-fourth of the course is devoted to the development of ear training and sight-singing. All music majors will be given a basic music theory placement test early in their first semester. Students deficient in basic music theory will be required to complete a guided independent study before being admitted into Music Theory I. Non-music majors with a strong music background may substitute MU221 for MU110 by taking the basic music theory placement test. (See the Music Department for permission)

**MU222 Music Theory II****4 hours**

The second of four courses in music theory. A continuation of Music Theory I, including advanced studies in chords, part-writing, harmonic progression, and harmonizing a melody. In addition, approximately one-fourth of the course is devoted to the development of ear training and sight-singing. (Prerequisite: MU221 or permission of the professor)

**MU310 Recording & Music Production****3 hours**

An overview of the components of a basic recording studio and techniques for producing broadcast ready recordings. It is recommended that students have completed or are currently enrolled in MU213 – Music Technology.

**MU311 Songwriting****2 hours**

A thorough study of the important elements of planning and writing songs. Students will explore the craft of songwriting from the initial inspiration through the proper completion of a song. The final project includes a polished score ready for publishing. It is recommended that students have completed or are currently enrolled in MU213 – Music Technology.

**MU331 Music Theory III****4 hours**

The third of four courses in music theory. Advanced study in diatonic and chromatic harmony, modulation, progression, and harmonizing through part-writing, analysis, and composition. In addition, approximately one-fourth of the course is devoted to advancing development of ear training and sight-singing. (Prerequisite: MU222 or permission of the professor)

**MU332 Music Theory IV****4 hours**

The fourth of four courses in music theory. Advanced study of chromatic harmony, modulation, and progression, with special emphasis given to impressionistic and twentieth-century harmony and compositional techniques through analysis and composition. In addition, approximately one-fourth of the course is devoted to advanced ear training and sight-singing. (Prerequisite: MU331 or permission of the professor)

**MU334 Basic Conducting****2 hours**

A foundational study of song-leading, rehearsing and conducting techniques, information, and materials for the church and school choral director. Includes rehearsing and conducting a variety of basic choral music literature using a laboratory group. (Prerequisite: MU221 or permission of the professor)

**MU335 Advanced Choral Conducting****2 hours**

A study of advanced rehearsal and conducting techniques, information, and materials for the church and school choral director. Includes rehearsing and conducting a variety of more advanced choral music literature in class and using a laboratory group. (Prerequisite: MU334 or permission of the professor)

**MU337 Music History and Literature I****3 hours**

A study of the historical development of music from Bible times through the Baroque period. Styles, composers, and musical works are studied in their social and cultural contexts, as well as how they impacted the music of the future. The course includes in-class and out-of-class listening.

**MU338 Music History and Literature II 3 hours**

A study of the historical development of music from the Classic period to the present. Styles, composers, and musical works are studied in their social and cultural contexts, as well as how they impacted the music of the future. The course includes in-class and out-of-class listening. (\*Interdisciplinary Bible Course)

**MU340 Choral Techniques 2 hours**

This course is designed to prepare the music education student to successfully build and maintain a viable secondary school choral music program. Proper classroom management, rehearsal techniques, professional conduct, recruitment, and program building will be covered.

**MU347 Worship Literature 3 hours**

A study of worship literature from Bible times to the present, tracing the historical development of music in worship. Practical information on various styles of worship, programming music for a worship service, and analyzing the construction and theology of music will be explored. (\*Interdisciplinary Bible Course)

**MU371 Vocal Pedagogy I 2 hours**

Survey of beginning methods and materials for vocal teaching. Introduction to learning theories and teaching strategies for successful private vocal teaching for the individual and group instruction. (Prerequisites: MU120 and one year of college-level voice lessons)

**MU410 Music Business & Law 3 hours**

An overview of the world of music business and the governing laws.

**MU411 Social Media & Marketing 2 hours**

How to identify and access the current markets for your music. Special attention will be paid to the pitfalls and advantages of song distribution through social media.

**MU431 Choral Arranging 2 hours**

This course is a practical study of writing techniques for vocal ensembles which includes arranging, composing, and adapting music for a variety of types of vocal ensembles.

**MU437 Choral Literature 2 hours**

A study of basic and advanced choral literature. Included will be criteria for choral music selection, evaluation of choral literature, and selection of choral literature appropriate for a variety of types of vocal ensembles and choirs. (\*Interdisciplinary Bible Course)

**MU443 Music Philosophy & Leadership 2 hours**

A study of the biblical foundations of music and worship. Emphasis is given to helping the student develop a personal, biblical philosophy of music. Emphasis is given to implementation of the philosophy into the organizing, planning, and administration of music in the church, school, private studio, mission field, and personal life. Also includes basic information on the use of drama in ministry and education. (\*Interdisciplinary Bible Course)

**MU445 Teaching Elementary Music****3 hours**

A study of methods, information, materials, and techniques to prepare the music teacher for teaching elementary music. Special emphasis is given to understanding the needs of the student and providing methods for meeting those needs in the elementary music classroom. Includes information on teaching early childhood music. (Fee: \$30)

**MU446 Teaching Secondary Music****3 hours**

A study of methods, information, materials, and techniques to prepare the music teacher for teaching and directing in secondary schools. Special emphasis is given to understanding the needs of the student and providing methods for meeting those needs in the secondary music classroom and in the choral or instrumental music group. (Fee: \$30)

**MU449 Worship Arts Internship****3 hours**

The practical application of the philosophy, administration, and practices of worship arts in a local church situation under the guidance of a local minister of worship arts and/or a Music Department professor. The internship will take place during one semester or during the summer near the end of the student's training at Calvary and may be the student's Practical Christian Ministry. (Fee: \$250)

**MU456 Worship Arts and Youth Ministry Field Experience****1 hour**

Worship Arts and Youth Ministry majors will intern at a church or organization which can provide experience in either worship arts ministry, youth work, or both. The course will be under the guidance of a worship arts or youth staff member from the church/organization and a faculty member.

**MU489 Vocal Literature****2 hours**

This course examines the development of art song from the Renaissance through the twentieth century. This course is required for Voice Performance and Pedagogy majors and recommended for those who desire to broaden their understanding and improvement of performance styles and performance practices and skills. (\*Interdisciplinary Bible Course) (Prerequisite: MU120)

**APPLIED MUSIC****MUGR General Recital****0 hours**

General recitals are scheduled each semester for listening, performing, and informational benefit of music students. Attendance is required at all general recitals by all students taking private lessons.

**MUKP Keyboard Proficiency****0 hours**

All music majors (with the exception of piano) must acquire sufficient piano skills to pass the keyboard proficiency. Students will begin piano lessons no later than their second semester at Calvary and continue lessons until the proficiency requirement is passed. The student should sign up for MUKP the semester they and/or their piano teacher feels the student will be ready to pass their keyboard proficiency. See the Music Department for more details about the proficiency.

**MURA Senior Recital - Accompanist****1 hour**

In the final year of study, all music majors perform a required senior recital in their applied music area of study. Students who chose a major reflecting multiple disciplines (Worship Arts and Youth Ministry, Interdisciplinary Studies) are not required to present a senior recital. This course is for a Senior Recitalist who requires an accompanist (Accompanist Fee: \$200).

**MURN Senior Recital - No Accompanist 1 hour**

In the final year of study, all music majors perform a required senior recital in their applied music area of study. Students who chose a major reflecting multiple disciplines (Worship Arts and Youth Ministry, Interdisciplinary Studies) are not required to present a senior recital. This course is for a Senior Recitalist who does not require an accompanist (no fee).

**MUG150 Group Guitar I 1-2 hours**

An applied class on the fundamentals of playing the guitar. (Fee: \$80 per credit hour)

**MUG151 Group Guitar II 1-2 hours**

A continuation of MUG150 on the fundamentals of playing the guitar. (Fee: \$80 per credit hour)

**MUP150 Group Piano I 1-2 hours**

An applied class on the fundamentals of playing the piano. (Fee: \$80 per credit hour)

**MUP151 Group Piano II 1-2 hours**

A continuation of MUP150 on the fundamentals of playing the piano. (Fee: \$80 per credit hour)

**MUV150 Group Voice I 1-2 hours**

An applied class on the fundamentals of voice. (Fee: \$80 per credit hour)

**MUV151 Group Voice II 1-2 hours**

A continuation of MUV150 on the fundamental of voice. (Fee: \$80 per credit hour)

**PRIVATE APPLIED LESSONS****MU - L Applied Lessons 1-2 hours**

Private instruction for voice, any instruments, or composition. The student is required to attend all General Recitals and the music event during the semester of the private lessons. (Fee: \$225 per credit hour; Accompanist Fee for voice students: \$100 per credit hour)

**ENSEMBLES****MUCC Calvary Chorale 1 hour**

The Chorale is an auditioned group of Calvary singers rehearsing and performing a varied repertoire of sacred choral literature. Their ministry serves the College and the local church community. The Chorale takes a spring tour each year. Membership includes participation in the Calvary Masterworks Chorus when it meets.

**MULV lux voces 1 hour**

lux voces is an auditioned group formed by the Music Department to represent the College and provide music ministry opportunities for students. This music teams minister in churches and schools. Music teams are formed during the school year and in the summer.

**MUMC Calvary Masterworks Chorus .5 hour**

Open to all students, faculty, staff, and community personnel for the study and performance of standard oratorio literature. Required for all music majors and minors.

**MUMT Music Team****0 hours**

The music team is an auditioned group of Calvary singers rehearsing and performing a varied repertoire of sacred choral literature. Their ministry serves the University and the community.

**MUPB Praise Band****1 hour**

The Praise Band is comprised of instrumental and vocal students who form a group to perform contemporary music and lead praise & worship service music on campus or in other settings. Basic performing skills in voice or on an instrument are required. An application and audition is required.

**OUTDOOR ADVENTURE LEADERSHIP (OAL)****OAL210 Management and Administration of Outdoor Programs****3 hours**

Students explore principles and practices of developing, administering, marketing, and managing outdoor programs. Students receive practical perspectives on current professional outdoor leadership standards, practices, risks, and minimizing risk liability. This course includes a capstone event at the end of the course where students will participate in managing an outdoor program.

**OAL211 Wilderness Navigation****1 hour**

Course will provide students with the fundamentals of navigation through observation of natural phenomena. The first half of the course discusses human navigation history and practice. The second half describes elements of long-distance travel. Students will experience a navigational experience off campus as a capstone to the course.

**OAL212 Rock Climbing & Rappelling****1 hour**

Course will provide students with the fundamentals of recreational rock climbing and the basics of the sport. Course content includes techniques and safety. Students will participate in a rock-climbing experience off campus as a capstone to the course. (Fee: \$100)

**OAL213 Equine Trekking****1 hour**

Course will provide students with the fundamentals of basic equestrian fundamentals and trail riding. Course content includes techniques and safety. Students will participate in an equestrian experience off campus as a capstone to the course. (Fee: TBD)

**OAL214 Hiking****1 hour**

This course covers the fundamentals of hiking as a recreational activity and an outdoor travel skill. Students will learn to incorporate the Word of God within the elements of outdoor hiking adventures.

**OAL215 Swift Water****1 hour**

Course will provide students with the fundamentals of water transportation and the basics of the sport. Course content includes techniques and safety. Students will participate in a canoeing and kayaking experience off campus as a capstone to the course.

**OAL216 Advanced Firearms Training****1 hour**

Course will provide students with the fundamentals of firearms and the basics of the sport. Course content includes techniques and safety for handguns, shotguns, and rifles. Students will experience a shooting experience off campus as a capstone to the course. (Fee: \$50)

**OAL217 Fishing****1 hour**

This course covers the fundamentals of fishing as a recreational activity and an outdoor travel skill. This comprehensive instruction is designed to instruct people on the skill set of freshwater fishing.

**OAL300 Leadership Camping Skills****3 hours**

Student is introduced to a theology of outdoor leadership, biblical worldview on the outdoor leadership setting, and the Bible's theological foundations for outdoor leadership theory and practice. This course includes a capstone event at the end of the course. Topics include outdoor living skills (orienteeing, backcountry cookery, backpacking, and more), leadership development, and risk management. (Prerequisite: OAL310)

**OAL301 Natural Field History****3 hours**

Course will provide students with the fundamentals of understanding the ecosystems encountered while trekking through God's creation. Course content includes a biblical view of ecology, geology, botany, zoology, entomology, and God's creation found in wilderness travel. Students will experience a trek off campus as a capstone to the course.

**OAL310 Facilitation of Recreational Leadership****3 hours**

A study of recreational leadership for Outdoor Education, Christian camping, local church and para-church ministry will be examined. Benefits and legalities of recreational programs and leadership will be discussed. A practical study of the variety of recreational activities and the organization and supervision of these activities will be studied and practiced.

**OAL400 Formative Assessment (Can be taken 1 hour at a time)****3 hours**

Students participate in a mentored experience arranged with a ministry that implements an outdoor leadership activity. (Prerequisites: OAL210, OAL300, OAL310) (Fee: TBD)

**OAL410 Capstone Trek****3 hours**

Students trek to a special geographic location to seek opportunities to love others, share their faith, and practice outdoor leadership skills. Students also learn about expedition behavior, self-care, appropriate physiology, and local religions and culture. (Prerequisites: OAL210, OAL300, OAL310, OAL400)

## PHYSICAL EDUCATION (PE)

**PE110 Lifetime Fitness****1 hour**

An introduction to lifetime fitness and wellness that will teach and motivate students to pursue realistic goals in nutrition, weight management, and exercise.

**PE218 Weight Training****1 hour**

An elementary course that teaches how the muscular skeletal structure is developed and strengthened. It is designed to teach the techniques and types of strength training programs.

**PE219 Softball****1 hour**

An introductory course designed to teach the fundamentals of softball.

**PE221 Tennis****1 hour**

An introductory course designed to teach the fundamentals of tennis.

**PE222 Golf 1 hour**

An introductory course designed to teach the fundamentals of golf.

**PE225 Varsity Athletics (Specified Sport) 1 hour**

A course designed to develop fundamental skills and techniques in selected sports (basketball, soccer, and volleyball). Admission is by permission of the professor. Up to two semesters of the general education physical education activity requirement may be satisfied through this course. (Graded only on a pass/fail basis; may be repeated for credit to satisfy PE Activity requirements)

**PE240 Sport for Managers 1 hour**

This course studies the details involved in the managerial responsibilities of a specific sport.

**PE245 Basic Pistol Shooting 1 hour**

This course is designed to introduce students to the knowledge, skills, and attitude necessary for owning and using a pistol safely. (Fee: \$40)

**PE247 First Aid and Personal Safety 1 hour**

A study of first aid and CPR for infants, children, and adults. Students completing the requirements will receive first aid and CPR certificates authorized by the American Red Cross. (Fee: \$25)

**PE248 Health 1 hour**

An overview of physical, psychological, social, and spiritual components of health as they combine to influence the whole human being.

**PASTORAL MINISTRY (PM)****PM331 Expository Preaching I 3 hours**

An introductory course designed to give men instruction in the mechanics of preparing and preaching expository sermons. This course includes instruction in parts of a sermon, sermon structure, manuscript preparation, sermon research, and opportunity for preaching in class. (Prerequisites: BI115 and COM220; Women substitute COM333)

**PM332 Expository Preaching II 3 hours**

A course designed to prepare men for preaching in the various pastoral contexts faced by a local church pastor: special ceremonies (e.g., weddings, funerals), special occasions (e.g., leadership dedication, baptism, civic holidays), seasonal (e.g., Christmas, Easter), and pastoral leadership (e.g., vision-casting, evangelistic). (Prerequisite: PM331; Women see advisor for substitute course)

**PM446 Pastoral Life and Ministry 3 hours**

A “nuts and bolts” course concerned with practical pastoral duties, responsibilities, and relationships. Through lectures, demonstrations, and projects, attention is given to ordination, candidating, beginning a new ministry, working with church boards, family relationships, proper procedures for pastoral visitation in home and hospital, the conducting of worship services, administration duties, funerals, weddings, etc. (Women see advisor for substitute course)

**PM453 Pastoral Internship 3 hours**

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course the student will apply academic concepts to practice. Permission

of the program director is required for enrollment in this course. (Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education Academic discipline of their major. Fee: \$250)

**PM459 Senior Seminar-Pastoral Ministry 3 hours**

An integration of the theoretical and practical skills gained in the program in order to prepare the Pastoral Ministry student for securing a ministry position upon graduation. The course includes an assessment of the student's cumulative biblical, theological, and practical studies through an oral examination modeled after that of an ordination council, the preparation of documents used in the normal pastoral search process, and the development of a written philosophy and strategy of ministry unique to the kind of ministry sought upon graduation.

## **BIBLICAL PSYCHOLOGY (PSY)**

**PSY210 Social Psychology & the Biblical Worldview 3 hours**

This course focuses on the social interactions of individuals, groups, taking into consideration culture, mores, values and other factors. The biblical worldview in relation to other cultures will be examined throughout the course. (Prerequisite: SS223 & PSY220)

**PSY220 The Human Lifespan 3 hours**

This course will focus on a general overview of the human being from birth to death focusing on key developmental factors within the lifespan. The lifespan and the biblical worldview will be examined within the course. (Prerequisite: SS223)

**PSY310 Human Sexuality & the Biblical Worldview 3 hours**

This course will focus on a general overview of the human sexuality and a proper perspective of sexual intercourse and sexuality from the biblical worldview. Topics will include cohabitation, marriage and physical intimacy, and other sexual issues. (Prerequisite: SS223 & PSY210)

**PSY410 Intro to Research Methods in Psychology 3 hours**

This course guides the student in basic research vocabulary and various research strategies used in the discipline of psychology. Students will also be instructed in the biblical worldview concerning the purpose of research and why it is important to the discipline. (Prerequisite: SS223)

**PSY420 Abnormal Psychology & the Biblical Worldview 3 hours**

This course informs the student of basic information and knowledge in the abnormalities of human behavior. Students will also observe the biblical worldview of Abnormal. Psychology and some of the research and strategies that are used to address these abnormalities in human behavior. (Prerequisites: SS223, PSY210, PSY310, & PSY410)

**PSY430 Physiological Psychology & the Biblical Worldview 3 hours**

This course will focus on the general information regarding some of the physiological responses in the body and how these responses affect our behavior, interactions, etc. The biblical worldview will also be examined in relation to the inner workings of the physical body. (Prerequisite: SS223)

**RELIGION AND PHILOSOPHY (RP)****RP100 Developing a Biblical Worldview 1 hour**

This course is designed to equip the student “to live according to a biblical worldview.” The course starts with the theological foundations of a biblical worldview and applies the foundations to several aspects of life and society.

**RP239 Introduction to Philosophy 2 hours**

Introduction to Philosophy presents the historical philosophical movements that have been influential on contemporary worldviews. This introductory course focuses on some of the major ideas foundational to Western philosophy. This course also includes an examination of a variety of philosophers who have contributed to beliefs such as naturalism, idealism, pragmatism, existentialism, etc. Moreover, the course compares and contrasts these secular views to a biblical worldview. (Prerequisite: RP100)

**RP330 World Religions 2 hours**

A study of selected major religions/cults influencing America and the world. Comparisons are made between their doctrinal tenets and those of revealed biblical truth. The practical concern of this course is to help the student discern truth from error in these religious systems and to effectively teach and witness with an adequate understanding of their beliefs and with tact and kindness reflecting the love of Christ. (Prerequisite: RP100)

**RP341 Ethics 2 hours**

A general investigation into the major issues in ethics both on the individual and societal levels. Emphasis is upon a Christian critique of these issues in order to establish a proper biblical perspective of ethical inquiry. (Prerequisite: RP100)

**RP343 Ethics in Biblical Counseling 3 hours**

This course will observe the ethics of Biblical counseling from a Biblical worldview. This course will examine Biblical counseling as a person and a professional, cross-cultural studies, how to serve counselees when counseling Biblically, confidentiality and accountability, boundaries in Biblical Counseling, group work, and community involvement. (Prerequisite: RP100)

**RP445 Great Christian Thinkers 1 hour**

A reading seminar focusing on the writings of an important Christian thinker that has influenced or continues to influence the church. The writings will be evaluated from the perspective of biblical theology. Students will read and report on selected writings of the thinker. This course may be taken four times for credit as different Christian thinkers are covered. (Prerequisite: RP100 and Junior class standing or permission of the professor.)

**SCIENCE****BIOL100 Survey of Biological Science 3 hours**

A broad overview of fundamental biological concepts for the non-science major. Emphasis is placed on a conceptual understanding of the chemistry of life, cell biology, microbiology, and genetics from a biblical perspective. Concurrent enrollment in BIOL101 is required.

**BIOL101 Survey of Biological Science Lab 2 hours**

This course is the lab component of BIOL100 and must be concurrent with BIOL100. (Fee: \$30)

**BIOL101 Survey of Biological Science Lab (Online only) 2 hours**

This course is a second option for the lab component of BIOL100. If BIOL101 is taken, it must be concurrent with BIOL100. (Fee: approximately \$250)

**BIOL105 Survey of Nutritional Science 3 hours**

A broad overview of fundamental nutritional concepts for the non-science major. Emphasis is placed on a conceptual understanding of nutritional science including nutrients, minerals, vitamins, digestion, energy consumption, and weight management from a biblical worldview.

**BIOL106 Survey of Nutritional Science Lab 2 hours**

This course is the component of BIOL105. If BIOL106 is taken, it must be concurrent with BIOL105. (Fee: \$30)

**BIOL140 General Biology I 4 hours**

An introduction to cell and molecular biology for science majors. Topics include an introduction to chemistry and biochemistry for biological applications, cell structure and function, cell life cycles, cellular reproduction, genetics, stem cells, cancer, and viruses. Concurrent enrollment in BIOL141 is required. (Prerequisites: One year of high school Biology or BIOL 100 and BIOL 101 or equivalent with a C or higher.) (\*Interdisciplinary Bible Course)

**BIOL141 General Biology I Lab 1 hour**

This course is one of two optional lab formats of BIOL140. If taken, it must be concurrent with BIOL140. (Fee: \$35)

**BIOL141 General Biology I Lab (Online Only) 1 hour**

This course is one of two optional lab formats of BIOL140. This lab is completed remotely and required purchase of a lab kit. If taken, it must be concurrent with BIOL140. (Fee: Approximately \$250)

**BIOL145 General Biology II 4 hours**

An introduction to plant and animal biology for science majors. Topics include plant structure and growth, resources for plants, plant reproduction, plant responses to signals, animal internal environment organization and regulation, animal nutrition, circulation and gas exchange, the immune system, reproduction and development, neurons, synapses, and signaling, nervous and sensory systems, and motor mechanism and behavior. Concurrent enrollment in BIOL146 is required. (Prerequisites: BIOL140 and BIOL141 or equivalent with a C or higher.)

**BIOL146 General Biology II Lab 1 hour**

This course is one of two optional lab formats of BIOL145. If taken, it must be concurrent with BIOL145. (Fee: \$35)

**BIOL146 General Biology II Lab (Online Only) 1 hour**

This course is one of two optional lab formats of BIOL145. This lab is completed remotely and required purchase of a lab kit. If taken, it must be concurrent with BIOL145. (Fee: Approximately \$250)

**BIOL240 Microbiology 4 hours**

An introduction to microbiology. Topics include the fundamentals of microbiology, a survey of the microbiological world, interactions between microbes and hosts, and microorganisms and human

disease. Concurrent enrollment in BIOL241 is required. (Prerequisites: BIOL145 and BIOL146 or equivalent and CHEM105 and CHEM106 or CHEM145 and CHEM146 or equivalent with a C or higher.)

**BIOL241 Microbiology Lab****1 hour**

This course is one of two optional lab formats of BIOL240. If taken, it must be concurrent with BIOL240. (Fee: \$35)

**BIOL241 Microbiology Lab (Online Only)****1 hour**

This course is one of two optional lab formats of BIOL240. This lab is completed remotely and required purchase of a lab kit. If taken, it must be concurrent with BIOL240. (Fee: \$325)

**BIOL245 Survey of Anatomy & Physiology****4 hours**

A survey of anatomy and physiology. Topics include the chemical organization, cell and tissue structure and function, the integumentary, skeletal, muscular system, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, senses, metabolism, and inheritance. (Prerequisites: BIOL145 and BIOL146 or equivalent with a C or higher.)

**BIOL246 Survey of Anatomy & Physiology Lab****1 hour**

This course is one of two optional lab formats of BIOL245. If taken, it must be concurrent with BIOL245. (Fee: \$35)

**BIOL246 Survey of Anatomy & Physiology Lab (Online Only)****1 hour**

This course is one of two optional lab formats of BIOL245. This lab is completed remotely and required purchase of a lab kit. If taken, it must be concurrent with BIOL245. (Fee: \$290)

**BIOL340 Introduction to Genetics****4 hours**

An introduction to genetics. Topics include mitosis, meiosis, Mendelian ratios, sex determination and chromosomes, chromosome mutations, linkage and mapping, genetic analysis, DNA structure, analysis and replication, chromosome structure, the genetic code and transcription, translation and proteins, DNA repair and transposition, regulation of gene expression, recombinant DNA, genomics, bioinformatics, proteomics, and quantitative genetics. (Prerequisites: BIOL145 and BIOL146 or equivalent with a C or higher and College Algebra with a C or higher.)

**CHEM105 Chemistry with Health Applications****3 hours**

A broad overview of fundamental chemical concepts for those interested in a career in health sciences (nursing, respiratory therapist, etc.) or those who otherwise have an interest in health/medical applications of chemistry. Emphasis is placed on a conceptual understanding of general, organic, and biological chemistry from a biblical worldview.

**CHEM106 Chemistry with Health Applications Lab****2 hours**

This course is one option for the lab component of CHEM105. If CHEM106 is taken, it must be concurrent with CHEM105. (Fee: \$30)

**CHEM106 Chemistry with Health Applications Lab (Online only)****2 hours**

This course is a second option for the lab component of CHEM105. If CHEM106 is taken, it must be concurrent with CHEM105. CHEM106 is completed remotely and requires purchase of a lab kit. (Fee: \$250)

**CHEM140 General Chemistry I****4 hours**

An introduction to chemistry for science majors. Qualitative and quantitative reactions and interactions of atoms and molecules will be covered. Specific topics include chemical reactions, gases, thermochemistry, quantum mechanics, periodicity, and bonding. Concurrent enrollment in CHEM141 is required. (Prerequisite: MA115 or equivalent with a C or higher. One year of high school chemistry or CHEM105 and CHEM106 or equivalent with a C or higher.) (\*Interdisciplinary Bible Course)

**CHEM141 General Chemistry I Lab****1 hour**

This course is one of two optional lab formats of CHEM140. If taken, it must be concurrent with CHEM140. (Fee: \$35)

**CHEM141 General Chemistry I Lab (Online only)****1 hour**

This course is one of two optional lab formats of CHEM140. This lab is completed remotely and required purchase of a lab kit. If taken, it must be concurrent with CHEM140. (Fee: Approximately \$225)

**CHEM145 General Chemistry II****4 hours**

An introduction to chemistry for science majors. Qualitative and quantitative reactions and interactions of atoms and molecules will be covered. Specific topics include chemical reactions, gases, thermochemistry, quantum mechanics, periodicity, and bonding. Concurrent enrollment in CHEM146 is required. (Prerequisite: MA115 or equivalent, CHEM140, CHEM141)

**CHEM146 General Chemistry II Lab****1 hour**

This course is one of two optional lab formats of CHEM145. If taken, it must be concurrent with CHEM145. (Prerequisite: CHEM140 and CHEM141 with a C or higher; Fee: \$35)

**CHEM146 General Chemistry II Lab (Online only)****1 hour**

This course is one of two optional lab formats of CHEM145. If taken, it must be concurrent with CHEM145. (Prerequisite: CHEM140 and CHEM141 with a C or higher; Fee: Approximately \$260.)

**CHEM240 Organic Chemistry I****4 hours**

An introduction to organic chemistry for science majors. Specific topics include the chemistry of hydrocarbons, alcohols, ethers, epoxides, amines, and sulfur-containing compounds. Acid-base chemistry, thermodynamics, kinetics, and resonance will be emphasized. An introduction to spectroscopy (UV-VIS, IR, Mass, and NMR) will be included. Concurrent enrollment in CHEM241 is required. (Prerequisite: CHEM145 and 146 or equivalent with a C or higher.)

**CHEM241 Organic Chemistry I Lab****1 hour**

This course is the lab component of CHEM240. If taken, it must be concurrent with CHEM240. (Prerequisite: CHEM145 and CHEM146 with a C or higher; Fee: \$40)

**CHEM245 Organic Chemistry II****4 hours**

The second semester of the introduction to organic chemistry for science majors. Specific topics include the chemistry of carboxylic acids, aldehydes, ketones, benzene and substituted benzenes, amines and heterocyclic compounds, biochemical, polymers, and pericyclics. Concurrent enrollment in CHEM246 is required. (Prerequisite: CHEM240 and CHEM241 or equivalent with a C or higher.)

**CHEM246 Organic Chemistry II Lab****1 hour**

This course is lab component of CHEM245. If taken, it must be concurrent with CHEM240. (Prerequisite: CHEM240 and CHEM241 with a C or higher; Fee: \$40.)

**CHEM340 Analytical Chemistry I****4 hours**

An introduction to analytical chemistry for science majors. Specific topics include the study of methods of analysis using acid-base, redox, gravimetric, complexation, and precipitation reactions. Techniques studied include titration, spectroscopy, electrochemistry, kinetics and chromatography. A study of statistics and method validation associated with analysis will be included. Concurrent enrollment in CHEM341 is required. (Prerequisite: CHEM245 and CHEM246 or equivalent with a C or higher.)

**CHEM341 Analytical Chemistry I Lab****1 hour**

This course is the lab component of CHEM340. If taken, it must be concurrent with CHEM340. (Prerequisite: CHEM240 and CHEM241 with a C or higher; Fee: \$40.)

**CHEM345 Introduction to Biochemistry****4 hours**

An introduction to biochemistry. Topics include the chemical foundation of life, energetics, nucleic acids, proteins, carbohydrates, lipids, metabolism, the citric acid cycle, electron transport, oxidative phosphorylation, photosynthesis, signal transduction, and genetics. (Prerequisite: CHEM245 and CHEM246 or equivalent with a C or higher and College Algebra with a C or higher.)

**PHYS100 Survey of Physical Science****3 hours**

A broad overview of the physical sciences for the non-science major. Emphasis is placed on a conceptual understanding of the basic principles of physics, geology, astronomy, and meteorology from a biblical perspective. Concurrent enrollment in PHYS101 is required.

**PHYS101 Survey of Physical Science Lab****2 hours**

This course is one option for the lab component of PHYS100 and must be concurrent with PHYS100. (Fee: \$30)

**PHYS101 Survey of Physical Science Lab (Online Only)****2 hours**

This course is a second option for the lab component of PHYS100. If PHYS101 is taken, it must be concurrent with PHYS100. PHYS101 is completed remotely and requires the purchase of a lab kit. (Fee: \$250)

**PHYS140 College Physics I****4 hours**

This is an introduction to the most important areas of classical physics with practical applications. Topics include motion, vectors, Newton's laws, circular motion, orbits, gravity, rotational motion, equilibrium, elasticity, momentum, energy, work, thermal properties of matter, fluids, oscillations, waves, sound, superposition, and standing waves. (Prerequisites: MA115 or equivalent with a C or higher)

**PHYS141 College Physics I Lab****1 hour**

Lab experiments associated with the concepts covered in PHYS140. If taken, it must be concurrent with PHYS140) (Fee: \$35)

**PHYS145 College Physics II****4 hours**

This is an introduction to the most important areas of classical physics and relativity with practical applications. Topics include optics, electricity, magnetism, relativity, quantum physics, atoms and molecules, and nuclear physics. Concurrent enrollment in PHYS146 is required. (Prerequisites: PHYS140 and PHYS 141 or equivalent with C or higher)

**PHYS146 College Physics II Lab****1 hour**

Lab experiments associated with the concepts covered in PHYS145. If taken, it must be concurrent with PHYS145. (Prerequisite: PHYS141 or equivalent with a C or higher; Fee: \$35)

**SCIA100 Biblical Worldview of Science****1 hour**

This course is an introduction to apologetics based on the biblical worldview of science. Emphasis is placed on biblical truth, Christian apologetic reasoning and sound science. Topics include such things as understanding the proper place for, and definition of, science; how to determine if a scientific argument is valid; and apologetic arguments against attacks on your faith based on science.

**SCIA101 Introduction to Science****3 hours**

This course is a broad introduction to the fundamentals, philosophies, and apologetics of science from the biblical worldview. Emphasis is placed on a conceptual understanding of the basic principles of physics, chemistry, biology, geology, and astronomy from a biblical perspective.

**SPORTS MANAGEMENT (SM)****SM201 Sport Psychology****3 hours**

This course is designed to study the mental process of the athlete under competitive conditions, as well as the non-competitive training individuals. This course will review the mental concepts in relationship to a biblical model of understanding and proper motivational techniques. (Prerequisite: BU200)

**SM202 The Theory & Practice of Coaching****3 hours**

This course introduces a positive and biblical coaching philosophy towards sports. It will focus on the principles of coaching with pedagogy, physiology, psychology, and management. (Prerequisite: BU200)

**SM301 Administration of Sport and Athletics****3 hours**

This course studies the details involved in the management and leadership of sports programs. Specific management, leadership techniques and administration techniques according to a biblical leadership model will be studied to provide the foundation for effective leadership and supervision of sports programs. (Prerequisite: BU200)

**SM303 Media Marketing for Sports & Business****3 hours**

This course provides an overview of digital business marketing and how to implement critical concepts in fundraising campaigns. Marketing plans including product, price, promotion, place and public relations will be explored. Areas of personal selling, merchandising, and electronic media will also be essential topics of interest and practice. (also listed as BU303) (Prerequisite: BU200)

**SM401 Sports Law and Ethics****3 hours**

This course provides an extensive overview of legal principles and ethical issues in sport. This course introduces the different fields of law and issues (Federal Amendment, torts, contracts, labor relations) as they relate to sport. Furthermore, this course is designed to help future sport administrators develop an ethical decision-making process based on biblical principles. (Prerequisite: BU200)

**SOCIAL SCIENCE (SS)****SS220 Spiritual Foundations for Women****3 hours**

A practical study for the Christian woman who is interested in growing as a person and in her relationship with others and with her God. It will help her identify needs in her own life, point to God's answers from Scripture, and prepare her to relate to others in a meaningful way. It considers specific needs of others in family life, church, and ministry and outlines precise steps toward meeting those needs.

**SS223 General Psychology****3 hours**

An introduction to the various areas and aspects of psychology and a preparatory course in basic psychological concepts dealing with man's psychophysical development. Psychology is interpreted in the light of biblical teachings, and the course is aimed at helping the student understand his own behavior, as well as that of others.

**SS231 Microeconomics****3 hours**

This course is a basic study of economic principles with emphasis upon microeconomics. It includes a study of economics of the firm, consumer-demand theory, and current problems.

**SS237 Cultural Anthropology****3 hours**

An introduction to the study of humanity from a cultural viewpoint. The study includes language communication, foods, housing, clothing, marriage, the family, clubs, social classes, government, and religion. Both primitive and developed societies are noted.

**SS245 World Geography****3 hours**

This course is a basic study of world geography. The regional geography of the United States is also discussed.

**SS248 Family Living****3 hours**

A biblical study of human family relationships with an accompanying examination of contemporary viewpoints toward the same family-related subjects. The subjects studied in the course will include but not be limited to the following: gender (masculinity and femininity), singleness, marriage, family, family planning, parenting, sexual intimacy, homosexuality, divorce and remarriage, and the relationship of family to church, school, and society.

**SS249 Conflict Resolution****3 hours**

A biblical management approach dealing with personal, interpersonal, group, and intergroup conflict. Management skills will be considered that best lead to biblical change and reconciliation. Biblical principles and elements of peacemaking will be considered to best prepare the student in conflict management.

**SS250 Biblical Manhood****3 hours**

This course is a biblical, theological, and practical study of men and masculinity. Cultural and practical issues related to biblical masculinity will be addressed, with particular attention to how each of these contributes to an overall strategy of effective discipleship of men.

**SS324 Human Growth & Development****3 hours**

A Christian approach to the study of human growth. This course deals with the individual's physical, intellectual, social, emotional, moral, and spiritual development through childhood, adolescence, and adulthood. (Prerequisite: EN112)

**THEATRE ARTS (TA)****TA101 Introduction to Technical Theatre****3 hours**

This course covers the basics of the technical production process including stage lighting, set design and construction, sound effects, costuming, properties, and stage management.

**TA225 Acting I****3 hours**

This course will address the academic, practical, and spiritual foundations of theatre with two emphases: (1) how the believer artist impacts the culture and reclaims the art form, and (2) beginning performance techniques and strategies for the actor. It will cover basic relaxation techniques, voice and diction, goal, obstacle, tactics, expectation, and two forms of beginning script analysis. This course will equip the student to deliver believable, natural performances. (\*Interdisciplinary Bible Course) (This course may be taken as a General Education elective)

**TA226 Acting II****3 hours**

This course will build on the skills introduced in Acting I. Continued development as an actor will be emphasized through study of increasingly complex actor training techniques and strategies. Stage combat, preparation of a role, rehearsing, staging, and making choices will be covered. The student will begin development of the actor's portfolio: audition monologues, headshots, and resumes. (Prerequisite: TA225 or permission of the professor)

**TA233 Theatre History and Dramatic Literature****3 hours**

This course surveys theatre history, starting with prehistoric spectacle, and covers Greek and Roman, Medieval, Renaissance, seventeenth-century France and England, Romanticism, and Realism in their historical contexts, ending with new forms in modern theatre. The class includes reading and discussion of representative plays from historically formative periods.

**TA250 Set Design and Construction****3 hours**

This course will emphasize competencies in two major areas of technical theatre: (1) basic principles of set design and implementation and (2) basic set construction, carpentry, and proper and safe use of power tools. The course will have practical application to a Calvary theatrical production in progress during the semester that TA250 is offered so that set design and construction will actually be implemented in the production.

**TA251 Theatrical Makeup****3 hours**

This course will cover two major areas of stage make-up: designing and application. Designing make-up will concentrate on equipping the student to design and organize make-up for an actual production. The application area will concentrate on basic stage make-up technique and include old age, character, crepe wool hair technique, application of wax and latex prosthetics, and scars and bruises.

**TA252 Theatre Practicum****1 hour**

This course will give credit to a student participating in the performance or technical areas of a Calvary production. When the student has been cast in the production or has a technical responsibility in stage management, set construction, lighting, props, make-up, or costuming, he/she may receive one credit. Depending on the level of responsibility, he/she may have additional work assigned by the director or the technical director in order to complete the requirements of the course (This course may be taken a maximum of four semesters. This course may be taken as a General Education elective.)

**TA340 Directing****3 hours**

This course is designed to equip a student to understand his/her role as a director in four major areas: (1) play selection, (2) pre-production considerations, (3) rehearsals and performances, and (4) audience development. The course will include actual direction of a scene and/or chapel drama. It is recommended (but not required) that the student take TA250, TA251, TA353, and TA361 before enrolling in this course. (Prerequisites: TA225)

**TA341 Christ and Creativity****3 hours**

This course will center on the techniques of Jesus in his role as Creator and Master Storyteller, explore the inherent creativity in every life, and examine the role Christ plays in endowing his creation with unique and individualized gifts. Particular emphasis will be placed on the role of the arts. The course will (1) develop a scriptural foundation for the gift of creativity, (2) examine creativity in the arts by familiarizing the student with authors, artists, and different art forms, (3) lead the student to realize the potential of his own God-given creative gifts, and (4) develop Christians who will be able to lead lives of integrity and creative passion in the midst of an increasingly passionless, conformist, and egocentric culture. (This course may be taken as a Fine Arts or General Education elective.)

**TA353 Theatrical Lighting****3 hours**

This course will cover lighting theory, design, and implementation. The course will have practical application to a Calvary theatrical production in progress during the semester that TA353 is offered so that lighting design, instrument knowledge, and hang and focus will actually be implemented in the production.

**TA361 Costuming****3 hours**

This course will cover the following aspects of theatrical costuming: (1) a brief history of costume design, (2) the role and responsibility of the costume designer, and (3) working with the director, management assistants, and performers. Included will be an overview of tools of the costumer, measuring, remaking found items, simple altering and fitting, and management of costumes during and after a performance run. Students will learn how to prepare a costuming plot, develop a color palette, select fabrics and patterns for the stage, design one costume on paper, select a costume for a chosen play or musical from the costume room for a show, and form and be part of a costume team.

**TA440      Advanced Directing      3 hours**

This course will continue the development of the student as director in the following areas: (1) in-depth text analysis, (2) the director/actor relationship, (3) the director/designer relationship, and (4) communicating through staging and style. (Prerequisite: TA340; TA250, TA251, TA353, and TA361 are strongly recommended, but not required)

**TADT      Theatre Arts Drama Team - Reflection      1 hour**

Reflection is a performance group directed by the Theatre Arts Department to represent Calvary University, provide ministry opportunities for its students, and to tell the Story of God in unique and compelling ways.

**THEOLOGY (TH)****TH111      Evangelism/Spiritual Life      3 hours**

An introduction to the biblical principles of evangelism and spiritual life from a New Testament framework. Emphasis is on the practical methods of witnessing, discipleship, spiritual growth which includes our position in Christ by the Holy Spirit, and grace.

**TH114      Survey of Theology      3 hours**

An introductory survey of the major areas of systematic theology from a dispensational, premillennial perspective. The course is designed to provide the basis for further study of theology. (Prerequisite: BI115)

**TH220      Systematic Theology I      3 hours**

A study of the origin and nature of the Bible; a study of the nature and attributes of God; a study of the person and work of the Holy Spirit. (Prerequisites: COM110 or concurrent enrollment in COM110, BI115)

**TH221      Systematic Theology II      3 hours**

A study of the origin, fall, and nature of man including hamartiology, the doctrine of sin; a study of the doctrine of the person of Christ; and a study of the doctrine of salvation. (Prerequisites: COM110 or concurrent enrollment in COM110, BI115)

**TH222      Systematic Theology III      3 hours**

A study of the angels, including the doctrine of holy angels, Satan, and demons; a study of the Church, its beginning, nature, importance, officers, and ordinances; a study of the doctrine of prophecy and predictive revelation, both fulfilled and unfulfilled, with emphasis on the nature of the Rapture, the Tribulation, and the Millennial Kingdom. (Prerequisites: COM110 or concurrent enrollment in COM110, BI115)

**TH346      Apologetics      3 hours**

A study of the vindication of the Christian philosophy of life against the various forms of non-Christian philosophy of life. Presuppositional and evidential approaches to apologetics are evaluated on the basis of a study of relevant portions of Scripture. (Prerequisite: BI115)

**TH440 Contemporary Theology****2 hours**

A survey and biblical analysis of a broad range of theological issues relevant to local church ministry in the twentieth and twenty-first centuries. Classical liberalism, neo-orthodoxy, and neo-evangelicalism are studied as a backdrop to a more detailed evaluation of more recent theological systems, movements, and issues that impact the church in both American and international contexts. (Prerequisite: BI115)

**YOUTH MINISTRY (YM)****YM235 Principles and Methods of Youth Ministry****3 hours**

This course will include all aspects of youth ministry, including local church, para-church, and Christian camping. A biblical philosophy, as well as practical methods for youth ministry, will be studied. An analysis of various programs will be considered. The diversity of youth, as well as their different developmental stages, will be examined. Vocational opportunities and practical life experience in youth ministries will be discussed.

**YM439 Practical Youth Ministry Applications****3 hours**

This course will focus on the specifics and details of youth ministry such as vision, planning youth events, youth missions, time management, parents, and youth staff training. It will place emphasis on the practical application of these issues in the youth ministry context.

**YM453 Youth Ministry Internship****3 hours**

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course the student will apply academic concepts to practice. Permission of the program director is required for enrollment in this course. (Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education Academic discipline of their major. Fee: \$250)

**YM459 Senior Seminar-Youth Ministry****3 hours**

An integration of the theoretical and practical skills gained in the program in order to prepare the Youth Ministry student for securing a ministry position upon graduation. The course includes an assessment of the student's cumulative biblical, theological, and practical studies through an oral examination modeled after the kinds of interviews faced in the ministry search process, the preparation of documents used in the normal job search process, and the development of a written philosophy and strategy of ministry appropriate to the kind of youth ministry sought upon graduation.

*Course descriptions are subject to change, without prior notice,  
in accordance with established procedures.*



# COMBINED UNDERGRADUATE & GRADUATE PROGRAM

## FIVE-YEAR BACHELOR OF ARTS & MASTER OF DIVINITY DEGREE

**Department Chair: Dr. Mike Dodds, D.Min**

### Program Benefits:

- Be prepared for ministry by earning a BA in Bible & Theology and a Master of Divinity degree in as few as five years.
- Be confident of the preparation for the rigors of Seminary while enjoying the college experience of Calvary.
- Enter ministry as quickly as possible with only five years of studies.
- 

### Teaching Faculty:

Dr. Mike Dodds, Th.M., D. Min., Dr. Thomas Baurain, Th.M., D.Min; Dr. Gary Gromacki, Th.M., D.Min., Ph.D.; and other Adjunct Faculty



### Job Opportunities:

Senior Pastor, Associate Pastor, College Faculty, Theologian, Women's Ministry Coordinator/Director, Writer/Editor, Chaplain, Researcher, Missionary, Evangelist, Director of Christian Non-profit organization, Director of a Para-Church Organization, Archaeologist

### 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.

### Admission to the Program:

- Maintain high academic standards in high school for acceptance to Calvary University.
- Apply to the program in the senior year of high school, or apply as a transfer student.
- If transferring from another college, a minimum GPA of 2.5 is required.

### Continuing in the Program:

- Maintain a GPA of 2.5.
- Continued local church / ministry participation

**BACHELOR OF ARTS & MASTER OF DIVINITY DEGREE COMBINED****Total Hours: 166**

*Students in this program will receive both a Bachelor of Arts Degree in Bible & Theology and a Master of Divinity Degree.*

<b>BIBLICAL EDUCATION – 39 Hours</b>		
<b><u>Bible (21 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
BI115	Bible Study / Hermeneutics	3
BI610	Old Testament Overview I	3
BI611	Old Testament Overview II	3
BI612	Old Testament Overview III	3
BI620	New Testament Overview I	3
BI621	New Testament Overview II	3
BI622	New Testament Overview III	3
BI631	Advanced Hermeneutics	3
<b><u>Theology (12 Hours)</u></b>		
TH111	Evangelism/Spiritual Life	3
TH610	Systematic Theology I	3
TH611	Systematic Theology II	3
TH612	Systematic Theology III	3
TH613	Dispensational Premillennialism	3
<b>Total Hours</b>		<b>39</b>

<b>GENERAL EDUCATION – 38 Hours</b>		
<b><u>Communications (10 Hours)</u></b>		
<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Hours</u></b>
COM110	Written Research Practicum	1
EN112	College Composition I	3
EN113	College Composition II	3
COM220	Oral Communication	3
<b><u>Humanities (15 Hours)</u></b>		
RP100	Developing a Biblical Worldview	1
RP239	Introduction to Philosophy	2
<b>Choose 1:</b>	<b>Fine Arts</b>	
MU110	Music Appreciation <b>OR</b>	3
TA341	Christ & Creativity	3
<b>Choose 1 or 2:</b>	<b>Literature</b>	
EN201, EN212, EN213		3
<b>Choose 1 or 2:</b>	<b>History</b>	

HP100	Constitutional Exam	0
HP236	Church History	3
<i>Choose 1:</i>	HP221; HP222; HP238	3
<b>Natural Sciences / Mathematics (9 Hours)</b>		
PE110	Lifetime Fitness	1
MA105	Quantitative Reasoning	3
<b>Choose 1 set:</b>	<b>Science (Choose Class + Lab)</b>	
		3
		2
<b>Social / Behavioral Sciences (4 Hours)</b>		
GE100	College Life Seminar	1
<b>Choose 1:</b>	<b>Social Science Elective</b>	
	SS223; SS245; SS248; SS249; SS324; SS237	3
	<b>Total Hours</b>	<b>36</b>

<b>PROFESSIONAL EDUCATION – 89 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Missions / Ministry Core (19 hours)</b>		
IC111	Introduction to Christian Missions	3
RP341	Ethics	2
RP445	Great Christian Thinkers 1	1
RP445	Great Christian Thinkers 2	1
RP445	Great Christian Thinkers 3	1
TH346	Apologetics	3
TH440	Contemporary Theology	2
PS639	Effective Bible Teaching	3
RP601	Biblical Philosophy & Worldview	3
<b>Church Ministry (27 hours)</b>		
BU623	Conflict Management	3
CO601	Theological Found of Counseling	3
CO633	Diagnosis & Treatment of Family Systems	3
PS633	Theology of Ministry	3
PS637	Local Church & the Great Commission	3
MS453	Internship	3
RT690	Thesis	3
<b>Choose 1:</b>		
PS631	Expository Preaching I ( <i>Men only</i> ) <b>OR</b>	3
MBA614	Organizational Behavior & Planned Change	3
<b>Choose 1:</b>		
PS632	Expository Preaching II ( <i>Men only</i> ) <b>OR</b>	3
MBA625	Group Development & Facilitation	3

<b>Biblical Languages (21 hours)</b>		
BL610	Hebrew I	3
BL611	Hebrew II	3
BL620	Greek I	3
BL621	Greek II	3
BL622	Greek Reading I	3
BL623	Greek Reading II	3
RT615	Research Methods	3
<b>Electives (Must be Undergraduate Courses)</b>		22
<b>Practical Christian Ministry</b>		
		<b>Total Hours</b>
		<b>89</b>
		<b>Total Hours for the Degree</b>
		<b>166</b>

**Note: One Practical Christian Ministry required each Semester (up to a total of seven)**



# GRADUATE PROGRAMS

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## EDUCATION DEPARTMENT

**Department Chair: Dr. Mary Briggs, Ed.D.**

**Degree:**

Master of Science in Education

**Description:**

Teaching and leading professionally requires the practical knowledge of a subject and the ability to communicate that subject in ways that students can understand. The constant changes in education and the development of new teaching methods and technologies require professionals who are dedicated to taking an active interest in their own personal learning, intellectual growth, and professional development.



**Mission Statement:**

The Calvary University Graduate Education Program promotes professional development and advanced intellectual enrichment by preparing Christian teachers, educators, and school leaders to serve the church and the world, according to the biblical worldview.

**Programs:**

- ✓ Curriculum & Instruction
- ✓ Educational Administration & Leadership
- ✓ Elementary Education
- ✓ Intercultural Education

**Admission requirements:**

All students seeking admission to an M.S. Ed program must be admitted to Calvary according to the following requirements:

- Request official admission status to the graduate school and to an M.S. Ed. Program.
- Other special admissions requirements may include the following:
  - Demonstrate a minimum overall GPA of 2.5 for the last sixty (60) credit hours of academic work completed.
  - Possess a minimum overall GPA of 2.5 with no grade below a C or below passing on a state approved and administered content area exam.

Applicants seeking admission to one of the following M.S. Ed. Programs must meet additional admission requirements.

- Master's Degree in Education - Educational Administration & Leadership
- Master's Degree in Education - Curriculum & Instruction

**Additional Requirements:**

- Previous experience in education, as verified by one of the following:

- Two years of classroom teaching experience as the teacher of record,
- A current teaching certificate,
- An undergraduate degree in education.

**Teaching Faculty:**

Dr. Mary Briggs, Dr. Allan Henderson, and other Adjunct faculty

**Job Opportunities:**

Elementary Teacher, School Counselor, Principal or Superintendent, Curriculum Development, College Faculty, Academic Advisor, Education Policy Analyst, Instructional Designer, Museum Educator, Private Tutor, Standardized Test Developer, Overseas Educator or Leader, Textbook Author, Text Preparation Specialist, Corporate Trainer, Educational Consultant

**Objectives:**

The Graduate Education Department will:

- Train graduate students to apply biblical truth, excellence, intellectual honesty, objectivity, professionalism, and scholarship to life-long learning and ministry.
- Instruct graduate students to develop, integrate, and demonstrate critical thought, constructive discussion, and synthetic written communication in their personal and professional interactions with contemporary educational issues and trends.
- Equip graduate students with the understanding and ability to assess the role, significance, and general importance of school leadership in service to the church and to private, Christian, and public schools.
- Teach graduate students to discern, apply, and utilize current and advanced information about the existence, impact, and nature of the biblical, foundational, historical, and philosophical decision-making process in education.
- Inform graduate students about the challenges, expectations, and standards of the *Professional Standards for Educational Leaders*.

**MASTER OF SCIENCE IN EDUCATION**  
**Program Requirements – 36 hours**  
**CURRICULUM & INSTRUCTION**

<b>CURRICULUM &amp; INSTRUCTION – 36 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
ED610	Introduction to Graduate Studies	3
ED621	Historical & Philosophical Foundations	3
ED622	Psychological & Theoretical Foundations	3
ED625	Introduction to Research	3
ED640	Curriculum Design	3
ED641	Differentiated Instruction	3
ED643	Instructional Issues & Trends in Schools	3
ED660	Instructional Leadership	3

ED662	Current Theory & Practice in Assessment	3
ED680	Diversity & Equity in Schools	3
ED681	Educational Technology in Schools	3
<b>Choose 1:</b>		
ED689	Master's Project <b>OR</b>	3
ED690	Master's Thesis	3
		<b>Total Hours</b>
		<b>36</b>

**MASTER OF SCIENCE IN EDUCATION**  
**Program Requirements – 36 hours**  
**EDUCATIONAL ADMINISTRATION & LEADERSHIP**

<b>EDUCATIONAL ADMINISTRATION &amp; LEADERSHIP – 36 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
ED610	Introduction to Graduate Studies	3
ED621	Historical & Philosophical Foundations	3
ED622	Psychological & Theoretical Studies	3
ED625	Introduction to Research	3
ED660	Instructional Leadership	3
ED661	The Principalship	3
ED662	Current Theory & Practice in Assessment	3
ED664	School & Personnel Management	3
ED680	Diversity & Equity in Schools	3
ED681	Educational Technology in Schools	3
ED682	Community Relationships	3
<b>Choose 1:</b>		
ED689	Master's Project <b>OR</b>	3
ED690	Master's Thesis	3
		<b>Total Hours</b>
		<b>36</b>



**MASTER OF SCIENCE IN EDUCATION**  
**Program Requirements – 36 hours**  
**ELEMENTARY EDUCATION**

<b>Coursework Track – 36 Hours</b>		
<b>Professional Studies Requirements</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
ED621	Historical & Philosophical Foundations	3
ED622	Psychological & Theoretical Foundations	3
ED630	Instructional Design: Unit & Lesson Plans	1
ED631	Cross-Curricular Connections w/ Multicultural Art, Music, PE & Health	1
ED632	Teaching ESL	3
ED633	Elementary Phonics & Literacy	3
ED634	Teaching Elementary Mathematics	3
ED635	Teaching Elementary Science	3
ED636	Teaching Elementary Social Studies	3
ED638	Literary Assessment for Guided Instruction	3
ED639	Classroom & Behavior Management	1
ED641	Differentiated Instruction	3
ED645	Math Assessment for Guided Instruction	3
ED662	Current Theory & Practice in Assessment	3
	<b>Total Hours</b>	<b>36</b>
<b>Field &amp; Clinical Experiences (for State Certification)</b>		
ED615	Practicum I: Site-Based Experience	1
ED655	Practicum II: Site-Based Experience	1
ED695A	Practicum III: Site-Based Experience	4
ED695B	Practicum III: Site-Based Experience	4

*\*The Elementary Education methods courses incorporate the Educator Preparation Program Objectives. (See Undergraduate Education program)*



**MASTER OF SCIENCE IN EDUCATION**  
**Program Requirements – 36 hours**  
**INTERCULTURAL EDUCATION EMPHASIS**

<b>Project Track – 36 Hours</b>		
<b>Bible &amp; Theology (18 Hours)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI607	Hermeneutics & Inductive Bible Study	3
RP601	Biblical Philosophy & Worldview	3
<b>Choose 1:</b>		
BI610	Old Testament Overview I	3
BI611	Old Testament Overview II	3
BI620	New Testament Overview I	3
BI621	New Testament Overview II	3
TH610	Systematic Theology I	3
TH611	Systematic Theology II	3
TH612	Systematic Theology III	3
<b>Intercultural Courses</b>		
IC636	Intercultural Communication	3
IC646	Intercultural Education	3
IC676	Leadership in Intercultural Contexts	3
<b>Professional Studies &amp; Foundations (18 Hours)</b>		
ED610	Introduction to Graduate Studies	3
ED622	Psychological & Theoretical Studies	3
ED625	Introduction to Research	3
ED680	Diversity & Equity in Schools	3
ED681	Educational Technology in Schools	3
<b>Choose 1:</b>		
ED689	Master's Project	3
ED690	Master's Thesis	3
<b>Total Hours</b>		<b>36</b>

**Note: One Practical Christian Ministry required during Practicum**



## ORGANIZATION DEVELOPMENT DEPARTMENT

**Department Chair:** Dr. Germaine Washington, M.B.A., D.M.

**Program Director:** Dr. Tracy Haney, D.B.A., M.B.A.

**Degree:**

Master of Science in Organization Development

**Description:**

The Master of Science degree in Organization Development is designed for Christians to develop administrative and management skills necessary for effective leadership. This program will enable leaders to improve their organization.



**Overview:**

This graduate course of study prepares the student to collaborate with leaders to strategize a system-wide application of knowledge to the planned development of organizational strategies, structures, and processes for improving an organization's effectiveness according to the biblical worldview. Viewing the organization as a variety of complex system of systems with distinctive attributes and degrees of alignment, students learn that organizational development 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.

**Mission Statement:**

The Calvary University Graduate Organization Development (OD) Program promotes professional development and growth by preparing organizational leaders to manage with a Servant's heart in the church and in the world according to the biblical worldview.

**Teaching Faculty:**

Dr. Germaine Washington, D.M., M.B.A., Dr. Tracy Haney, D.B.A., M.B.A., and other Adjunct faculty.

**Job Opportunities:**

Business Owner/Manager, Corporate Director, College Faculty, Human Resources Manager, Compensation and Benefits Manager, Management Analyst, Training and Development Manager, Sales Manager, Office Manager, School Principal, Public Health Administrator, Executive Coach, Director of Talent Development

**Objectives:**

Organization Development students will:

- Exemplify and translate the mission of Calvary University into an active practice of the principles of biblical truth, professionalism, and a commitment to leadership development in all work and ministry opportunities.
- Exhibit professional skills of assessment, problem solving, and implementation through critical thought and synthesis from a biblical and historical perspective.
- Identify, explain, distinguish, and respond to organization issues from a variety of contexts in the church and in the workplace from a biblical perspective.
- Recognize, vindicate, and affect the necessary change through biblical perspective and professional skill to improve the effectiveness of teams and organizations.
- Describe distinctions of biblical leadership from other systems and continually develop a leadership plan that implements those differences.

## **MASTER OF SCIENCE IN ORGANIZATION DEVELOPMENT**

### **Program Requirements – 44 hours**

<b>ORGANIZATION DEVELOPMENT – 44 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Foundation</b>		
MBA610	Graduate Writing Workshop	3
MBA612	Research Methods	3
RP601	Biblical Philosophy & Worldview	3
<b>Finance &amp; Economics</b>		
MBA622	Corporate Finance	3
MBA634	Managerial Economics	3
<b>Marketing</b>		
MBA628	Marketing Systems	3
<b>Accounting</b>		
MBA620	Managerial Accounting	3
MBA630	Financial Accounting	3
<b>Leadership, Teamwork, &amp; Organizational Behavior</b>		
MBA614	Organization Development Theory	3
MBA624	Ethical Leadership in a Global Environment	3
MBA626	Organizational Behavior & Planned Change	3
MBA650	Practicum	2
<b>Economic Statistics &amp; Operations Research</b>		
MBA638	Foundations of Operations Management (ORSA)	3
MBA640	Quantitative Analysis	3
<b>Business Ethics</b>		
MBA644	Business Law & Ethics	3
<b>Total Hours</b>		<b>44</b>

## **SEMINARY PROGRAMS**

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**BIBLICAL COUNSELING DEPARTMENT..... 272**  
**MINISTRY STUDIES DEPARTMENT ..... 274**  
**DOCTOR OF PHILOSOPHY IN BIBLE & THEOLOGY..... 277**



## **BIBLE AND THEOLOGY DEPARTMENT**

**Department Chair: Dr. Gary Gromacki, D.Min, Ph.D.**

### **Description:**

The purpose of the Bible & Theology curriculum is to train students in the sound linguistic, hermeneutical, and theological skills necessary for accurate interpretation and application of the Scriptures in preparation for effective ministry.

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 Master of Arts in Bible & Theology degree is designed as a one-year graduate degree preparing students with a general understanding of Bible, theology, and graduate level learning tools. The program is constructed to provide grounding for life and service and the foundations needed for continued learning – both formal and informal.

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.

### **Teaching Faculty:**

Dr. Gary Gromacki, Th.M., D.Min., Ph.D. Dr. Thomas Baurain, Th.M., D.Min., Ph.D., Dr. Mike Dodds, Th.M., D.Min., and other Adjunct faculty

### **Job Opportunities:**

Senior Pastor, Associate Pastor, Bible College Faculty, Theologian, Writer/Editor, Researcher, Missionary, Evangelist, Director of Christian Non-Profit Organization, Director of a Para-Church Organization, Archaeologist

### **Objectives:**

The Bible & Theology student:

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

**MASTER OF ARTS IN BIBLE & THEOLOGY**  
**Program Requirements—39 hours**

<b>BIBLE &amp; THEOLOGY – 39 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
BI607	Hermeneutics / Inductive Bible Study	3
BI610	Old Testament Overview I	3
BI611	Old Testament Overview II	3
BI612	Old Testament Overview III	3
BI620	New Testament Overview I	3
BI621	New Testament Overview II	3
BI622	New Testament Overview III	2
RP601	Biblical Philosophy & Worldview	3
RT615	Research Methods	3
TH610	Systematic Theology I	3
TH611	Systematic Theology II	3
TH612	Systematic Theology III	3
TH613	Dispensational Premillennialism	3
	<b>Total Hours</b>	<b>39</b>

***Note: Two Practical Christian Ministries Required***



## BIBLICAL COUNSELING DEPARTMENT

**Department Chair:** Dr. Luther Smith, Psy.D.

**Program Director:** Dr. Jeff Cox, M.A., D. Min.

### Description:

The Master of Arts in Biblical Counseling degree provides a graduate-level, biblically, theologically, and psychologically focused education for men and women who desire to enter into biblical counseling service. The training prepares men and women to engage as counselors in churches, para-church organizations, and various community settings. The program utilizes courses from three distinct and interconnected cores (Bible and Worldview, Theology, and Counseling) to provide students with the foundational knowledge and skills necessary for effective biblical counseling practice.



### Teaching Faculty:

Dr. Jeff Cox, M.A., D.Min., Dr. Luther Smith, Psy.D., Doug Geiger, LPC, and other Adjunct faculty

### Job Opportunities:

Counseling Center Director/Leader, Licensed Counselor, Pastor of Biblical Counseling, College Faculty, Career Counselor, School Counselor, Para-Church Leader/Worker, Non-Profit Organization Worker, Victim's Advocate, Residential Specialist for Victims of Abuse or Human Trafficking, Rehabilitation Counselor, Clinical Therapist, Chemical Dependency Counselor, Marriage and Family Counselor

### Objectives:

Biblical Counseling students will:

- Utilize critical thinking to formulate a counseling theology, philosophy, methodology, and practice founded in Scripture.
- Identify and explain how different counseling perspectives compliment and contrast a Biblical worldview.
- Be able to practice counseling skills.
- Be able to practice self-care.
- Be prepared for the National Counselors Exam and Missouri licensing procedures.

**MASTER OF ARTS IN BIBLICAL COUNSELING**  
**Program Requirements – 60 hours**

<b>BIBLICAL COUNSELING – 60 Hours</b>		
Course #	Course Name	Hours
<b>Bible &amp; Worldview Core</b>		
BI607	Hermeneutics / Inductive Bible Study	3
RP601	Biblical Philosophy & Worldview	3
<b>Theology Core:</b>		
TH610	Systematic Theology I	3
TH611	Systematic Theology II	3
TH612	Systematic Theology III	3
<b>Biblical Counseling Core</b>		
CO601	Theological Foundations of Counseling	3
CO603	Research Methods & Techniques	3
CO604	Professional Orientation (Law & Ethics)	3
CO609	Appraisal of Individuals	3
CO610	Counseling Theories	3
CO611	Theories & Methods of Group Counseling	3
CO612	Normal Human Growth & Development	3
CO613	Diagnosis & Treatment of Abnormal Psychology	3
CO614	The Helping Relationship: Counseling Meth & Tech	3
CO615	Multi-Cultural Counseling	3
CO624	Vocational Counseling & Development	3
CO633	Diagnosis & Treatment of Family Systems	3
CO639	Practicum	3
CO693A	Internship I	3
CO693B	Internship II	3
<b>Total Hours</b>		<b>60</b>

**Note: One Practical Christian Ministry required during Internship**



## MINISTRY STUDIES DEPARTMENT

**Department Chairs: Dr. Mike Dodds, D. Min. & Dr. Thomas Baurain, D. Min.**

### Description:

The Master of Divinity program provides solid preparation for ministry in the local church, on the mission field, and in other ministry-related settings. Two tracks are available for equipping ministry leaders. The “Pastoral Ministry Track” is designed for equipping men for serving in Elder roles. The “General Ministry Track” is designed for equipping both men and women for a variety of ministry settings and positions.



### 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.

### Teaching Faculty:

Dr. Mike Dodds, Th.M., D. Min., Dr. Thomas Baurain, Th.M., D.Min; Dr. Gary Gromacki, Th.M., D.Min., Ph.D.; and other Adjunct Faculty

### Job Opportunities:

Senior Pastor, Associate Pastor, College Faculty, Theologian, Women’s Ministry Coordinator/Director, Writer/Editor, Chaplain, Researcher, Missionary, Evangelist, Director of Christian Non-Profit Organization, Director of a Para-Church organization, Archaeologist

### 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.



**MASTER OF DIVINITY DEGREE**  
**Program Requirements—81 hours**  
**Two Tracks: Pastoral Ministry & General Ministry**

<b>MINISTRY STUDIES – 81 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Professional Core Requirements</b>		
BI607	Hermeneutics / Inductive Bible Study	3
BI610	Old Testament Overview I	3
BI611	Old Testament Overview II	3
BI612	Old Testament Overview III	3
BI620	New Testament Overview I	3
BI621	New Testament Overview II	3
BI622	New Testament Overview III	3
RP601	Biblical Philosophy & Worldview	3
RT615	Research Methods	3
RT690	Thesis	3
TH610	Systematic Theology I	3
TH611	Systematic Theology II	3
TH612	Systematic Theology III	3
TH613	Dispensational Premillennialism	3
<b>Biblical Languages</b>		
BL610	Hebrew I	3
BL611	Hebrew II	3
BL620	Greek I	3
BL621	Greek II	3
BL622	Greek Reading I	3
BL623	Greek Reading II	3

<b>Pastoral Ministry Track (Men Only)</b>		
<b>Professional Core</b>		
PS633	Theology of Ministry	3
PS637	Local Church & the Great Commission	3
<b>Pastoral Ministry Focus</b>		
PS631	Expository Preaching I	3
PS632	Expository Preaching II	3
PS635	Pastoral Field Work	3
<b>Choose 2:</b>		
BU623	Conflict Management	3
CO601	Theological Foundations of Counseling	3
CO633	Diagnosis & Treatment of Family Systems	3

General Ministry Track		
<b>Professional Core</b>		
PS633	Theology of Ministry	3
PS637	Local Church & the Great Commission	3
<b>General Ministry Focus</b>		
MBA614	Organizational Behavior & Planned Change	3
MBA625	Group Development & Facilitation	3
PS639	Effective Bible Teaching	3
<b>Choose 2:</b>		
BU623	Conflict Management	3
CO601	Theological Foundations of Counseling	3
CO633	Diagnosis & Treatment of Family Systems	3
		<b>Total Hours</b>
		<b>81</b>

**Note: Four Practical Christian Ministries required**



## **DOCTOR OF PHILOSOPHY IN BIBLE & THEOLOGY**

**Program Director:** Dr. Gary Gromacki, Th.M., D.Min., Ph.D.

### **Mission Statement:**

The mission of the Ph.D. in Bible and Theology program is to produce outstanding exegetes and theologians who are able to contribute to and articulate scholarship in Biblical worldview, and who can serve both the academy and the church as researchers in the field of Biblical and theological studies, promulgating their findings through publication, education and leadership.



### **Teaching Faculty:**

Dr. Gary Gromacki, Th.M., D.Min., Ph.D.; Dr. Thomas Baurain, Th.M., D.Min.; and other adjunct faculty

### **Job Opportunities:**

Senior Pastor, College Faculty, Researcher, Author, Editor, University President, University Administrator, Journal Editor, Missionary, Evangelist, Director of Christian Non-Profit Organization, Director of Para-Church Organization

### **Objectives:**

The Ph.D. in Bible and Theology program will enable students to:

- Analyze the Biblical text in its original language(s).
- Synthesize the content and theology of each of the books of the Bible.
- Critically evaluate scholarly opinion.
- Engage and assess diverse theological perspectives in relation to the Biblical worldview.
- Advance Biblical and theological research and education.

## **DOCTOR OF PHILOSOPHY DEGREE** **Program Requirements—60 hours**

### Proficiency Exam:

Prospective Ph.D. students will need to take and pass a Proficiency exam in Greek and Hebrew in Year One of the program. A prospective student who fails the exam may retake the exam one month later. If the prospective student fails the exam a second time, he is required to take the Language Intensive classes. A student who passes the exam is not required to take these classes and can move into Year One of the program.

<b>DOCTOR OF PHILOSOPHY DEGREE – 60 Hours</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>
<b>Biblical Languages</b>		
<b>Prerequisite Year (18 hours)</b>		
BL701	Greek Intensive I	3
BL702	Greek Intensive II	3
BL703	Greek Intensive III	3
BL704	Hebrew Intensive I	3
BL705	Hebrew Intensive II	3
BL706	Hebrew Intensive III	3
<b>Year One</b>		
BT701	Advanced Hermeneutics & Theological Method	3
BT702	Principles of Dissertation Research	3
BT703	Exegesis in the Hebrew Old Testament	3
BT704	Exegesis in the Greek New Testament	3
BT705	Exegesis to Exposition	3
<b>Year Two</b>		
BT706	Advanced Old Testament Synthesis I	3
BT707	Advanced Old Testament Synthesis II	3
BT708	Advanced Old Testament Synthesis III	3
BT709	Advanced New Testament Synthesis I	3
BT710	Advanced New Testament Synthesis II	3
<b>Year Three</b>		
BT711	Biblical Young Earth Creationism	3
BT712	Advanced Theological Analysis I	3
BT713	Bib Archaeology & Hist Geography of Bible Lands	3
BT714	Advanced Theological Analysis II	3
BT715	Advanced Theological Analysis III	3
<b>Years Four</b>		
BT716	Dissertation Hours I	3
BT717	Dissertation Hours II	3
BT718	Dissertation Hours III	3
BT719	Dissertation Hours IV	3
BT720	Dissertation Final & Defense	3
<b>Total Hours (w/ pre-requisite languages)</b>		<b>78</b>

# **GRADUATE AND SEMINARY COURSE DESCRIPTIONS**

BIBLE EXPOSITION (BI).....	280
BIBLICAL LANGUAGES (BL).....	280
BIBLE AND THEOLOGY (BT).....	280
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EDUCATION (ED) .....	289
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MUSIC (MU) .....	293
MIINISTRY STUDIES (PS) .....	293
RELIGION AND PHILOSOPHY (RP) .....	294
RESEARCH TOOLS (RT) .....	295
THEOLOGY (TH) .....	295



**BIBLE EXPOSITION (BI)****BI607 Hermeneutics/Inductive Bible Study 3 Hours**

This course examines the steps of inductive Bible study (observation, interpretation, application and correlation) and equips the student to correctly understand and interpret the Bible using the literal, grammatical, historical method of interpretation.

**BI610 Old Testament Overview I 3 Hours**

This course is an introduction and synthetic overview of the Old Testament historical books: Genesis through Esther.

**BI611 Old Testament Overview II 3 Hours**

This course is an introduction and synthetic overview of the Old Testament poetic and wisdom books: Job through Song of Solomon.

**BI612 Old Testament Overview III 3 Hours**

This course is an introduction and synthetic overview of the Old Testament prophetic books: Isaiah through Malachi.

**BI620 New Testament Overview I 3 Hours**

This course is an introduction and synthetic overview of the four canonical gospels (Matthew, Mark, Luke, and John).

**BI621 New Testament Overview II 3 Hours**

This course is an introduction and synthetic overview of Acts and the Pauline Epistles (Romans through Philemon).

**BI622 New Testament Overview III 3 Hours**

This course is an introduction and synthetic overview of the General Epistles (Hebrews through Jude) and the book of Revelation.

**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)

**BIBLICAL LANGUAGES (BL)****BL610 Hebrew I 3 Hours**

A study of the fundamentals of Hebrew phonology, morphology, and syntax, emphasizing extensive reading of the biblical text.

**BL611 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: BL610 or equivalent)

- BL620 Greek I 3 Hours**  
A study of the basics of New Testament Greek grammar and vocabulary, including the introduction of various printed and computerized Greek reference tools. (Prerequisite: EN112)
- BL621 Greek II 3 Hours**  
A continued study of the basics of New Testament Greek grammar and vocabulary, including the introduction of various printed and computerized Greek reference tools.
- BL622 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: BL621)
- BL623 Greek Reading II 3 Hours**  
This course is the continuation of BL622 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: BL622)
- BL701 Greek Intensive I 3 Hours**  
An introduction to elementary grammar and basic vocabulary of Koine Greek, including the reading of progressively more complex passages from the Greek New Testament.
- BL702 Greek Intensive II 3 Hours**  
Building upon the foundation laid in Greek Intensive I, this study completes the basic survey of elementary Greek grammar and includes the reading of the text of 1 John, as well as wide reading in the Greek New Testament.
- BL703 Greek Intensive III 3 Hours**  
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 this 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 exegetical/expositional outlines based on the actual structure and flow of paragraphs in the Greek New Testament.
- BL704 Hebrew Intensive I 3 Hours**  
The first of two courses of an intensive introduction to Biblical Hebrew. Emphasis in the course is on accurate pronunciation, learning the morphology and syntax of nouns and adjectives, memorizing the finite and volitive forms in the *Qal* stem for strong verbs, understanding simple narrative syntax and the role the major Masoretic accents play therein, beginning vocabulary acquisition, and translating simple sentences.

**BL705 Hebrew Intensive II****3 Hours**

The second of two courses of an intensive introduction to Biblical Hebrew. Emphases are accurate pronunciation, recognizing noun and verb forms, memorizing infinitives and participates in the *Qal* stem for strong verbs, understanding the derived stems and the 'Color Chart', handling weak verbs, parsing and analyzing verbs, working with the Masoretic accents, grasping simple narrative syntax, adding to vocabulary, and translating and following simple narrative texts.

**BL706 Hebrew Intensive III****3 Hours**

Using both prose and poetic texts, this course requires the students to build on the proficiencies they acquired in previous Hebrew intensive courses and to develop the exegetical skills they will need to interpret and apply the Hebrew Bible. Specifically, they will read selected Old Testament Hebrew texts, apply literary and linguistic techniques to them, and establish a basic procedure for reliable exegesis and exposition.

**BIBLE & THEOLOGY (BT)****BT701 Advanced Hermeneutics & Theological Method****3 Hours**

This course will study biblical hermeneutics focusing on the literal grammatical-historical method. This course will consider comparative and historical methods for biblical interpretation and delineate theological implications for faith and practice. Students will interact with philosophical and practical aspects of hermeneutical theory, comparing methodologies with a literal grammatical-historical hermeneutic and will compare theological systems deriving from each method.

**BT702 Principles of Dissertation Research****3 Hours**

This course guides the student in research strategies, dissertation topic selection, employment of the correct form and style for dissertations, and the use of bibliographic resources, library materials and computerized data bases.

**BT703 Exegesis in the Hebrew Old Testament****3 Hours**

Advanced application of close reading of biblical Hebrew texts, which comprises an in-depth treatment of historical and comparative phonology, morphology, syntax, lexicography, and discourse and literary approaches to biblical Hebrew texts of different genres, with a view to analyzing the Old Testament within its geographical, historical, canonical, cultural, religious and theological contexts. In addition, students will move towards fluency in vocalization and translation of all genres.

**BT704 Exegesis in the Greek New Testament****3 Hours**

This course will focus on advanced use of the tools and techniques of New Testament exegesis. The exegetical process, including exegetical problem solving, is applied to specific passages within the narrative, epistolary, and prophetic genres of the New Testament with a view toward a consistent application of the literal grammatical-historical hermeneutic.

**BT705 Exegesis to Exposition****3 Hours**

This course shows the student how to communicate biblical truth from sound exegesis. The course builds on exegesis in the Hebrew Old Testament and in the Greek New

Testament. The goal of the course is to integrate exegesis and exposition. The student will write out exegetical outlines and expositions of Bible texts that reflect the argument of the biblical author. The student will evaluate contemporary Bible expositors and gain insights into becoming a creative Bible teacher and preacher.

**BT706      Advanced OT Synthesis I      3 Hours**

This course examines the historical backgrounds, arguments, biblical theology and interpretive issues in the five books of the Torah (Genesis – Deuteronomy). Students will analyze the significance of the unconditional Abrahamic Covenant and the conditional Mosaic covenant. Students will do exegetical studies in the Hebrew text of these OT books.

**BT707      Advanced OT Synthesis II      3 Hours**

This course examines the historical backgrounds, arguments, biblical theology, and interpretive issues in the Prophets section of the Hebrew Bible. Students will study the history of Israel in its Ancient Near Eastern context and see how God blessed and judged the nation of Israel based on their obedience or disobedience to the Mosaic covenant. Students will study the Messianic prophecies in these books do exegetical studies in the Hebrew text of these Old Testament books.

**BT708      Advanced OT Synthesis III      3 Hours**

This course examines the historical backgrounds, arguments, biblical theology, and interpretive issues in the Writings section of the Hebrew Bible. Students will study how these books relate to the post-exilic period of Israel's history and how these books were used in the worship of God by Israel. Students will study the Messianic prophecies in these books and do exegetical studies in the Hebrew text of these Old Testament books.

**BT709      Advanced NT Synthesis I      3 Hours**

This course examines the historical backgrounds, arguments, biblical theology and interpretive issues of the four canonical gospels (Matthew, Mark, Luke and John) and the book of Acts. Students will critique the philosophy and methodology behind source criticism, form criticism and redaction criticism as related to the gospels. Students will do exegetical studies in the Greek text of these NT books.

**BT710      Advanced NT Synthesis II      3 Hours**

This course examines the historical backgrounds, arguments, biblical theology and interpretive issues of the epistles (Romans – Jude) and the book of Revelation. Students will do discourse analysis of the epistles and learn how they address specific theological and historical problems in the early church. Students will critique the idealist, historicist, preterist views of Revelation, and discover exegetical arguments for the futurist interpretation of the book of Revelation. Students will do exegetical studies in the Greek text of these NT books.

**BT711      Biblical Young Earth Creationism      3 Hours**

This course focuses on the biblical and scientific evidences for young earth creationism. Students will study a grammatical-historical interpretation of Genesis 1-11 and explain how the creation-fall-global flood events in history impact the study of astronomy,

geology and biology. Students will critique the theory of evolution, evolutionary creation, progressive creation, gap theory and other views of origins and Genesis 1-2.

**BT712      Advanced Theological Analysis I      3 Hours**

In this course the student will study various views and issues concerning Prolegomena, Bibliology, Theology Proper and Angelology. The student will examine different systematic theologies looking at their systematization of doctrines in prolegomena. The student will explain and assess the various doctrinal positions on the inspiration and inerrancy of the Bible, the trinity, open theism, and spiritual warfare. The student will discuss the importance of progressive revelation and create a possible chronological order of writing of the 66 books of the Bible.

**BT713      Biblical Archaeology and Historical Geography of Bible Lands      3 Hours**

This course will examine the major archaeological discoveries that relate to the Bible. Students will evaluate problems in biblical archaeology and propose some possible solutions to these problems. Students will critique the arguments of biblical minimalists made against the historicity of the Bible. Students will examine the significance of the Dead Sea Scrolls and other ancient manuscripts that relate to the Bible. Students will study the historical geography of Bible lands and learn the historical significance of places mentioned in the Bible.

**BT714      Advanced Theological Analysis II      3 Hours**

In this course the student will appraise various views and issues concerning Anthropology, Hamartiology, Christology, Soteriology and Pneumatology. The student will explain the significance of the church debates and doctrinal statements regarding these doctrines. The student will assess the theological differences and discuss the major arguments pro and con in the following debates: Calvinism vs. Arminianism, Free Grace vs. Lordship Salvation, Charismatic vs. Cessationism, and different views in the Historical Adam debate.

**BT715      Advanced Theological Analysis III      3 Hours**

In this course the student defines and defends the biblical doctrines of Israeology, Ecclesiology and Eschatology. The student will explain God's program for Israel, the Church and the Nations. The student will assess various views of the second coming of Christ (amillennialism, postmillennialism and premillennialism) as well as various views of the time of the rapture (pre-tribulation, mid-tribulation, pre-wrath and post-tribulation). The student will compare and contrast dispensationalism and covenant theology and examine how each theological position views Israel and the Church. The student will interpret the key biblical texts that explain the biblical covenants (Abrahamic, Mosaic, Davidic and New) and their fulfillment.

**BT716      Dissertation Research and Writing I      3 Hours**

In this course the student will research and write the first 75 pages of the dissertation. (Dissertation Readers Fee: \$250)

**BT717      Dissertation Research and Writing II      3 Hours**

In this course the student will research and write pages 76-150 of the dissertation. (Dissertation Readers Fee: \$250)

**BT718 Dissertation Research and Writing III 3 Hours**

In this course the student will research and write pages 151-225 of the dissertation. (Dissertation Readers Fee: \$250)

**BT719 Dissertation Research and Writing IV 3 Hours**

In this course the student will research and write the final pages (226-300+) of the dissertation. (Dissertation Readers Fee: \$250)

**BT720 Dissertation Lecture / Defense 3 Hours**

In this course the student will prepare and present a two hour lecture of the PhD dissertation at Calvary University at a set time determined by the PhD director and agreed to by the PhD candidate. The PhD faculty will then have one hour to ask the PhD candidate questions about the dissertation. The PhD faculty will assign a grade for the lecture and defense of the dissertation.

**ORGANIZATION DEVELOPMENT  
BUSINESS ADMINISTRATION (MBA)****MBA610 Graduate Writing Workshop 3 Hours**

This course introduces beginning graduate students to the skills necessary to complete graduate level academic research, writing, and presentation assignments. The course covers search strategies, resource evaluation, note taking, scholarly writing, mechanics of style, APA guidelines, presentation options, and associated technological skills. (Also listed as ED610).

**MBA612 Research Methods 3 Hours**

This course introduces the graduate student to various research design methods used within the field of business. The course emphasizes analysis, methodology, and technique that can assist the student to prepare for vocational reporting, technical writing, or a research project.

**MBA614 Organization Development Theory 3 Hours**

This course will provide the student with an opportunity to become familiar with typical consulting project phases – selling a project, gathering data, diagnosing issues, implementing solutions, and development relationships. Students learn different approaches to transform an organization. This course also features an examination of theoretical bases of group development including group types group counsel, leadership styles, skills, and application to various populations. Ethical group leadership from the biblical worldview is emphasized throughout the course.

**MBA620 Managerial Accounting 3 Hours**

Managers must learn about information concepts, models, and systems that provide financial control information. In this course, students learn about primary design of control systems used for financial operational analysis.

**MBA622 Corporate Finance 3 Hours**

This course allows students to explore financial statements and cashflow analysis and the time value of money in the corporate venue. It introduces information on risk, return, and value along with stocks and bonds. The course also represents capital budgeting processes and techniques along with project risk management. Global financial market is discussed as well.

**MBA624 Ethical Leadership in a Global Environment 3 Hours**

This course is designed to challenge students to examine and apply biblical leadership within a global corporate environment. Students will learn how to make leadership decisions from a biblical worldview and to critically consider the ethical implications of those decisions within their organization and among their national and international constituents.

**MBA626 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.

**MBA628 Marketing Systems 3 Hours**

This course is designed to cover essential marketing concepts from a manager's perspective. The use of case studies from the textbook and from the instructor help students understand the marketing process, available marketing tools, and potential problems firms face.

**MBA630 Financial Accounting 3 Hours**

This course enables students to understand the preparation of financial statements available for public use. You will comprehend the value to accounting summaries, assessments, and the reporting of financial transactions related to a business. This course prepares students to construct budgets with an emphasis on profitability.

**MBA634 Managerial Economics 3 Hours**

The student will examine the application of microeconomic theory as applied to the manager's responsibility within the organization. This course emphasizes the quantitative and qualitative applications of economic principle to business and to ministry analysis with typical problems of managerial decision-making and policy formulation.

**MBA638 Foundations of Operations Management (ORSA) 3 Hours**

This course offers students an exposure to the spectrum of operations management planning and decision-making activities within the firm's operations. Students learn about basic trade-offs managers implement associated with operations management.

**MBA640 Quantitative Analysis 3 Hours**

This course provides students with the background of applied statistics that concerns the collection, processing, dissemination, and analysis of economic data. The skills acquired in this course will enable students to make recommendations and key decision making. Students will also become familiar with statistical methods associated with evaluations and problem solving through mathematical programming.

**MBA644 Business Law & Ethics 3 Hours**

This course gives advanced explanation of management terminology, legal doctrines and principles, development, and business principles. While it is impossible to be comprehensive in one course, the necessary essentials of management will be taught from the biblical worldview and the practical experience of the American legal culture.

Students in profit and nonprofit organizations will benefit from the teaching and interaction provided in this course.

**MBA650 Practicum****2 Hours**

Practicum students can gain practical experience while serving in the administrative role. Students will supervise, coordinate, and innovate. This course is coordinated with the program director. Qualifying work may not begin prior to the start of the course.

**BIBLICAL COUNSELING (CO)****CO601 Theological Foundations of Counseling****3 Hours**

An introduction to the foundations of biblical counseling, emphasizing the priority of a theological system for theory and practice. Special attention is given to various models of interaction between counseling and Christian theology, historical developments, current directions, and collaborative models of biblical counseling for the local church and the professional counseling community. This course is a prerequisite for all other counseling courses. Other counseling courses may be taken concurrently with approval from the department chair. (Prerequisite: CO603)

**CO603 Research Methods & Techniques****3 Hours**

This course will practice and assemble research methodologies that are used within the discipline of psychology. Student will compose a project that observes the students presenting problem, the review of the literature, the assessment of the review of the literature, and the findings and meaning of the literature.

**CO604 Professional Orientation****3 Hours**

This course will be an introduction of the counseling profession. This course will examine the basic history, philosophy, social, and psychological fundamentals of counseling, in addition to the particular abilities and characteristics necessary for counseling in a professional setting. This course is designed to supply foundational concepts and skills required for certification and licensure. (Prerequisite: CO601 & CO603)

**CO609 Appraisal of Individuals****3 Hours**

This course will discuss and examine individual and group educational and psychometric theories and approaches. This course will also focus on data and methods of information collection, validity and reliability of psychometric assessments, factors that influence appraisals, and the use of appraisals and assessments in the counseling process. The ability to administer and interpret to evaluate skills, interest, and vocational options will also be considered. (Prerequisite: CO601 & CO603)

**CO610 Counseling Theories****3 Hours**

A course designed to provide an introduction to primary counseling theories, with special attention given to evaluating those theories on the basis of Scripture and according to a Christian worldview, especially in regards to understanding the nature of being human, observing how and why problems develop, and dealing with those problems in appropriate and effective ways. (Prerequisite: CO601 & CO603)

**CO611 Theories & Methods of Group Counseling 3 Hours**

This course will examine group purpose, membership, stages and process; including the leader's role and leadership competencies. Emphasis is placed on small-group experience and its application both professionally and in a local church context. (Prerequisite: CO601, CO603, and CO610)

**CO612 Normal Human Growth & Development 3 Hours**

A course designed to trace the normal stages and explore the natural processes of human growth and development (from before birth to old age) on various levels: physical, intellectual, relational, emotional, and spiritual. (Prerequisite: CO601 & CO603)

**CO613 Diagnosis & Treatment of Abnormal Psychology 3 Hours**

A course designed to study the symptoms and underlying personal and interpersonal dynamics of the major categories of dysfunction as found in the DSM manual. Special attention is given to providing an understanding of these disorders according to a Christian worldview. (Prerequisite: CO601, CO603, CO610, and CO611)

**CO614 The Helping Relationship: Counseling Methods & Techniques 3 Hours**

A study of the major techniques and strategies that can be appropriately and effectively used in counseling individuals, including ways of determining the defining problems (diagnosis) as well as helping with the problem (treatment). Special attention is given to conceptualizing commonly used counseling methods and techniques through a biblical and theological framework. (Prerequisite: CO601, CO603, and CO610)

**CO615 Multi-Cultural Counseling 3 Hours**

An appraisal of cultural issues related to cross-cultural counseling. This course will employ cultural awareness, recognition of different ethnic groups and their values and mores, lifestyle traditions and changes, and counseling in culturally diverse situations. (Prerequisite: CO601 & CO603)

**CO624 Vocational Counseling & Development 3 Hours**

This course will discuss and examine the counseling process and methods in making decisions in vocational or career choices, career training and instruction, and developing the necessary skills that individuals need to obtain a particular vocation. Students will also examine various theories and challenges associated with the vocational counseling process. (Prerequisite: CO601 & CO603)

**CO633 Diagnosis & Treatment of Family Systems 3 Hours**

This course examines the components needed for effective premarital, marital, and family counseling. Issues will be communication systems, conflict management, family systems, role concepts, parenting, etc. (Prerequisite: CO601, CO603, and CO610)

**CO639 Practicum 3 Hours**

This course combines supervision, class work, and the practical utilization and critique of individual and group counseling techniques learned in CO614 – The Helping Relationship: Counseling Methods and Techniques. These will be demonstrated through fieldwork, case conferences, and student video recordings. (Prerequisite: CO601 & CO603)

**CO693A Internship: Part I****3 Hours**

This course combines supervision, class work, and the practical utilization and critique of individual and group counseling techniques learned in CO614 – The Helping Relationship: Counseling Methods & Techniques. These will be demonstrated through fieldwork, case conference, and student video recordings. (Fee: \$250; Prerequisite: CO601, CO603, and CO639)

**CO693B Internship: Part II****3 Hours**

This course combines supervision, class work, and the practical utilization and critique of individual and group counseling techniques learned in CO614 – The Helping Relationship: Counseling Methods & Techniques. These will be demonstrated through fieldwork, case conference, and student video recordings. (Fee: \$250; Prerequisite: CO601, CO603, CO639, and CO693A)

**EDUCATION (ED)****ED610 Introduction to Graduate Studies****3 Hours**

This course introduces beginning graduate students to the skills necessary to complete graduate level academic research, writing, and presentation assignments. The course covers search strategies, resource evaluation, note taking, scholarly writing, mechanics of style, APA guidelines, presentation options, and associated technological skills.

**ED615 Practicum I: Site-Based Experience****1 Hour**

This course consists of observation and participation in the ongoing teaching/learning situations in classrooms. Field experiences will be arranged based on the current requirements of the Missouri Department of Elementary and Secondary Education.

**ED621 Historical & Philosophical Foundations****3 Hours**

This course presents the historical and philosophical influences on the American educational system. The course contrasts a variety of educational philosophies with a Christian philosophy of education. (Prerequisite: ED610 or declare Elementary Education emphasis track.)

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

This course examines the impact of psychological, social, and theoretical forces that have affected learning development and schools in America, and it relates their applications to contemporary educational settings. (Prerequisite: ED610 or declare Elementary Education emphasis track.)

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

This course introduces the graduate student to various research design methods used within the field of education. The course emphasizes analysis, methodology, and technique that can assist the student to prepare for the Master's thesis or research project. (Prerequisite: ED610)

**ED630 Instructional Design: Unit and Lesson Plans****1 Hour**

This course introduces the fundamental elements, principles, processes, and practices of instructional design. Students will learn to develop objectives for unit plans and daily lesson plans, plan instructional activities, choose, and design formative and summative assessments, and conduct learner needs, and task analyses.

**ED631 Cross-Curricular Connections with Multicultural Art, Music, PE, & Health 1 Hour**

This course blends contemporary theory with classroom practice providing strategies and examples for integrating art, music, PE, and health throughout core subject area curriculum within the context of multilingual and multicultural classrooms.

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

Focusing on the development of English grammar, conversation, spelling, mechanics, sentence structure and patterns, vocabulary, and usage of the English language specifically for acquisition of English as a second language, this course introduces the graduate student to the specialized needs of ESL students and endeavors to refine their skills in teaching English to second-language learners.

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

This course, which emphasizes literacy assessment, visual letter recognition, letter-sound correspondence, letter-sound patterns, high-frequency words, and spelling instruction skills, exposes the graduate student to research-based pedagogy for teaching phonics, reading, and spelling to beginning and transitional readers.

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

This course, which explores contemporary research relating to mathematics teaching and learning at the elementary and middle school level, considers various best practices, learning models, teaching materials, and assessment tools that support and encourage student learning. The course emphasizes how young students think about and develop mathematical concepts and skills.

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

This course investigates contemporary models for teaching elementary and middle school science. Students are challenged to plan learning experiences; to develop strategies for implementation, instruction, and assessment of appropriate science activities; and to integrate science into the curriculum.

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

This course considers the theory and design of a standards-based elementary and middle school social science program. The course examines current philosophical perspectives and research and focuses on the organization, content, and delivery methods for teaching social studies in today's diverse American classroom.

**ED638 Literacy Assessment for Guided Instruction****3 Hours**

This course provides educators with an opportunity to increase their understanding of how to assess students' literacy skills and how to use assessment results to provide effective instruction. The course will emphasize combining "will with skill" by focusing on self-efficacy, choice, interest, executive functioning skills, and a growth mindset in addition to numerous specific strategies and digital resources designed to enhance the literacy skills of students with diverse needs.

**ED639 Classroom and Behavior Management****1 Hour**

The concept of creating effective learning environments will provide the framework for exploring a variety of behavior management theories and practices in educational settings. Ethical and legal issues, collaboration with parents, and academically, culturally, and linguistically diverse students will be

addressed as educators develop their own Biblical philosophy of classroom and behavior management in educational settings.

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

Providing a graduate-level understanding of curriculum and classroom instruction, this course focuses on identification, evaluation, selection, organization, and utilization of instructional materials, resources, and methods that facilitate adaptation, best practices, and assessment. (Prerequisite: ED610)

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

This course introduces the graduate student to current thought, research, and best practices in understanding the particular needs of diverse learners in a mixed-ability classroom. Content focuses on the creation, design, and use of specialized strategies, curriculum materials, and instructional methods for differentiated learning. (Prerequisite: ED610 or declare Elementary Education emphasis track.)

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

This course presents an exploration and critical analysis of current issues and trends in education, especially those that relate to language, culture, ethnicity, identity, religion, and society and their effects on contemporary education. (Prerequisite: ED610)

**ED645 Math Assessment for Guided Instruction****3 Hours**

This course provides educators with an opportunity to increase their understanding of how to assess students' mathematical skills and how to use assessment results to provide effective instruction. The course will emphasize combining "will with skill" by focusing on student self-efficacy and a growth mindset in addition to numerous specific strategies and digital resources designed to enhance the mathematical skills of students with diverse needs.

**ED655 Practicum II: Site-Based Experience****1 Hour**

This course consists of increased involvement in a classroom. Field experiences will be arranged based on the current requirements of the Missouri Department of Elementary and Secondary Education.

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

This course prepares educational leaders with the knowledge and skills necessary to fulfill their responsibilities as instructional leaders. The course focuses on program evaluation, data-driven instructional change, program logic, the change process, program implementation, and program sustainability. Graduate students will also learn how to implement professional learning communities (PLC's) and use instructional coaching processes to increase academic achievement and well-being for all students. (Prerequisite: ED610)

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

Emphasizing the best practices of effective school leaders, 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 topics relevant to the principalship, including change, conflict, and crisis-management, developing teacher leadership, and sustaining links with central office personnel, teachers, parents, students, and community. (Prerequisite: ED610)

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

This course further examines the various assessment theories, practices, and techniques. Emphasis is placed on the design, development, and implementation of performance-based assessment, task analysis, development and use of scoring instruments and rubrics, and the application of professional assessment skills. (Prerequisite: ED610 or declare Elementary Education emphasis track.)

**ED664      School Personnel Management      3 Hours**

Building on organizational theory and management, this course examines some of the intermediate approaches and techniques used for selecting, supervising, and evaluating school personnel. Through case-studies, the course focuses on employee relations, motivation, and negotiations to enable students to refine their skills in personnel management. (Prerequisite: ED610)

**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 in schools within the overarching plan of God. (Prerequisite: ED610)

**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, improved technological concepts, ethical issues, and classroom strategies that affect the use of technology in education. (Prerequisite: ED610)

**ED682      Community Relationships      3 Hours**

This course prepares educational leaders to create and sustain mutually beneficial relationships with school families and the wider community. The course focuses on communication, partnerships with families, marketing, fundraising, partnerships with public and private sectors, and financial accountability. (Prerequisite: ED610)

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

This course involves substantial reading, research, and writing designed cooperatively by the student and the student's major advisor. Students select a project topic, develop a project proposal, engage in independent research, and submit their final project. Prerequisites for admission to candidacy include: regular admission status in good standing; successful completion of at least 30 graduate hours in the program; and timely registration for this course. 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. (Prerequisite: ED610)

**ED690      Master's Thesis in Education      3 Hours**

This course involves extensive planning, research, reading, and writing designed cooperatively by the student and the student's thesis advisor. Students will select a thesis topic, write one or more guiding questions, conduct a review of the literature, and discuss implications for practitioners as well as researchers in the field of education. (Fee: \$50) (Prerequisite: ED610)

**ED695 Practicum III: Site-Based Experience****8 Hours**

This course is the culmination of the Educator Preparation Program. This experience will consist of student teaching in close collaboration with a cooperating teacher. For a minimum of sixteen weeks (and no less than 75 teaching days), the student teacher will be an active participant completing required assignments, working with students as requested, and, under the supervision of the classroom teacher, assuming responsibility to lead the class over an extended period of time. In this course, the student will complete all student teaching assignments including a portfolio. This course may only be taken after all other coursework for the Master's Degree in Elementary Education is completed, Practicum I and Practicum II are completed, and the standards for the Educator Preparation Program have been maintained. (Student Fee: \$250 – non-refundable).

- *Additional \$350 fee for students who have a Bachelor's degree in an area other than Education and who want to complete their Student Teaching experience in an Out-of-Area school – defined as more than a one-hour drive from Calvary.*
- *For students who already have a Bachelor's degree in Education and are practicing teachers in a school within an hour's drive of Calvary, a student teaching fee will not be charged since the Student Teacher does not require a Cooperating Teacher.*
- *For students who already have a Bachelor's degree in Education and are practicing teachers in an Out-of-Area school – Additional \$100 fee to be paid to the Graduate Student's immediate supervisor for filling the role of a University supervisor.*

**INTERCULTURAL STUDIES (IC)****IC636 Intercultural Communication****3 Hours**

This course focuses on the underlying value systems, institutions and behaviors that affect communication in cross-cultural contexts. The student will examine the interplay between worldviews, language, thinking styles, religion, politics, and other communication areas that can either help or hinder understanding in communication. (Prerequisite: ED610)

**IC646 Intercultural Education****3 Hours**

This course focuses on matters of teaching in a cross-cultural situation with either a diverse classroom or where the teacher is one culture and students another. Cultural issues in teaching and instruction, communication, and learning styles will be examined. (Prerequisite: ED610 and ED680)

**IC676 Leadership in Intercultural Contexts****3 Hours**

This course will examine differing leadership styles and cultural expectations on leadership roles. The student will be encouraged to develop the quality of interculturality and the ability to adapt their leadership style to differing cultural contexts. (Prerequisite: ED610 and IC636)

**PASTORAL STUDIES (PS)****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. (Men only)

**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. (Men only) (Prerequisite: PS631 or equivalent)

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

This course examines 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.

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

This course is designed to have the student work under and with an established ministry leader for a period of four to eight weeks. During this period, the student will be exposed to the various practical ministries of specific ministry setting. (Fee: \$250)

**PS637 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 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 specific ministry setting.

**PS639 Effective Bible Teaching****3 Hours**

Students will learn how to prepare and present Bible lessons for a variety of ministry setting

**RELIGION AND PHILOSOPHY (RP)****RP601 Biblical Philosophy & Worldview****3 Hours**

This course examines the biblical philosophy and worldview focusing on the four components of epistemology, metaphysics, ethics and socio-political thought. Students will learn how to discover the biblical worldview through doing exegesis and biblical theology. Students will learn the biblical worldview of history, science, the arts, ethics, sex and marriage, law, and government. Students will critique religious and secular worldview by the Bible.

**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.

**RESEARCH TOOLS (RT)****RT615 Research Methods 3 Hours**

This course overviews various research methods to study Bible and theology. Students learn how to find and use the best resources to write biblical and theological research papers following Turabian style. Students are introduced to electronic Bible study software (Logos and/or Accordance).

**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 Thesis 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)

**THEOLOGY (TH)****TH610 Systematic Theology I 3 Hours**

This course surveys what the Bible teaches about the Bible, God, man and sin (Bibliology, Theology Proper, Biblical Anthropology and Hamartiology).

**TH611 Systematic Theology II 3 Hours**

This course surveys what the Bible teaches about the person and work of Jesus Christ and the Holy Spirit (Christology, Soteriology, and Pneumatology).

**TH612 Systematic Theology III 3 Hours**

This course examines what the Bible teaches about the Church, angels including Satan and end time events (Ecclesiology, Angelology, and Eschatology).

**TH613 Dispensational Premillennialism 3 Hours**

This course explains the biblical and theological arguments for dispensational premillennialism. Students will learn the significance of the biblical covenants and their relationship to the dispensations. Students will critique amillennialism, covenant premillennialism, progressive dispensationalism, and progressive covenantalism.

**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.

**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

**TH640 Foundations of Biblical Apologetics****3 Hours**

This course lays the foundation for biblical apologetics by examining New Testament examples of apologetics in action, the relationship between apologetics and evangelism, and the various forms of evangelical apologetics in use today. A study is also made of various worldviews encountered by evangelical Christians in contemporary society and culture.

*Course descriptions are subject to change, without prior notice,  
in accordance with established procedures.*



## **PERSONNEL**

**ADMINISTRATION ..... 298**

**FACULTY ..... 299**

**ADJUNCT FACULTY ..... 302**

**BOARD OF TRUSTEES..... 303**



## ADMINISTRATION

### President

Dr. Alexander Granados

### President's Cabinet

Dr. Teddy Bitner  
*Chief Academic Officer*

Dr. Allan Henderson  
*VP of Institutional Effectiveness*

Miss Jeanette Regier  
*Athletic Director*

Mr. Jeff Campa  
*Chief Operating Officer*

Mr. John McGee  
*Chief Development Officer*

Dr. Tom Stolberg  
*Chief Financial Officer*

## Faculty Administrators

Teddy Bitner  
*Chief Academic Officer, VP of Academics,  
Professor of History*

Dawnita Phillips  
*Director of Practical Christian Ministries*

Jeff Campa  
*Chief Operating Officer, Associate  
Professor of Bible & Theology & Biblical  
Counseling*

Jeanette Regier  
*Athletic Director, Assistant Professor of  
Physical Education*

Jamie Franz  
*Associate Dean of Students, Assistant  
Professor of Education, Accommodations  
Support Coordinator*

Gary Rogers  
*Registrar*

Allan Henderson  
*VP of Institutional Effectiveness, Professor  
of Bible & Theology*

Matt Sanders  
*Assistant Athletic Director,  
Men's Basketball Coach*

Tiffany Smith  
*Librarian, Department Chair for General  
Studies, Associate Professor of General  
Studies*



## Staff Administrators

Joe Dapra

*Director of Food Services*

Angela Dunn

*Accounts Receivable, Cashier*

Larry Dunn

*Director of Warrior Cafe*

Ruth Grimm

*Director of Advising*

Aaron Heath

*Director of Information Technology*

Joshua Johnson

*Dean of Students, Volleyball Coach*

Sara Klaassen

*Donor Processing*

Reba Main

*Director of Enrollment Management*

John McGee

*Chief Development Officer*

Allen Prodoehl

*Chief of Security*

Jennifer Prodoehl

*Academic Advisor*

Kent Shader

*Housekeeping Coordinator*

Tom Stolberg

*Chief Financial Officer*

Samuel Tschetter

*Director of Student Affairs*

Dave VandeBerg

*Assistant Maintenance Director*

Adam Weeks

*Director of Marketing & Communications*

Tasha Young

*Staff Accountant*

## FACULTY

### **An, Haekyung**

Department Chair – Music, Professor of Music – B.Mus. (Vocal Performance), New England Conservatory of Music, 1994; M.Mus. (Vocal Performance), New England Conservatory of Music, 2001; M.Mus. (Opera and Musical Theater), Southern Illinois University, 2004; D.M.A. (Vocal Performance), University of Missouri, Kansas City, 2011.

### **Bacon, Ian**

Program Director of Bible & Theology, Assistant Professor of Bible & Theology – B.S. (Religion), Liberty University, 2010; M. Div. (Academic Pre-PhD), Liberty University, 2018; Ph.D. in progress (Bible & Theology), Calvary University.

### **Barnes, Tressa**

Assistant Professor of Outdoor Adventure Leadership and Sports Management – B.S. (Biblical Counseling), Calvary University, 2005; M.S. (Physical Education, Health, & Recreation), Emporia State University, 2016.

### **Basel, Chris**

Department Chair – STEM, Associate Professor of Chemistry – B.A. (Chemistry), William Jewell College, 1979; M.S. (Analytical Chemistry), University of Kansas, 1982; Graduate Certificate (ADMET Processes - Pharmacology), University of California – San Diego, 2017; Ph.D. in progress (Health Sciences), Liberty University.

### **Baurain, Thomas S.**

Dean of the Seminary, Professor of Bible and Theology – B.A. (Chemistry), Lawrence College, 1963; Th.M. (Bible Exposition), Dallas Theological Seminary, 1980; D.Min. (Adult Education), Trinity Evangelical Divinity School, 1989; Ph.D. studies (Higher Education, ABD), Loyola University of Chicago.

### **Bitner, Teddy D.**

Chief Academic Officer, VP of Academics, Professor of History – B.S. (Business Administration), University of Central Missouri, 1972; M.A. (Christian Ministry), Wheaton College, 1982; M.M.A.S. (Military

History), U.S. Army Command and General Staff College, 1983; D.Min. (Pastoral Theology), Trinity Theological Seminary, 1982; Diploma (National Strategic Studies), U.S. Army War College, 1995; Ed.D. (Higher Education Leadership), Aspen University, 2021.

### **Briggs, Mary**

Department Chair – Education, Associate Professor of Education – B.A. (Elementary Education), Wheaton College, 1983; M.A. (Educational Administration), Columbia International University, 2002; Ed.D. (Teaching & Learning), Liberty University, 2015.

### **Compas, Jeff**

Chief Operating Officer, Associate Professor of Bible & Theology and Biblical Counseling – B.S. (Leadership & Administration), Calvary Bible College, 2007; M.S. (Bible & Theology), Calvary Theological Seminary, 2009; M.A. (Biblical Counseling), Calvary Theological Seminary, 2011; M.Div. (Pastoral Studies), Calvary Theological Seminary, 2011; Officer Basic Course, US Army Chaplain Center and School, 2011; Captain's Career Course, US Army Chaplain Center and School, 2016; Diploma, US Army Command and General Staff College, 2021; D.Min. candidate (Church Revitalization, Christian Leadership & Church Ministry), Liberty University.

### **Cox, Jeffrey**

Part-Time Faculty - Program Director – Graduate Biblical Counseling Department, Assistant Professor of Biblical Counseling – B.S. (Finance) Missouri State University, 1989, Diploma (Theology), Graceway Bible Institute; M.S. (Bible & Theology), Calvary Theological Seminary, 2008; D. Min. (Counseling), Midwestern Theological Seminary, 2018.

### **Dodds, Michel L.**

Director of the CU Press, Professor of Ministry Studies, B.A. (English/Secondary Education), Asbury College, 1971; Th.M. (Systematic Theology), Dallas Theological Seminary, 1982; D.Min. (Pastoral Ministry), Dallas Theological Seminary, 1997.

### **Franz, Jamie**

Associate Dean of Students, Accommodations Support Coordinator, Assistant Professor of Education – B.S. (English), Southwest Baptist University, 2001; M.Ed. (Education), Mid-America Nazarene University, 2008.

### **Granados, Alexander**

President; Professor of Bible, Theology, and Intercultural Studies - B.A. (Political Science), University of California, Los Angeles, 1992; M.Div. (Pastoral Ministries), The Master's Seminary, 1995; Th.M. (Systematic Theology), The Master's Seminary, 1997; Ph.D., (Intercultural Education), Biola University, 2008.

### **Gromacki, Gary**

Department Chair – Bible & Theology, Director of the PhD Program in Bible & Theology, Professor of Bible & Theology – B.A. (Bible & Greek), Cedarville University, 1980; Th.M. (Bible Exposition), Dallas Theological Seminary, 1984; D. Min. (Pastoral Leadership), Dallas Theological Seminary, 1997; Ph.D. (Biblical Studies), Baptist Bible Seminary, 2006.

### **Guthrie, Ian**

Assistant Professor of Music – B.Mus. (Composition), Marylhurst University, 2014; M.Mus. (Composition/Theory), Texas Christian University, 2016; D.M. (Composition), Florida State University, 2020.

### **Haney, Tracy**

Program Director Graduate Business Administration Department; Assistant Professor of Business, – B.S. (Pastoral Studies / Christian Broadcasting), Calvary Bible College, 1992; M.B.A. (Business Administration), Keller Graduate School of Management, 2013; D.B.A. (Business Administration), Walden University, 2018.

### **Hange, Karen**

Program Director - Elementary Education, Associate Professor of Elementary Education, – B.S. (Elementary Education), Calvary Bible College, 1992; M.Ed. (Curriculum and Instruction), Southwestern

Assemblies of God University, 2005; Ed.D. candidate (Teaching & Learning), Grand Canyon University.

### **Hange, Timothy**

Department Chair – English, TESOL Coordinator, Assistant Professor of English , – B.S. (Business Administration), University of Missouri, 1996; M.Ed. (Curriculum and Instruction), University of Missouri, 2010; D.A. in progress (English Pedagogy & Technology / English Language), Murray State University.

### **Henderson, Allan**

Vice President of Institutional Effectiveness; Professor of Bible and Theology – B.S. (Pastoral/Urban Studies), Calvary Bible College 2006; Th.M. (Pastoral/ Leadership, Dallas Theological Seminary, 2013; Ed.D. (Higher Education Leadership), Maryville University, 2016.

### **Hill, Brittany**

Interim Department Chair - Theatre Arts, Instructor of Music and Theatre Arts - B.Mus. (Music Performance & Pedagogy-Voice), Calvary University, 2018; M.S. (Worship Arts), Calvary University, 2021.

### **Howell, Rebecca**

Director of the Clark Academic Center, Instructor in English – B.A. (English), The Master's College, 2005; M.A. (English), Clemson University, 2008..

### **LePage, Shaun**

Department Chair - Ministry Studies, Assistant Professor of Ministry Studies – B.A. (Communications), Missouri Southern State University, 1987; Th.M. (Pastoral Leadership), Dallas Theological Seminary, 1996; D.Min. in progress (Church-Based Theological Education), The Antioch School of Church Planting and Leadership Development.

### **Paxton, Joshua**

Director of the Burnham Center for Global Engagement, Associate Professor of Intercultural Studies - B.S. (Biblical Counseling), Calvary Bible College, 2004;

M.Div., Calvary Theological Seminary, 2009; Ed.D. (Intercultural Education), Western Seminary, 2022.

### **Regier, Jeanette L.**

Athletic Director, Assistant Professor of Physical Education – B.S.E. (Physical Education), Emporia State University, 1992; M.S. (Health and Physical Education), Emporia State University, 2002.

### **Smith, Luther**

Dean of the College, Department Chair - Biblical Counseling, Associate Professor of Biblical Counseling – B.A. (Psychology), Ashford University, 2007; M.A. (Religious Studies), M.A. (Marriage & Family Therapy), Southern California Seminary, 2012; Psy. D. (Psychology), Southern California Seminary, 2017.

### **Smith, Tiffany**

Librarian, Department Chair - General Studies, Professor of General Studies – B.A. (English and Spanish), Rockhurst University, 2011; M.L.I.S. (Reference Services), Wayne State University, 2014.

### **Washington, Germaine**

Department Chair - Business Administration, Associate Professor of-Business – A.S. (Criminal Justice) Missouri Western State University, 1996; B.S. (Criminal Justice) Missouri Western State University, 1996; M.B.A., University of Phoenix, 2009; D.M. (Organizational Leadership) University of Phoenix, 2014.

### **Williamson, Joel T. Jr.**

Professor of Biblical Languages – B.A. (History), University of Texas at El Paso, 1970; Officer Basic Course, U. S. Army Adjutant General School, 1970; Th.M. (Old Testament), Dallas Theological Seminary, 1977; Ph.D. candidate (Old Testament), Baptist Bible Seminary.

## ADJUNCT FACULTY

*(This list is subject to change each semester)*

### **Bonine, Tom J.**

Adjunct Faculty – B.A. (Pastoral Studies), Calvary Bible College, 1967; M.A. (Education Administration), University of Missouri, Kansas City, 1974; Ph.D. (Education Administration), University of Missouri, Kansas City, 1990.

### **Bricker, Kurt**

Adjunct Faculty - B.S. (Electrical Engineering), University of Michigan, 1994; M.S. (Electrical Engineering), Johns Hopkins University, 2003; M.A. (Biblical Studies), Baptist Bible Seminary, 2012; M.Div. Baptist Bible Seminary, 2015.

### **Christopher, Un Chong**

Adjunct Faculty – B.Mus. (Piano Performance), University of Missouri, Kansas City, Conservatory of Music, 1982; M.Mus. (Voice Performance), University of Missouri, Kansas City, Conservatory of Music, 1989

### **Clark, James L.**

Teaching Assistant, Distinguished Guest Lecturer; President Emeritus; B.S. (Music/Christian Education), Calvary Bible College, 1967; M. Div., Trinity Theological Seminary, 1989; Ph. D. (Biblical Counseling), Trinity Theological Seminary, 1992.

### **Cubas, Pamela**

Adjunct Faculty – B.S. (Community and Corporate Wellness Management), John Brown University, 1999; M.A. (Marriage and Family Therapy), Liberty University, 2008; Ph.D. in progress (Biblical Counseling), Southern Baptist Theological Seminary.

### **Fabricatore, Daniel**

Adjunct Faculty – A.A. (Mechanical Engineering Technology), Pennsylvania State University, 1980; B.A. (Pastoral Studies), Moody Bible Institute, 1985; Th. M. (New Testament Greek Literature and Exegesis), Dallas Theological Seminary, 1989; Ph.D. (New Testament), Baptist Bible Seminary, 2008.

### **Geiger, Douglas**

Adjunct Faculty – B.A. (Management and Human Relations), Mid-America Nazarene University, 2010; M.A. (Counseling), Mid-America Nazarene University, 2015; D.Min. in progress (Biblical Counseling), Midwestern Baptist Theological Seminary.

### **Goeprich, Daniel**

Adjunct Faculty – B.A. (Pastoral Studies), Faith Baptist Bible College, 1996; Th.M. (Theology), Tyndale Theological Seminary, 2017; D. Min., Trinity Graduate School of Apologetics and Theology, 2020;

### **Heath, K. Aaron**

Adjunct Faculty, Director of Information Technology – B.A. (Pastoral Studies), Calvary Bible College, 1998; M.Div. (Pastoral Studies), Calvary Theological Seminary, 2004.

### **Hessel, Victor E. “Skip”, Jr.**

Adjunct Faculty – B.S. (Bible & Human Resource Management), Calvary Bible College, 1996; M.B.A. (Human Resource Management, Marketing Research, & Organizational Behavior), University of Missouri, Kansas City, 2001; D.M. (Organizational Leadership), University of Phoenix, 2014.

### **House, Wayne**

Adjunct Faculty – B.A. (Classical and Hellenistic Greek), Hardin-Simmons University, 1970; M.Div. (Pastoral Studies), Western Conservative Baptist Seminary, 1973; Th.M. (Biblical Studies), Western Conservative Baptist Seminary, 1974; M.A. (Biblical and Patristic Greek), Abilene Christian University, 1983; Th.D. (Exegetical Theology), Concordia Seminary, 1986; J.D. Regent University School of Law, 1986.

### **Larkins, Jan**

Adjunct Faculty – B.Mus. (Music Education), Stephen F. Austin State University, 1994; M.Ed. (Counseling), Sam Houston State University, 2008.

**Lyon, Jeremy**

Adjunct Faculty – B.A. (Religion), Carson-Newman College, 2003; M.Div. (Advanced Biblical Studies and Biblical Languages), Southeastern Baptist Theological Seminary, 2007; Ph.D. (Old Testament), Southeastern Baptist Theological Seminary, 2014.

**Misener, Lena**

Adjunct Faculty – A.S. (Communications), Polk State College, 1987; B.S. (Biology), Florida Southern College, 1990; M.S. (Microbiology/Molecular Genetics), University of South Florida, 1994.

**Morse, Mariah**

Adjunct Faculty – B.S. (Biblical Counseling), Calvary University, 2016; M.S.W. (Social Work), University of Missouri – Kansas City, 2021.

**Nelson, Neil**

Adjunct Faculty - B.S. University of Wisconsin–Madison, 1977; M.Div. North American Baptist Seminary, 1981; S.T.M. Dallas Theological Seminary, 1990; Ph.D. Dallas Theological Seminary, 2000.

**Owen, Krista**

Adjunct Faculty – B.A. (English), Hannibal-LaGrange University, 2007; M.A. (Teaching English to Speakers of Other Languages/Linguistics), Ball State University, 2012.

**Peycke, Daniel**

Adjunct Faculty – B.Mus. (Piano Performance), University of Missouri-Kansas City, 2010; M. Mus. (Piano Performance), University of Missouri-Kansas City, 2012.

**Phillips, Dawnita**

Adjunct Faculty, Director of Practical Christian Ministries – B.M.Ed. (Music Education/Vocal), University of Central Missouri, 1988; M.Ed. (Elementary Education/Learning Disabilities), University of Central Missouri, 1992.

**Porter, Michael**

Adjunct Faculty - B.S. (Mathematics), Southeast Missouri State University, 1990; B.A. (Mathematics), Southeast Missouri State University, 1990; M.N.S. (Mathematics), Southeast Missouri State University, 1992; M.S. (Astronautical Engineering), Naval Postgraduate School, 2005; M.E.M. (Engineering Management), Old Dominion University, 2006.

**Prodoehl, Allen**

Adjunct Faculty, Chief of Security – B.S. (Pastoral Studies), Calvary University, 2008; M.S. (Organization Development), Calvary University, 2016; Kansas Law Enforcement Basic Academy, 2017.

**Schell, Jeremy**

Adjunct Faculty – B.A. (Piano Performance), University of Missouri, Conservatory of Music & Dance, Kansas City, 2001; M.A. (Choral Conducting), University of Missouri, Conservatory of Music & Dance, Kansas City, 2012.

**Stallard, Michael**

Adjunct Faculty – B.S. (Mathematics), University of Alabama, 1975; M.Div. (Bible & Ministry), Liberty University, 1980; S.T.M. (New Testament), Dallas Theological Seminary, 1984; Ph.D. (Systematic Theology), Dallas Theological Seminary, 1993.



**Officers****Chairman****Pastor Clay Bowlin***Parkville, Missouri***Vice Chairman****Pastor Dwight Ascher***Kankakee, Illinois***Secretary****Mr. Matt Brewer***Kechi, Kansas***President****Dr. Alexander Granados***Lee's Summit, Missouri***Members****Dr. Brad Babcock***Lee's Summit, Missouri***Pastor Vic Borden***Kansas City, Missouri***Mrs. Gracia Burnham***Rose Hill, Kansas***Capt. Kelly McGuire***Santa Clarita, California***Mr. Scott Phillips***Drexel, Missouri***Pastor Antoine Richardson***Raymore, Missouri***Pastor Adrion Roberson***Kansas City, Kansas***Mr. Mike Sanders***Belton, Missouri***Mrs. Liz Simons***Kearney, Missouri***Mr. David Vitt***Raymore, Missouri***Pastor Greg Washington***Blue Springs, Missouri***Mr. Jerry Winkley***Valley Center, Kansas***Mr. Scott Wright***Belton, Missouri*

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## 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) is a federal act that prohibits the release of any educational records except those listed as Directory Information (see below) as defined by the act without the express written authorization of the student involved. Forms are available in the Registrar's Office to allow the release of information to the person(s) designated on the form.

#### Inspect and Review

The student has 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, Chief Academic Officer, 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.

#### Request Amendment

Students have the right to ask Calvary to amend any part of their education record that they believe is inaccurate or misleading. They should write the Calvary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Calvary decides not to amend the record as requested by the student, Calvary will notify the student of the decision and advise the student of his/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.

#### Consent to Disclosures

The student has 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 another school official in performing

his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

**File a Complaint**

The student has 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 listed below.

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

If the student does 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, the student must 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.)



# FERPA

Family Educational  
Rights & Privacy Act

## POLICIES

### ZERO TOLERANCE POLICY Alcohol and Other Drugs (Part 86)

#### Alcohol Policy

Calvary University (the “University”), in order to promote its fundamental mission, has adopted a zero-tolerance policy for the use, consumption, possession, or distribution of alcohol on University property or at any University sponsored or sanctioned event, regardless of the age of the student. Participation in any of the above activities is strictly prohibited. Furthermore, individuals are to refrain from the public possession or use of alcohol.

**Any person violating this policy will be subject to disciplinary sanctions including, but not limited to, warnings, probation, expulsion, loss of employment, referral to law enforcement and/or prosecution.**

Any person 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, expulsion. Any student over the age for legal consumption of alcohol that is using, consuming, possessing, or distributing alcohol may be subject to disciplinary sanctions as described in the Disciplinary Sanctions Section of this policy. Any employee over the age for legal consumption of alcohol that is using, consuming, possessing, or distributing alcohol on College property or at any college sponsored or sanctioned events, may be subject to administrative review and appropriate action, up to and including dismissal.

In addition to any punishment imposed by the University, any person 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 University. 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.

[City of Belton Legal Sanctions](#) – City of Belton Code of Ordinances, Article X, Division 2

[City of Kansas City Legal Sanctions](#) – City of Kansas City Code of Ordinances, Chapter 10  
State of Missouri Legal Sanctions – Chapter 311, Chapter 577

### **Tobacco Policy**

Calvary University, in order to promote its fundamental mission, does not allow the use or possession of any form of Tobacco on campus property. This policy includes E-cigarettes. Furthermore, individuals are to refrain from the public possession or use of tobacco.

### **Drug Policy**

Calvary University, 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 at all times. The University will not tolerate any of the above activities by any student, and any such activities may be cause for expulsion. Likewise, the University will not tolerate any of the above activities by any employee, and any such activities may be subject to administrative review and appropriate action, up to and including dismissal.

The University reserves the right to require a drug test from an individual where there is a reasonable suspicion that this 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 expulsion or dismissal from the University.

In addition to any punishment imposed by the University, any person 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 Alcohol, 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.

[City of Belton Legal Sanctions](#) – City of Belton Code of Ordinances, Article X, Division 2

State of Missouri Legal Sanctions, Chapter 195, Chapter 311, Chapter 577.

Federal Legal Sanctions

RSMo	Description	Prison Term
597.105	Keeping or maintaining a public nuisance.	Up to 4 years, E/Felony
579.015	Possession or control of a controlled substance.	Up to 1 or 7 years, A/Misdemeanor - D/Felony
579.055	Distribution, delivery, manufacture, or production of a controlled substance, violations and attempted violations.	C,B, E, A/Felony
579.020	Unlawful distribution to a minor.	5 - 15 years, B/Felony
568.070	Unlawful purchase or transport with a minor.	5 - 15 years, B/Felony
195.214	Distribution of a controlled substance near schools.	10 years - life (30 years), A/Felony
579.030	Distribution of a controlled substance near a park.	10 years - life (30 years), A/Felony
579.030	Distribution of a controlled substance near public housing.	10 years - life (30 years), A/Felony
579.065	Trafficking drugs, first degree.	10 years - life (30 years), A/Felony
579.068	Trafficking drugs, second degree.	3 years - life (30 years), C,B,A/Felony
579.072	Providing materials for production of a controlled substance.	Up to 4 years, E/Felony
579.074	Unlawful use of drug paraphernalia.	Up to 1 or 7 years, A/Misdemeanor- D,E/Felony
579.076	Unlawful delivery or manufacture of drug paraphernalia.	Up to 4 years, A/Misdemeanor- E/Felony
579.078	Possession of an imitation controlled substance.	Up to 1 year, A/Misdemeanor
195.244	Advertisements to promote sale of drug paraphernalia or imitation controlled substances.	Up to 6 months, B/Misdemeanor
579.110	Possession of Methamphetamine precursors.	Up to 4 years, E/Felony

579.101	Possession or purchase of solvents to aid others in violations.	Up to 6 months or 4 years, B/Misdemeanor or E/Felony
579.103	Selling or transferring solvents to cause certain symptoms.	Up to 7 years, D/Felony
RSMo	Description	Prison Term
597.105	Keeping or maintaining a public nuisance.	Up to 4 years, E/Felony
579.015	Possession or control of a controlled substance.	Up to 1 or 7 years, A/Misdemeanor - D/Felony
579.055	Distribution, delivery, manufacture, or production of a controlled substance, violations and attempted violations.	C,B, E, A/Felony
579.020	Unlawful distribution to a minor.	5 - 15 years, B/Felony

Students should be aware that alcohol and drug laws vary from State to State. If it is discovered by the University that a student violated the law of a state they were present in, Calvary will report the violation to the appropriate authorities of that state. The following list provides basic alcohol and drug laws of each state. This list may not be exhaustive and state laws may change without notice. Therefore, students are responsible to know the laws of the state they are present in. This information is provided for reference and does not constitute legal advice.

State	Alcohol Laws	Drug Laws
Alabama	<a href="#">Alabama Statues, Title 28</a>	<a href="#">Alabama Statues, Title 13a, Chapter 12, Article 5</a>
Alaska	<a href="#">Alaska Statues Title 4</a>	<a href="#">Alaska Statues Title 17</a>
Arizona	<a href="#">Arizona Liquor Law, Title 4</a>	<a href="#">Arizona State Legislature , Title 13, Chapter 34</a>
Arkansas	<a href="#">Arkansas Statues, Title 3, Chapter 4</a>	<a href="#">Arkansas Code, Title 5</a>
California	<a href="#">California Health and Safety Code, Division 10.7</a>	<a href="#">California Health and Safety Code, Division 10.7</a>
Colorado	<a href="#">Colorado Liquor Rules</a>	<a href="#">Colorado Revised Statutes, Chapter 18</a>
Connecticut	<a href="#">Connecticut Statues Chapter 545</a>	<a href="#">Connecticut Criminal Code</a>
Delaware	<a href="#">Delaware Code, Title 4</a>	<a href="#">Delaware Code, Title 16</a>
Florida	<a href="#">Florida Statutes Title XXXIV</a>	<a href="#">Florida Statutes, Title XLVI, Chapter 893</a>
Georgia	<a href="#">Georgia Code, Title 3</a>	<a href="#">Georgia Code, Title 16, Chapter 13</a>

Hawaii	<a href="#">Hawaii Code Chapter 281</a>	<a href="#">Hawaii Code Chapter 329</a>
Idaho	<a href="#">Idaho Statutes, Title 23</a>	<a href="#">Idaho Statutes , Title 37, Chapter 27</a>
Illinois	<a href="#">Illinois Liquor Control Act</a>	<a href="#">Illinois statutes, Chapter 570</a>
Indiana	<a href="#">Indiana Code, Title 7</a>	<a href="#">Indiana Code, Title 35</a>
Iowa	<a href="#">Iowa Statutes, Chapter 123</a>	<a href="#">Iowa Statutes, Chapter 124</a>
Kansas	<a href="#">Kansas Statute, Article 41</a>	<a href="#">Kansas Statutes, Article 57</a>
Kentucky	<a href="#">Kentucky Statutes, Chapter 244</a>	<a href="#">Kentucky Statutes, Chapter 218A</a>
Louisiana	<a href="#">Louisiana Alcohol and Tobacco Control Law</a>	<a href="#">Louisiana Statutes, Title 40</a>
Maine	<a href="#">Main Statutes, Title 28</a>	<a href="#">Maine Statutes, Title 17, Chapter 45</a>
Maryland	<a href="#">Maryland Statutes, Chapter 5</a>	<a href="#">Maryland Criminal Law, Title 5</a>
Massachusetts	<a href="#">Massachusetts Statutes, Chapter 138</a>	<a href="#">Massachusetts Statutes, Chapter 94C</a>
Michigan	<a href="#">Michigan Statutes, Chapter 436</a>	<a href="#">Michigan Statutes, Chapter 333</a>
Minnesota	<a href="#">Minnesota Statutes, Chapter 340A</a>	<a href="#">Minnesota Statutes, Chapter 152</a>
Mississippi	<a href="#">Mississippi Statutes, Title 67</a>	<a href="#">Mississippi Code, Title 41, Chapter 29</a>
Montana	<a href="#">Montana Code, Title 16</a>	<a href="#">Montana Code, Title 45 Chapter 9</a>
Nebraska	<a href="#">Nebraska Code, Chapter 53</a>	<a href="#">Nebraska Code, Chapter 28</a>
Nevada	<a href="#">Nevada Statutes, Chapter 369</a>	<a href="#">Nevada Statutes, Chapter 453</a>
New Hampshire	<a href="#">New Hampshire Statutes, Title XIII</a>	<a href="#">New Hampshire Statutes, Chapter 318</a>
New Jersey	<a href="#">New Jersey Statutes, Title 33</a>	<a href="#">New Jersey Statutes, Title 24:21</a>
New Mexico	<a href="#">New Mexico Statutes, Title 15 Chapter 10</a>	<a href="#">New Mexico Statutes, Section 30-31-23</a>
New York	<a href="#">New York Alcoholic Beverage Control</a>	<a href="#">New York Consolidated Laws, Article 33</a>
North Carolina	<a href="#">North Carolina Statutes, Chapter 18B</a>	<a href="#">North Carolina Statutes, Chapter 90</a>
North Dakota	<a href="#">North Dakota Statutes, Title 5 Chapter 5</a>	<a href="#">North Dakota Statutes, Title 19</a>
Ohio	<a href="#">Ohio Code, Title 43 Chapter 4301</a>	<a href="#">Ohio Code, Title 29, Chapter 2925</a>
Oklahoma	<a href="#">Oklahoma Statutes, Title 37</a>	<a href="#">Oklahoma Statutes, Title 63</a>
Oregon	<a href="#">Oregon Statutes, Title 37, Chapter 471</a>	<a href="#">Oregon Statutes, Title 37, Chapter 475, 475B</a>
Pennsylvania	<a href="#">Pennsylvania Statutes, Title 47</a>	<a href="#">Pennsylvania statutes, Title 35</a>
Rhode Island	<a href="#">Rhode Island Statutes, Title 3</a>	<a href="#">Rhode Island Statutes, Title 21</a>
South Carolina	<a href="#">South Carolina Code, Title 61</a>	<a href="#">South Carolina Code, Title 44 Chapter 53</a>
South Dakota	<a href="#">South Dakota Statutes, Title 35</a>	<a href="#">South Dakota Statutes, Title 22</a>

Tennessee	<a href="#">Tennessee Code, Title 39 Chapter 17 Part 7</a>	<a href="#">Tennessee Code, Title 39 Chapter 17 Part 4</a>
Texas	<a href="#">Texas Alcoholic Beverage Code</a>	<a href="#">Texas Health and Safety Code, Title 6</a>
Utah	<a href="#">Utah Code, Title 32B</a>	<a href="#">Utah Code, Title 58 chapter 37</a>
Vermont	<a href="#">Vermont Statutes, Title 7</a>	<a href="#">Vermont Statutes, Title 18 Chapter 84</a>
Virginia	<a href="#">Virginia Statutes, Title 4.1</a>	<a href="#">Virginia Statutes, Title 18.2 Chapter 7</a>
Washington	<a href="#">Washington Code</a>	<a href="#">Washington Code</a>
West Virginia	<a href="#">West Virginia Code, Chapter 60</a>	<a href="#">West Virginia Code, Chapter 60A</a>
Wisconsin	<a href="#">Wisconsin Statutes, Chapter 125</a>	<a href="#">Wisconsin Statutes, Chapter 961</a>
Wyoming	<a href="#">Wyoming Statutes, Title 12</a>	<a href="#">Wyoming Statutes, Title 35 Chapter 7</a>

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 for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture	Fine of not more than \$5 million if an individual, \$25 million if not an individual.	Fentanyl 400 grams or more mixture	Fine of not more than \$10 million if an individual, \$50 million if not an individual.
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture	<b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Heroin 1 kilogram or more mixture	<b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.		
		<b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
		<b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.		
		<b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

<sup>1</sup> [https://www.dea.gov/pr/multimedia-library/publications/drug\\_of\\_abuse.pdf#page=30](https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf#page=30) Accessed May 31, 2018

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.  <b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.  <b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

2

### Disciplinary Sanctions

In determining appropriate institutional disciplinary sanctions two major factors will be considered, 1) if the infraction was opposed to local, State, or Federal laws, and 2) if the infraction was opposed to University standards and the seriousness of the impact of the violation. To determine the impact of the violation it will be evaluated if the offense was illegal, if it was on-campus or off-campus, if there is a personal history of drug or alcohol abuse, and the impact on campus and student life. Depending on these determining factors, disciplinary action may range from a warning to expulsion. If illegal activity was involved, Law Enforcement will also be informed of the incident.

### Federal Student Financial Aid Penalties for Drug Law Violations

Anyone who is convicted of a federal or state drug crime while receiving federal student aid will lose their eligibility to receive federal student aid until their eligibility is reestablished according to Title IV regulations. Eligibility can be

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<sup>2</sup> [https://www.dea.gov/pr/multimedia-library/publications/drug\\_of\\_abuse.pdf#page=30](https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf#page=30)  
 Accessed May 31, 2018

reestablished by successfully completing a qualified drug rehabilitation program and passing two unannounced drug tests.

	Possession of illegal drugs	Sale of illegal drugs
First Offense	1 year from the date of conviction	2 years from date of conviction
Second Offense	2 years from the date of conviction	Indefinite period
3+ Offenses	Indefinite period	Indefinite period

### 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 and work 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 at <https://www.drugabuse.gov/drugs-abuse> or through the Student Services Department.

### Drug and Alcohol Programs

All individuals 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.

Faculty/Staff members who become aware of any Zero Tolerance Policy violations must report them to the Dean of Students or the appropriate vice president who will contact the appropriate authorities.

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

*Counseling is available through the Student Development Office for no fee. Other local options for individual counseling are available with:*

Treatment of

**Abundant Life Counseling Services**  
 414 S.W. Parsels Road  
 Lee’s Summit, MO 64081  
 (816) 554-8181

*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 (Under 18)**  
 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 either of the above resources.

- Allow open communication between the Counselor and the Student Services Department.
- Have regular meetings with the Student Services Department.

The Student Services 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**

### **Introduction**

Calvary University adheres to Title IX except where doing so would violate its sincerely held religious beliefs as summarized in its Statement of Faith and Position Statements. Calvary University students, employees, guests, and visitors have the right to be free from all forms of gender and sex-based discrimination, including sexual violence, sexual harassment, domestic violence, dating violence, and stalking. Actions that violate this right undermine the basic principles of biblical teaching, the community, and applicable laws. All members of the CU community are expected to conduct themselves in a manner that respects the rights, dignity and value of all other members of Calvary’s community. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. CU utilizes procedures that provide prompt, fair, and impartial investigation and resolution

in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who have received specific training.

In these situations, CU is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues.

The policy herein defines expectations for the CU community and establishes a mechanism for determining when those expectations have been violated.

It should be noted that this policy specifically addresses sexual misconduct. Per other policies at CU, any sexual activity of any kind outside of defined boundaries may result in disciplinary sanctions.

### **Title IX Coordinator**

The University's Title IX Coordinator oversees compliance with all aspects of the sexual harassment, discrimination, and misconduct policy. The Coordinator reports directly to the President of the University. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the university Title IX Coordinator.

Samuel Tschetter, Director of Student Affairs and Title IX Coordinator  
15800 Calvary Rd  
Kansas City, MO 6147  
Madison Hall, Office 111  
(816) 768-6975  
[samuel.tschetter@calvary.edu](mailto:samuel.tschetter@calvary.edu)

Inquiries may be made externally to:

Office for Civil Rights:  
*Kansas City Office*  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
Telephone: (816) 268-0550  
Fax: (816) 268-0559  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission, Kansas City Office  
400 State Ave., Suite 905  
Kansas City, KS 66140  
Telephone: 1-800-669-4000  
Fax: (913) 551-6957  
Email: [info@eoc.gov](mailto:info@eoc.gov)

### Overview of Policy Expectations with Respect to Sexual Conduct

Calvary University prohibits all forms of sexual activity outside of marriage. For the purposes of Title IX compliance, sexual activity of any type without clear, knowing, and voluntary consent prior to and during the sexual activity is strictly forbidden. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as verbally expressing what one wants and doesn't want. Consent to one activity does not constitute consent to another activity, and previous consent does not imply consent to future sexual activity.

### Sexual Misconduct Offenses

A sexual misconduct offense is any unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the University's educational program or activity and/or constitutes one of the following:

- A. Sexual Harassment. Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
  - a. an employee of the institution conditioning an aid, benefit or service of the institution on an individual's participation in unwelcome sexual conduct (*i.e. quid pro quo*);
  - b. any unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person access to the institution's education program or activity; or
  - c. sexual assault (as defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act ("VAWA").

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 dismissal from Calvary University or termination of employment.

- B. Sexual Assault. Sexual Assault is any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - a. Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
  - b. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity
  - c. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- d. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.
- C. Dating Violence. Dating violence means violence committed by a person—
  - a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - i. The length of the relationship.
    - ii. The type of relationship.
    - iii. The frequency of interaction between the persons involved in the relationship.
- D. Domestic Violence. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- E. Stalking. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - a. Fear for his or her safety or the safety of others; or
  - b. suffer substantial emotional distress.

### **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 a violation of the sexual harassment definitions above, 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
- Unwanted interactions that are too frequent, intense, or durative.
- Sexual jokes
- Constantly following another student
- 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
- Retaliation after a breakup

- Displaying sexual objects, pictures, written materials or cartoons
- Fondling another's breasts, buttock, groin, or genitals or touching another with these body parts
- Refusing participation in a campus event because the student filed a Title IX complaint.
- Leering, brushing against the body, sexual gestures or suggestive or insulting comments
- Sexual exhibitionism
- Invasion of sexual privacy
- Prostituting another student
- Unwanted Kissing
- Disregarding a non-contact order
- Intercourse with another who is under the influence of a substance so that they are unable to provide clear, knowing, and voluntary consent
- Intimidating another into allowing sexual contact
- Repeated badgering for sexual contact
- Sexual Penetration without clear consent
- Inquiries into one's sexual activities
- Exploitation, Cyber-harassment including non-consensual videos or audio tapings of sexual activity
- Sexual assault or coerced sexual acts.

### **Definitions**

**Consent** - Consent is an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexual activity, 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. Consent must be given knowingly, voluntarily, and clearly.

- 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.

**Coercion** - Coercion is unreasonable pressure to take part in sexual activity or in any of the prohibited conduct listed in this document. Unreasonable pressure can be exerted through physical or emotional force, intimidation, persistent advances, misuse of authority, outright threats or administration of drugs or alcohol. When someone makes it clear that he or she does not want to engage in sexual activity or does not want to go beyond a certain point of sexual interaction, continued pressure beyond that point may be considered coercive. Ignoring or dismissing the objections of another person may also be a form of coercion.

**Force** - Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats) or coercion that is intended to overcome resistance to or produce consent. Sexual activity that is forced is, by definition, non-consensual. The presence of force is not demonstrated by a lack of resistance.

**Incapacity** - Incapacity is defined as a person incapable of giving consent because he/she is asleep, unconscious, losing or regaining consciousness or 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.

**Sexual Penetration** - Sexual Penetration is defined as any degree of insertion of a penis, hand, finger, tongue or any object into a person's anus or vulva, or any degree of insertion of genitalia into the mouth.

**Communication** - Clear communication is required by Calvary University's Sexual Assault definitions, which require each participant to obtain and give consent before engaging in any form of physical touch or sexual activity. Relying solely upon nonverbal communication is not sufficient. Communication is a foundational process that affects all of our relationships and interactions.

**Retaliation** - Retaliation is any materially adverse action taken as a result of a person's participation in a protected activity. This includes filing a grievance, acting as a witness, participating in the resolution process, or assisting in an investigation.

Reports of retaliation should be brought to the Title IX Coordinator immediately. Any individuals who are concerned about retaliation should inform the Title IX coordinator so that appropriate steps may be taken mitigate such occurrence.

### **Title IX Jurisdiction**

In order for Calvary's Title IX policy to apply the following jurisdictional qualifications must be met.

- The incident must have taken place in the United States.
- Calvary must have control over the Respondent (student, faculty, vendor, etc.)
- Calvary must have control over the context of the harassment (on-campus location, official CU activity, supervision on an event, CU provided funding for the activity, sponsorship, promotion, or endorses the event or circumstances, etc.)
- Complainant is a member or seeking to be a member of Calvary University
- Grievance must qualify under one or more of the aforementioned violations.

If an allegation does not meet these criteria it will be dismissed as a Title IX violation. Even if the allegation does not qualify as a Title IX violation it may still be a violation of other policies in Calvary's Student Handbook.

### **Discretionary Dismissal**

The Title IX Coordinator may dismiss a Title IX report or allegations at their discretion if :

- They are notified by the Complainant in writing that the Complainant wishes to withdraw the formal complaint or allegations
- The Respondent is no longer enrolled or employed by Calvary
- Specific circumstances prevent the Calvary from gather evidence sufficient to reach a determination.

### **Amnesty Policy**

In exceptional cases, amnesty may be offered to witnesses in the course of a Title IX investigation. Amnesty provides protection from disciplinary sanctions for infractions to those who have material information in an investigation. Amnesty may be granted in full or in part at the discretion of the Investigators, the Title IX Coordinator, and the Student Deans. Amnesty will be determined on a case-by-case basis.

## Sanctions

The following sanctions may be imposed upon a respondent found responsible for sexual misconduct. They are listed below and defined in either the Student Handbook or the Employee handbook, respectively

### ***Student Sanctions:***

- Verbal Warning
- Written Warning
- Probation
- Expulsion

### ***Employee Sanctions:***

- Verbal Warning
- Written Warning
- Suspension without Pay
- Dismissal

## Reporting and Confidentiality

All Calvary employees are expected to report actual or suspected discrimination or harassment to appropriate officials immediately. In order to make informed choices, it is important to be aware of confidentiality and mandated reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a reporting party has requested this information be shared. If a reporting party expects formal action on their allegations, reporting to any employee can connect them with resources to report crimes and policy violations. Mandated reporters will immediately pass reports to the Title IX Coordinator, who will take action when an incident is reported to them.

### ***Confidential reporting***

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Karen Hange, Victim Advocate  
Education Building office  
Phone: (816) 425-6186  
Email: [karen.hange@calvary.edu](mailto:karen.hange@calvary.edu)
- Tim Hange, Victim Advocate  
Education Building office  
Phone: (816) 425-6184  
Email: [tim.hange@calvary.edu](mailto:tim.hange@calvary.edu)
- Aaron Heath, Victim Advocate  
Madison Hall office  
Phone: (816) 425-6131  
Email: [aaron.heath@calvary.edu](mailto:aaron.heath@calvary.edu)

- Off-campus individuals, not employees of Calvary University
  - Licensed professional counselors and other medical providers
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains
  - Attorneys.

Reporting Parties need to be aware that the Victim Advocates above will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. These individuals are employees of Calvary and are not licensed counselors nor do they act in the role of a counselor. Victim Advocates provide a confidential resource for students that can connect victims to professional help (both medical and counseling) and for guidance on Calvary's Title IX policy. Victim Advocates will still submit anonymous statistical information for the Clery Act. Licensed counselors are available free of charge through Victim Advocates or the Student Dean's.

### ***Mandated Reporting***

All Calvary employees, with the exception of the Victim Advocates above, have a duty to report harassment or discrimination of which they become aware. Employees must promptly share all details of the reports they receive. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees as those details must be shared with the Title IX Coordinator.

In cases which indicate a pattern, predation, threat, weapons and/or violence, Calvary may not be able to honor a request for confidentiality or for an informal resolution. In cases where the reporting party requests confidentiality and the circumstances allow the university to honor that request, the University will offer interim supports and remedies to the reporting party and the community but will not pursue formal action. If the reporting party elects to take no action, they can change that decision later if they decide to pursue a formal process at a later date. A reporting party has the right and can expect to have reports taken seriously by Calvary when formally reported and to have those incidents investigated and properly resolved through this policy and Title IX procedures

Even with a formal report Calvary will afford as much privacy to the reporter as possible. Only officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party.

### ***Formal Reporting***

If a Complainant wishes to file a formal allegation of sexual harassment against a Respondent requesting that Calvary investigate the allegation, they

may do so by contacting the Title IX Coordinator. The report must be a written account of the allegation that has been signed (either physically or digitally) by the complainant. Reports to the Title IX Coordinator can be made via email, phone, or in person at the contact information below:

Samuel Tschetter: Title IX Coordinator, Director of Student Affairs

Madison Hall office 110

Phone: (816)768-6975

Email: [samuel.tschetter@calvary.edu](mailto:samuel.tschetter@calvary.edu)

A formal Report may be withdrawn at any point prior to the Hearing.

### ***Request for an Informal Resolution***

In addition to the option of filing a formal complaint that is resolved through the Judiciary Process, the Complainant has the option to resolve the allegation via an informal process. This requires signed agreement from both the Complainant and Respondent to proceed according to an informal process. An informal process may take many forms but may not involve a full investigation.

### **Timeframe for Filing a Complaint**

Calvary University does not limit the timeframe for filing a complaint. The University encourages complaints to be filed as soon as reasonably possible following an alleged Policy violation because the University's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing of a complaint. Further, with respect to those cases that will be reviewed by disciplinary bodies at the conclusion of the investigation, the University's ability to complete its processes may be limited with respect to Responding party who have graduated from or are no longer employed by the University.

### **Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area) for the publication of the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. This reporting protects the identity of the victim and may be done anonymously.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to

ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

### **JUDICIARY PROCESS FOR GENDER-BASED MISCONDUCT**

#### ***Overview***

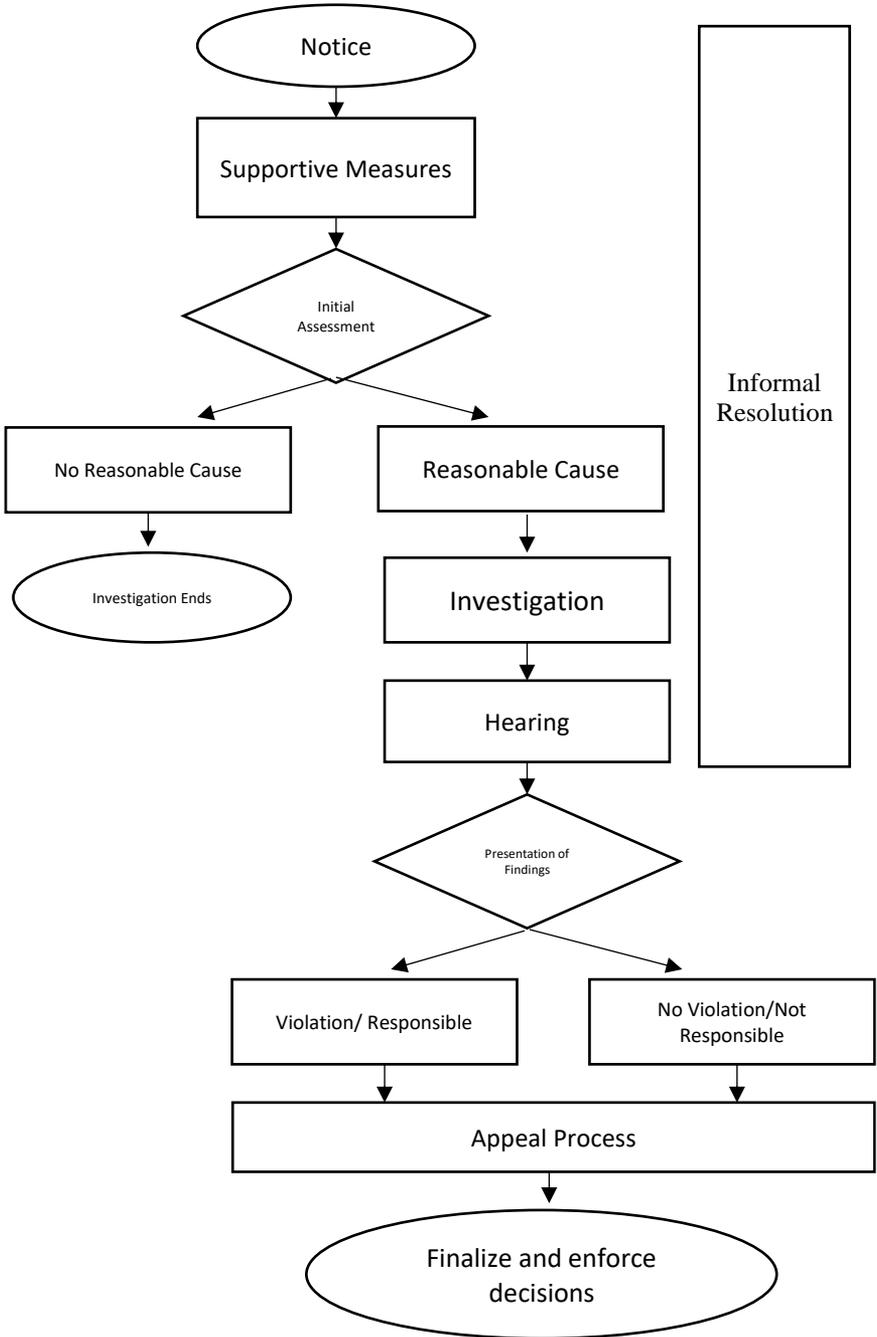
The following is a condensed explanation of Calvary University's Judiciary process and lays out the policy for Title IX Investigations. It is based on the Office of Civil Rights Investigative model. For further details regarding this process, please contact the Title IX Coordinator.

Calvary's Judiciary Process will be fair and impartial. All relevant evidence will be objectively evaluated, including inculpatory and exculpatory evidence. Credibility determinations are not based on a person's status as a Complainant or Respondent, or Witness. Respondents are not presumed to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. All parties and Witnesses are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process.

Both parties will have opportunities to provide their account of the alleged incident, respond to the other party's account and inspect and review evidence that is directly related to the allegations.

Each party may have an Advisor of their choice. Advisors may accompany the party to any meeting or proceeding. If a party does not have an Advisor for the Hearing, the Title IX Coordinator will appoint an Advisor for the party at charge.

The college strives to complete the judiciary process within 45 business days. Throughout the process Calvary will provide the parties with regular status updates and information regarding next steps.



**Notice**

Once Calvary University receives an initial report the Title IX Coordinator will reach out to the Complainant. In this meeting the Coordinator will:

- Discuss the availability of supportive measures and the Complainant's wishes regarding supportive measures.
- Discuss the report and listen to the complainants account. The Title IX Coordinator will ask questions at this time to gain a better understanding of the nature of the alleged incident.
- Explain this policy and the definition of Sexual Harassment.

**Supportive Measures**

At the Complainant's request Calvary will implement acceptable measures to assist the Complainant and provide emotional and spiritual support. Measures may include, but are not limited to:

- Access to counseling
- Adjusted classes/schedules
- Modified attendance expectations
- Transfer from in-class to online educational format

**Initial Assessment**

The Title IX Coordinator will determine whether the alleged conduct is applicable under this policy. Alleged conduct that does not constitute a violation of this policy may still be redressable under another policy. In this case, the Title IX Coordinator will refer the complainant to the appropriate official.

In the event it is determined that the alleged actions do not meet the criteria for proceeding to an investigation the case will be dismissed. Determination of a lack of Reasonable Cause will be based on criteria in this policy.

If it is determined that Reasonable Cause exists, the Title IX Coordinator will appoint a team of investigators for the case. The Title IX Coordinator may serve as an investigator.

**Investigation**

The Investigation will involve the following:

- Gathering evidence
  - If a party wishes for their medical records, prior educational records, or other records that are external to Calvary to be considered in the grievance process they must provide written consent for those records to be released to Calvary and make arrangements for the records to be sent to Calvary.
- Interviewing the Complainant, Respondent, and any Witnesses
- Review and assessment of all related written statements, reports, and other relevant material.

- Synthesizing areas of dispute and agreement between the parties
- Preparation of an Investigative Report that organizes, assesses, and fairly summarizes the relevant evidence and synthesizes areas of dispute and disagreement between the parties.
- Review of applicable College policies.

If a party has not selected an advisor by the time the draft investigative report has been written the Title IX Coordinator will appoint one for them at this time.

The draft Investigative Report will be provided to the parties who will have 10 business days to submit a written response. This is an opportunity for each party to correct or clarify the evidence or provide additional information before the Report is finalized. A party's failure to respond will be taken as their confirmation that the investigative report and any additional evidence is accurate.

Following the receipt of the written responses the Investigation Report will be finalized, including the written responses. The completed Investigation Report and relevant evidence will be provided to the Parties and their Advisors for an additional 10 days prior to the Pre-Hearing conference.

### ***Pre-Hearing Conference***

Each party and their Advisor will attend a Pre-Hearing Conference with the Hearing Chairperson and the Title IX Coordinator. The Hearing Chairperson will chair this meeting. The purpose of this meeting is to prepare the parties for the Hearing and ensure they understand the procedures.

At this meeting Parties and their advisors will:

- Be notified of the date, time, and location of the Hearing.
- Review the list of witnesses the Hearing Panel wishes to call at the Hearing.
- Notify the Chairperson of witnesses they will call at the hearing.
- Submit in writing any evidence they intend to use and/or questions they intend to ask (through their advisor) of the other party and any Witnesses at the Hearing.

During the Pre-Hearing Conference the Chairperson will review the submitted questions and evidence and make a determination regarding their relevancy. If a question or evidence is not relevant, the Hearing Chairperson will explain and document their decision to exclude it from the Hearing in the Pre-Hearing Conference Summary. The parties may provide reasons why they believe the question or evidence is relevant or not relevant and their rationale will be taken into consideration by the Chairperson.

Questions and evidence about the Complainant's or Respondent's prior sexual behavior are not relevant and will not be allowed to be asked at the hearing. There are three exceptions to this rule. The question or evidence will be considered if they:

1. Are offered to prove that someone other than the Respondent committed the conduct alleged by the complainant
2. Concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent
3. Concern specific incidents of the Respondent's prior sexual behavior with respect to the Complainant and are offered to prove consent

Questions that seek or constitute disclosure of information protected by a legally recognized privilege are not permitted at the Hearing, unless the person holding the privilege waives it.

The Parties and their Advisors will be informed that they may still resolve the matter informally.

The Hearing Chairperson will write a Pre-Hearing Conference Summary that includes documentation of relevancy-based exclusions of questions or evidence and the list of approved questions or evidence. The Hearing Chairperson will provide it to the Parties in writing before the Hearing and it will become part of the record provided to the Hearing Panel.

### ***Hearing***

Calvary will conduct a live Hearing to determine whether the Respondent is responsible for the alleged conduct and if so, what disciplinary measures or sanctions will be imposed. The Hearing Panel is the decision maker and will use the preponderance of the evidence standard, which means the greater weight of the evidence.

The Hearing Panel will consist of a minimum of three individuals who all have a vote. Students will not serve on the Panel. The Hearing Chairperson will preside over the hearing and the determination will be made by majority vote. At its discretion the college may employ a third party to conduct the hearing.

The Title IX Coordinator will be present at the hearing to answer questions or clarify information but will have no other role in the grievance process.

The Hearing Panel will be permitted to call witnesses.

Each party's Advisor will be permitted to present evidence and ask the other party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility. Questions that were not submitted during the Pre-Hearing Conference will be vetted through the Chairperson to determine its relevancy. Any decision to exclude a question or evidence as not relevant will be explained.

If a party or Witness does not submit to cross-examination at the Hearing, the Hearing Panel must not rely on any statement that party or Witness made during the Investigation and the Hearing in determining responsibility. However, the Hearing Panel cannot draw an inference about the determination regarding responsibility based solely on a party's or Witness's absence from the Hearing or refusal to answer cross-examination or other questions.

Either party may request to be in separate rooms during the Hearing, with technology enabling the Hearing Panel and parties to simultaneously see and hear the party or Witness answering the questions.

Calvary will create an audio or audio/visual recording of any Hearing and make it available to the parties for inspection and review. After the Hearing is complete the Hearing Panel will convene in private within 48 hours of the end of the Hearing to vote on the outcome.

### ***Presentation of Findings***

The Hearing Chairperson will simultaneously provide the parties a written determination regarding responsibility and disciplinary action within 5 business days of the end of the hearing.

If the Hearing Panel determines the Respondent is Responsible and committed a violation of this policy, it will also detail sanctions. Any actions to remedy the effect on the victim and the community will also be included in the notification.

If the Hearing Panel returns with a finding of Not Responsible and No violation, no sanctions will be imposed.

Following notification of the determination the parties have five days to appeal the decision. If no appeal is received after five days the window for appeals closes and sanctions are enforced.

### ***Appeal Process***

Both Parties have the right to appeal to the President's Cabinet via the President regarding the finding or the College's dismissal of a Formal Complaint. Appeals must be submitted within 5 business days of determination of responsibility or dismissal of the Formal Complaint. In the event of an appeal the Title IX Coordinator will provide the Cabinet with the Investigation Report and the recording of the Hearing.

When an appeal is filed the Title IX Coordinator will notify the other party in writing. Both parties will have five days to submit to the cabinet a statement supporting or challenging the outcome.

Permissible basis for appeals are:

- Procedural irregularity that affected the outcome of the matter
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome
- The Title IX Coordinator, Investigator, or Hearing Panel member had a conflict of interest or bias for or against a party that affected the outcome
- The appropriateness of the sanctions.

The parties will simultaneously receive a written decision describing the result of the appeal and the rationale for the result. If an appeal is filed, the determination will become final and sanctions will be enforced on the date that

the college provides the parties written determination of the result of the appeal.

Once the determination goes into effect, either of the initial determination or the result of an appeal, other non-Title IX policy violations that took place in the incident and not covered by the Amnesty policy will be referred to the appropriate administrative office.

### ***Informal Resolution***

At any point prior to reaching an initial determination regarding responsibility, Calvary may facilitate an Informal Resolution Process that does not involve a full Investigation and Hearing. An Informal Resolution may be pursued when, upon filing a formal report, *both* parties provide voluntary written consent to participate in the Informal Resolution Process.

Upon agreeing to the Informal Resolution Process, Calvary will provide parties with written notice disclosing the allegations, the requirements of the Informal Resolution process, and any consequences resulting from participating in the Informal Resolution Process, including any records that will be maintained or shared.

The Title IX Coordinator will present a framework of potential remedies to guide the parties in negotiation, but the parties themselves must come to an agreement. The Title IX Coordinator will facilitate this process and will use their discretion to ensure that the Informal Resolution is appropriate for the College. The parties may not bind the College to a resolution that the College does not deem appropriate.

Informal Resolution may be accomplished through mediation and other forms of facilitation. Parties may communicate through the Title IX Coordinator to minimize contact with each other or they may communicate directly with each other.

During an informal resolution an investigation may be done by the Student Deans Department. This investigation will not be as extensive as in the Formal Judiciary Process. This informal investigation is to determine violations of other policies and appropriate disciplinary sanctions for those.

At any time prior to agreeing on a resolution, any party may withdraw from the Informal Resolution process and the Formal Resolution process will resume. The Title IX Coordinator may use their discretion to determine if an Informal Resolution is not working (lack of good-faith effort by a party, at an impasse, etc.) the Title IX Coordinator may require the matter to be determined by a hearing.

## **Preventive and Intervention strategies**

### **How to Be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the

conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

*(Bystander intervention strategies adapted from Stanford University)*

### Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation. Try to avoid isolated areas. It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don't know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it

yourself. At parties, don't drink from the punch bowls or other large, common open containers.

- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

**If you need to get out of an uncomfortable or scary situation, here are some things that you can try:**

- **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### **How to Help a Survivor of Sexual Misconduct**

**Support for survivors can be essential in their ability to recover. Here are some suggestions for how to help:**

- **Believe** the survivor. The greatest fear of a sexual assault survivor is that they will not be believed; accept what you are hearing.
- **Validate** the significance of the event. Do not minimize the trauma they experienced. Recognizing the impact of the assault on their life may be helpful in the healing process.
- **Listen** and be patient. Let her/him tell her/his story at their own pace.
- **Reinforce** that the sexual assault was not the student's fault. Whatever they did to survive the assault succeeded. Avoid questions that seem to blame them for their actions such as, "Why didn't you scream? Why did you go to his room?"
- Remind them that the **perpetrator caused the attack**, not the victim.
- **Allow** the student to share their feelings, especially those of anger, self-blame, or grief.
- **Accept** the survivor's reactions, whatever they might be. State that these feelings are normal and the recovery process takes time.

- **Avoid** comparing their experience to others' experiences. Everyone experiences trauma differently.
- Ask how you can help. **Be available.** Reassure the survivor that someone is available to them 24 hours a day.
- Let the survivor take **control** of the situation. Remember the survivor has been robbed of all sense of control, so letting them make decisions will be empowering. Support all of the survivor's decisions, even if you disagree with them.
- Offer to **accompany** the survivor in seeking medical attention, counseling, or contacting the police and/or the Title IX Coordinator or Investigators.
- Help identify a **support system** for the survivor-it can be a friend, family member, or counselor.
- Suggest they call a professionally trained sexual assault **resource** who can help her/him in all aspects of this crisis.
  - 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)
- Help them organize their thoughts on how to proceed, but let them make their **own decisions** in order to regain the feeling of being in **control**.
- Be **patient** and let the survivor recover at their own rate. It may take weeks, months, or years. Survivors may never completely "forget" the attack.
- Provide protection by giving the survivor a **safe place** to go. Offer them companionship or suggest a friend return home with them.
- Encourage the survivor to **preserve evidence**. The sooner an assault is reported, the better the likelihood of charges being filed and the accused convicted. Caution the victim not to shower, eat, wash their clothes or brush their teeth. If they do go to the hospital, tell them to bring a change of clothes. The **PERK** exam requires all clothing to be examined at a police lab for evidence. Assure them that they will remain in control of decision making about judicial options.
- **Touch** or hug the victim only if you're sure they are comfortable with physical contact. If you are unsure, ask.
- **Do not** tell anyone else about the assault without the survivor's permission.
- **BE AVAILABLE** in the weeks and months following the assault. Recovery from sexual assault is a long, difficult process. Know when to ask for outside support to process your own feelings.
- **Confront** your own fears and prejudices about sexual assault.
- **Educate** yourself about the common myths and misconceptions.
- **Learn** about Rape Trauma Syndrome to know what to expect from the survivor.

## STUDENT BILL OF RIGHTS

Calvary University desires students to not only thrive in their walk with the Lord but to succeed in their time here as students. Listed below are the rights of every CU student regarding the education they receive here.

1. Students have the right to live and learn in a safe campus environment and to be informed of the existence of known dangers and the location and nature of crimes committed on campus. Students have the right to accurate statistics regarding campus crimes. CU desires to provide this safety and keep the student informed of any danger at all times. Calvary's security ensures this by having a security guard on call 24 hours a day, 7 days a week. For more information on safety, please see the "Public Safety" section of this handbook.
2. Students have the right to freedom from discrimination or harassment in accordance with Calvary's non-discrimination policy.
3. Students have a right to accurate information relating to maintenance of acceptable academic standing, graduation requirements, program student learning outcomes, and individual course objectives and requirements. Every CU course provides this information in the syllabus given at the beginning of each course and in CU's catalog.
4. Student records will be maintained in keeping with the Family Education Rights and Privacy Act of 1974 and subsequent amendments and guidelines for implementation.
5. In all instances of general discipline, academic discipline, and academic evaluation, the student has the right to fair and impartial treatment.
6. Students have the right to discuss concerns with department heads/chairs. Academic department heads are expected to incorporate student input into decisions affecting academic instruction, advising, and student learning assessment. This input usually takes form through departmental advisory committees and student evaluation of faculty members. Individual students, however, may make appointments with their department heads to discuss specific problems, plans, or suggestions. CU's faculty will always strive to encourage and help the student work through any concerns they may have.
7. Students have the right to file a grade appeal. Instructors are responsible for stating clearly the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with these objectives. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Instructors are responsible for determining and assigning final course grades. Graded examinations, papers, and other materials used as a basis for evaluating a student's achievement will be available to the student for inspection and discussion. Students may appeal instructors' grading decisions by submitting a written appeal to the Registrar's Office. For more information on this process, please refer to the section "Academic Policy" in this handbook or CU's catalog. The burden of proof, however, rests with the student.
8. Students have the right to file a complaint. CU is committed to treating all students fairly and respectfully. CU's policies that apply to students are published annually in the Student Handbook and the catalog, in addition to those found in other resources from individual departments and offices. In an

instance of perceived violation of a CU policy, a student may file a complaint in accordance with CU's Grievance Procedures found below.

## GRIEVANCE PROCEDURES

### Internal Grievance Procedures

The University is committed to the scriptural principles found in Matthew 18:15-17. Therefore, the student should first attempt to discuss the matter privately with the person in an effort to resolve the matter. However, the University understands the difficulty inherent in discussing an offense with persons in a position of authority.

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 University procedures. A grievance is a concern related to an alleged illegal or improper action not otherwise addressed in policies contained within the Student, Staff, or Faculty Handbooks. Calvary has set procedures for all students who wish to present grievances. These procedures are listed below.

Type of Grievance	Contact	Grievance Procedure
Academic	Registrar's Office <a href="mailto:registrar@calvary.edu">registrar@calvary.edu</a> 816-425-6166	Submit appropriate grievance information (per the procedure below) to Registrar's Office.
Student Life	Student Development Department <a href="mailto:student.deans@calvary.edu">student.deans@calvary.edu</a> 816-425-6162	Submit appropriate grievance information (per the procedure below) to Student Development Department.
FERPA Violation	Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, SW Washington, DC 20202-4605	See "Family Education Rights and Privacy Act (FERPA)" under <u>Campus Services</u> of <i>Calvary University Student Handbook</i> .
Gender-Based Misconduct (Title IX)	Samuel Tschetter Title IX Coordinator <a href="mailto:samuel.tschetter@calvary.edu">samuel.tschetter@calvary.edu</a> 816-768-6975	See "Procedures for Formal Complaints" under <u>Gender-Based Misconduct Policy (Title IX)</u> in Appendices of <i>Calvary University Student Handbook</i> .

Grievances against a VP	President’s Office <a href="mailto:president@calvary.edu">president@calvary.edu</a> 816-425-6149	Submit appropriate grievance information to the President’s Office.
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If the student is in a situation where they are unsure how to proceed, the student is encouraged to seek counsel from the Student Deans Office. The Student Deans are always available to provide advice and support for students who are uncertain as to how they should proceed in response to grievances.

For FERPA, Gender-based misconduct, and VP grievances, please contact the person listed above. For Academic and Student Life grievances, use the following procedure:

1. Grievances should be submitted 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, if warranted, appropriate action will be taken.
3. Should anyone be dissatisfied with an action taken as a result of the investigation, an appeal may be made to the appropriate VP, who will then submit the appeal to the appropriate committee for evaluation.
4. A committee will review and render a judgment for the appeal. Once the committee renders a judgment, no other appeals are possible at an institutional level.

Any students filing a written grievance may be required to meet with a staff member face-to-face or over the phone 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 University staff when requested to do so, the University 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.

When filing a complaint, it is important that the reporting party state the nature of the grievance, supply 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 expulsion. In all cases, confidentiality of the reporting party and responding party 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.

**External Grievance Procedures**

Calvary University students enrolled in online as well as on-campus courses should attempt to resolve complaints by following the Grievance Procedure in the CU Student Handbook. Students may also seek external assistance through the channels below.

**Online & Distance Students Outside of Missouri***State Authorization Reciprocity Agreement Grievance Procedures (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 SARA Portal Agency, 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.

**Leroy Wade**

Assistant Commissioner  
Missouri Department of Higher Education  
205 Jefferson Street  
P.O. Box 1469  
Jefferson City, MO 65102-1469  
573.751.2361  
[leroy.wade@dhe.mo.gov](mailto:leroy.wade@dhe.mo.gov)

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.

### **For Students in Missouri**

#### *Missouri Department of Higher Education*

The Missouri Department of Higher Education (MDHE) has been assigned to serve as the clearinghouse for complaints concerning colleges and universities.

The State of Missouri recognizes that, “many issues fall within areas that generally are within the sole purview of an institution and its governing board.” Furthermore, “issues or complaints are generally more speedily and appropriately resolved within the grievance channels available at the institution.”

Missouri encourages students and prospective students with complaints to use all available informal means to resolve them. In other words, a complainant should first follow scriptural principles found in Matthew 18: 15-17, before proceeding to more formal steps. Calvary University’s Grievance Procedures can be found in our undergraduate catalog: <http://www.calvary.edu/university-catalog/>, starting on page 333.

According to the State of Missouri, “Exhaustion of all informal and formal institutional processes, including both campus processes and any applicable system processes, is a prerequisite to filing any formal complaint with the MDHE.” Simply stated, the MDHE expects you to have followed Calvary’s procedures, prior to contacting them.

In the event that, “a mutually agreeable resolution can’t be reached at the institutional level, the student or prospective student may proceed with the MDHE’s formal complaint process. Prior to initiating this formal process, complainants must first call the MDHE at 573-526-1577 to indicate their desire to file a complaint.”

The MDHE will screen calls to ensure that Calvary’s complaint process has been followed. If the MDHE accepts the complaint, a complainant will be sent a form to be filled out and returned. Supporting documentation should be included in the formal complaint.

The MDHE will acknowledge receipt of your complaint. “If there is no indication that institutional remedies have been exhausted, the complaint will be returned for that purpose.”

Complaints that fall within jurisdiction will be investigated and resolved by the MDHE. Some complaints may need to be forwarded to another State Agency, or Calvary's accrediting body. "All parties to the complaint will be notified of its resolution by mail."

### Accreditation Complaints

Students and prospective students of Calvary University may file complaints with our Accreditors:

HLC - <http://www.hlcommission.org/HLC-Institutions/complaints.html>, ABHE - <http://www.abhecoa.org/forms.abhe.org/webdocs/Policy%20on%20Complaints.pdf>, or the State's designated agency.

## 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:

- Request information for which there is no clear necessity.
- Use methods of collecting, reviewing, transmitting, or storing student information that fail to protect against improper access to the material elicited.
- Fail to operate facilities with appropriate safety, accessibility, and privacy.
- Fail to establish with students a clear understanding of what may be expected and what may not be expected from the service(s) offered.
- Fail to use biblical principles in regulating student conduct or in counseling and discipline of students.
- 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.
- 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 Vice President of Student Development with explanation deemed necessary. The Vice President of Student Development will then submit the grievance to the appropriate vice president. Grievances will be submitted as follows: concerning staff to the Chief Operations Officer; concerning faculty to the Chief Academic Officer; concerning the President to a President's cabinet member; 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 Development, Business, and Security. The report is also available on reserve in the Library. Any further questions should be directed to the Chief of Security.

## **REPORT ON ATHLETIC PROGRAM PARTICIPATION RATES AND FINANCIAL SUPPORT DATA (EADA)**

In accordance with the Equity in Athletics Disclosure Act, an annual report pertaining to Calvary’s athletic programs is available to prospective students, students, and to the public in the following locations:

- ✓ Admissions Office
- ✓ Financial Aid Office
- ✓ Athletic Director’s Office
- ✓ Institutional Research Office

Any questions regarding the Equity in Athletics Disclosure Act should be directed to the Institutional Research Office.

## **STUDENT IDENTITY VERIFICATION IN DISTANCE LEARNING POLICY**

### **Purpose and Scope**

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Calvary University has established and will periodically evaluate its process to confirm that a person who has accepted admission to CU is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course.

This policy applies to all credit-bearing distance education courses or programs offered by Calvary University, beginning with the application for admission and continuing through to a student’s graduation, transfer, or withdrawal from study. The purpose of this policy is to ensure that Calvary operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

The HEOA requires that institutions offering distance education courses or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

## **Compliance**

### *Secure Login and Password:*

Each student at Calvary University is provided an email address with an initial password for secure access. Students are given user accounts to other systems (Education Management and Canvas) for which they are required to create their own password. New students are provided login information after acceptance into the university. Students are responsible for providing their complete and true identity information in any identification verification process. It is against University policy for a user to give someone his or her password or to allow others to use his or her account. Personally identifiable information collected by the university may be used, at the discretion of the institution, as the basis for identity verification.

## **Responsibilities**

All users of the University's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited.

Access credentials may not be shared or given to anyone other than the user to whom they were assigned to for any reason. Users are responsible for any and all uses of their account. Users are responsible for all activity on their accounts. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within the most recent University Catalog as well as the Student Handbook. Failure to read university guidelines, requirements and regulations will not exempt users from responsibility.

As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use technologies and to design courses that use assignments and evaluations that support academic integrity. Changes in student behavior such as sudden shifts in academic performance or changes in writing style or language used in discussion groups or email may indicate academic integrity problems. Instructors routinely should use a variety of assessment instruments. As best practices suggest, faculty should routinely ask students to share in appropriate ways important ideas learned from texts and references, require research projects and paper assignments to be submitted in steps, and/or use Turnitin.com.

Calvary provides ProctorU for faculty to make use of for assessment purposes to verify student identity. Fees associated with ProctorU are paid for by the student as follows for the 2020 – 2021 school year:

- 60 minutes or less - \$8
- 61 – 120 minutes - \$10
- 121 – 180 minutes - \$12

Faculty teaching courses through distance education methods hold primary responsibility for ensuring that their individual courses comply with the provisions of this policy. Faculty are responsible for informing the Academic Office and Chief Academic Officer of any new technologies being used to verify student identity, so that published information on student privacy can be maintained appropriately, and so that that the university can coordinate resources and services efficiently. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when feasible and pedagogically sound, to design courses that employ assignments and evaluations unique to the course and that support academic integrity.

Deans and directors of college-level units are responsible for ensuring that faculty are aware of this policy and comply with its provisions. Deans, chairs and directors are also responsible for ensuring that academic awards and degree programs within their units comply with the provisions of this policy.

#### *Review*

The Academic Office is responsible for ensuring compliance with this policy and that deans, department chairs, and program directors are informed of any changes in the policy in a timely fashion, as well as ensuring that university-level processes remain in compliance with this policy (registrar, admissions, library, etc.).

## **SEXUAL OFFENDER INFORMATION**

The "Campus Sex Crimes Prevention Act" is a federal law enacted on October 28, 2000, which 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 University determines that an applicant for admission or existing student is listed on a Sex Offender Registry, the following procedures shall apply:

- The applicant will be denied admission to Calvary University. This is defined as:
  - Admission Denied/Revoked: Admission to the college, or to college functions or activities, may be denied or revoked to individuals who are unable to demonstrate safe and/or non-disruptive conduct.

- If the applicant registers for classes and/or becomes a student before the College 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.
- 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 University, he/she may invoke the following appeal process:

- The applicant or withdrawn student will receive a letter from Student Development, stating his/her denial of admission or administrative withdrawal.
- The applicant/withdrawn student may write a letter of appeal to the President's Cabinet in which he/she provides the following information:
  - Disclosure of the nature of the offense for which he/she has been convicted.
  - Justification for consideration of admission/reinstatement.
  - Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the University 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.

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 Chief Academic Officer will serve as the convener of the panel.

The Chief Academic Officer will inform the applicant/withdrawn student by letter of the decision of the appeals panel. The decision of the appeals panel shall be final.



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