



Grace University  
Undergraduate Catalog  
2017 – 2018

**Academic Excellence • Life Change • World Impact**

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Revised 9/19/2017

# Academic Calendar

## FALL SEMESTER 2017

August 19, Saturday	Residence Halls Open for New Students
August 21, Monday	Graduate Classes Begin
August 23-24, W-Th	Spiritual Life Orientation
August 23, Wednesday	Traditional Undergraduate Classes Begin
August 23, Wednesday	Convocation Ceremony 10:20 am Suckau Chapel
August 28, Monday	Adult Degree Completion Fall Term Begins
August 29, Tuesday	Last Day to ADD/DROP Courses
September 1, Friday	SLT Fair
September 4, Monday	Administrative Offices Closed/ No Classes – <i>Labor Day</i>
October 5, Thursday	Day of Prayer (No Traditional Undergrad Classes)
October 16-20	Mid-term Exams (Classes Meet)
October 23-25	Bible Conference (No Traditional Undergrad Classes)
October 23-27	Fall Break (Graduate Students)
October 26-27	Fall Break (Traditional Undergraduate Students)
October 27, Friday	Administrative Offices Closed – <i>Fall Break</i>
October 30, Monday	Last Day to WITHDRAW from Courses
November 1, Wednesday	Refund of Institutional Aid May Be Requested
November 22-24, W-F	Thanksgiving Break - No Classes
November 23, Thursday	Administrative Offices Closed – <i>Thanksgiving Day</i>
November 24, Friday	Administrative Offices Closed
November 27, Monday	Registration Opens for Winter and Spring
December 11, Monday	Regular Classes Meet (Undergraduate)
December 11-15	Final Exams (Graduate)
December 12-14	Final Exams (Undergraduate)
December 14, Thursday	Adult Degree Completion Fall Term Ends
December 15, Friday	Residence Halls Close at Noon
December 25-January 1	Administrative Offices Closed

## WINTER SESSION 2018

January 2-12	Winter Session
January 2, Tuesday	Last Day to ADD a Course
January 4, Thursday	Last day to DROP Courses (for Winter Semester)

## SPRING SEMESTER 2018

January 8, Monday	Adult Degree Completion Spring Term Begins
January 15, Monday	Administrative Offices Closed/ No Classes – <i>Martin Luther King Day</i>
January 16, Tuesday	Graduate Classes Begin
January 17, Wednesday	Traditional Undergrad Classes Begin
January 17, Wednesday	Convocation Ceremony 10:20 am, Suckau Chapel
January 22, Monday	Last Day to ADD/DROP Courses
February 26-March 1	The Jared T. Burkholder Conference on Global Engagement (No Traditional Undergrad Classes)
March 12-16	Mid-Term Exams (Classes Meet)
March 26, Monday	Last day to WITHDRAW from Courses
March 26-30	Spring Break (Traditional Undergrad/Graduate)
March 30, Friday	Administrative Offices Closed – <i>Good Friday</i>
April 1, Sunday	<i>Easter Sunday</i>
April 2, Monday	No Traditional Undergrad Classes – <i>Easter Holiday</i>
April 3, Tuesday	Classes Resume
April 3, Tuesday	Registration Opens for Summer and Fall
April 5, Thursday	Day of Prayer (No Traditional Undergrad Classes)
April 5, Thursday	Refund of Institutional Aid May Be Requested
April 19, Thursday	Adult Degree Completion Spring Term Ends
April 30-May 3	Finals for Graduating Seniors/Graduate Students

May 4, Friday	Honors Convocation/Baccalaureate 10:30 am Suckau Chapel
May 5, Saturday	Commencement 2:00 pm (location TBD)
May 7-11	Finals Week, All Students Not Graduating
May 11, Friday	Residence Halls Close at Noon

## **SUMMER SESSIONS 2018**

### **Undergraduate**

May 14-25	Summer Session
May 14, Monday	Last Day to ADD Courses
May 28, Monday	Administrative Offices Closed – <i>Memorial Day</i>

### **Adult Degree Completion**

April 30-August 16	Summer Session
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### **Graduate**

May 14-July 27	Summer Session
May 14, Monday	Last Day to ADD Courses

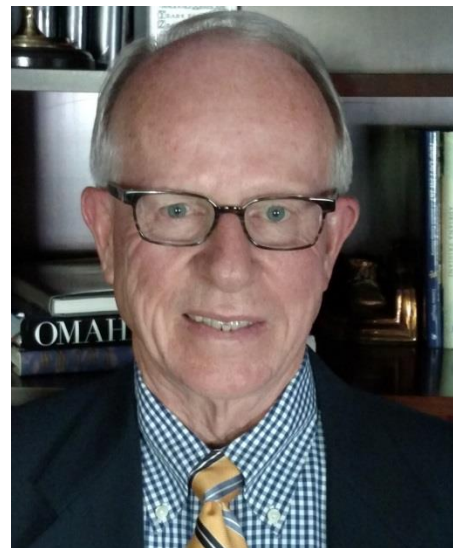
## **Catalog Limitations**

This catalog describes policies, programs, and procedures of Grace University that are in effect at the time of its preparation, March 2017.

Grace University reserves the right to change any of its rules and regulations at any time, including those relating to admissions, instruction and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase tuition or other fees similarly is reserved. All changes are effective at such time as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled in the University.

The provisions of the catalog are not, and should not be construed to be, a binding contract between students and the University.

## A Personal Note From Mr. Bauhard



Dear Students,

I want to welcome you to Grace University as you begin a new school year. College may be a new experience for many of you so I want to encourage and challenge you to strengthen your relationship with God as you begin your college journey. As you begin this phase of your life, treat each day as one important step toward your ultimate goal. Our faculty and staff are committed to your success so allow them to train your mind and let God train your heart. In determining your course of study, courses and majors, we want you to know that the faculty and staff are here to help and support you.

Grace University is approaching its 75th anniversary as an institution of higher learning. There is a rich history of the university and the many students and graduates who have passed through our campus. The university was founded by a small group of men of faith. God has blessed the school in innumerable ways over its long history. Our prayer is that you will join our past students and graduates by serving the Lord, whether in ministry or the marketplace, and allow Him to use you to build His kingdom through your unique talents and skills.

Each of us is responsible to discover and develop our gifts and talents. My prayer is that as you review the pages of this catalog you will sense a calling to a program that will equip you to use your gifts and talents in serving the Lord. The faculty and staff are here to serve the Lord in their respective roles and to help and grow with you.

Thank you for your decision to attend Grace University and allowing us to play a part in your life as you prepare for your future as a servant leader in your home, your church and your community.

Blessings on your endeavors,

*William L. Bauhard*

William L. Bauhard, M.S.  
Chief Executive Officer

# *Correspondence Directory*

Direct your questions or requests for information to the following University officials:

## **Executive Office**

Bill Bauhard • Chief Executive Officer

## **Academic Office**

Dr. Karl E. Pagenkemper • Academic Vice President

Tiffany Burkholder • Academic Assistant

## **Academic Records, Transcripts**

Dr. Kris J. Udd • Registrar

Patricia James • Assistant Registrar

## **Admissions and General Information**

Chris Pruitt • Director of Admissions

## **Adult Admissions and Student Services Information**

Katelin Knust • Admissions Counselor & Academic Advisor for Adult Degree Completion Program

## **Athletic Department**

Courtney Moore • Director of Athletics

## **Career Development and Placement Center**

C. James Santoro • Director of Career Development and Placement

## **Enrollment and Retention**

Chris Pruitt • Director of Admissions

## **General University Policy, Educational Policy, Procedures, and Faculty**

Dr. Karl E. Pagenkemper • Academic Vice President

## **Grace College of Extended Education**

C. James Santoro • Director of Adult Education

## **Men's Housing and Student Activities**

Jeff Banks • Dean of Men

## **Library**

Paul Roberts • Library Director

Charity Udd • Assistant Librarian

## **Online Learning**

Mike Wulbecker • Director of Online Learning

## **Scholarships and Financial Aid**

Ray Miller • Director of Financial Aid

## **Servant Leadership Training**

Terry Johnson • Director of Servant Leadership Training

## **Stewardship, Gifts, Grants and Donor Relations**

Dr. John D. Holmes • Vice President of Student Life and Donor Relations

## **Student Services and Facilities**

Dr. John D. Holmes • Vice President of Student Life and Donor Relations

Deb Osmanson • Assistant Vice President of Administration

## **Women's Housing, Learning Needs, and Special Accommodations**

Dr. Tara Rye • Dean of Women

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# *General Information*

## **Our Mission**

Grace University exists to develop servant leaders for the home, the church and the world through excellence in biblically-integrated education and through life change in a personal, discipling environment, all for the glory of God.

## **Our Past**

### **75 YEARS BY THE GRACE OF GOD**

Grace University was born in prayer as a group of ten pastors and leaders met in Omaha, Nebraska, on June 1, 1943, to pray and plan for a college-level institution that would be fundamental in doctrine, vitally spiritual in emphasis, and interdenominational in scope. The need for such Bible-centered education became increasingly apparent to these evangelical pastors and leaders. A number of them shared this common concern with each other during the commencement activities at the Oklahoma Bible Academy in Meno, Oklahoma, in 1942. So in the providence of God, they selected Omaha as a central location for the meeting that led to the founding of Grace Bible Institute.

From June 1 through September 8, 1943, the Lord opened doors and removed obstacles in such unusual ways that all were convinced that this new venture of faith was from God. At the dedicatory service on September 8, 1943, Dr. C.H. Suckau, chairman of the Board of Directors and later a president of the college, mentioned seven specific answers to prayer:

1. Location—the Lord definitely led the original group of men to Omaha on June 1 and opened doors for them.
2. Temporary Facility—the Presbyterian Theological Seminary was made available for use without any financial obligation other than its upkeep.
3. Incorporation—the laws of Nebraska were such that incorporation under the existing laws was impossible. But these laws were revised just as the founders were faced with the alternative of having to locate Grace Bible Institute in some other state.
4. Faculty—the college opened with a complete staff of teachers, having received the consent of the last needed faculty member by telegram that very afternoon at 3:00.
5. Student Body—a total of 18 students registered on the first day (and five more a few days later).
6. Funds—in a short time, the Lord's people sent in more than \$7,000 in gifts.
7. Permanent facility—the Lord preserved Stuntz Hall for Grace Bible Institute. On September 8, the Board of Directors signed a purchase contract for the building in the amount of \$25,000.

In his book, *The Story of Grace*, Paul Kuhlmann documents many of the miraculous answers to prayer evident during the first 35 years of the University's history. It is a testimony of God's gracious provision and direction. The student enrollment grew rapidly in the early years and by 1949 it had reached 331. The diversity of the student body in recent years indicates its interdenominational nature and widespread appeal to students who desire a Bible-centered college education.

In his book, *Committed to the Vision: 50 Years by the Grace of God*, Harold J. Berry gives highlights of each presidential administration and focuses attention on those who have served Grace University 25 years or more. The Board of Trustees, Advisory Council, administrators, faculty and staff provide a rich spiritual heritage for the University.

Academic programs have been expanded and upgraded to reach each generation; the administrative structure has been revised and faculty has grown in size. Most significantly, the University has remained vigilant in upholding the fundamentals of the faith maintaining, without reservation, that the Bible is the inspired Word of God. In 1976, when a change of name was considered, Grace Bible Institute became Grace College of the Bible.

The physical plant has been expanded through the construction and purchase of additional facilities. The expansions include Suckau Chapel (basement, 1949; main floor, 1957); Schmidt Hall (1962); Harold D. Burkholder Center (1967) which includes the Jim Classen Gymnasium (2003); and the Donald J. Tschetter Academic Building (1975).

In 1977, the University purchased the St. Catherine's Hospital Center for Continuing Care. This acquisition added nearly 2.7 acres to the campus and doubled facility space, making it the largest and most significant property acquisition in the history of the University. Three sections—Stanford Hall, Rieger Hall, and Waldo Harder Hall—have been used as dormitory facilities. A fourth section houses administrative offices, conference rooms and classrooms. A fifth section houses the faculty offices and music rooms. Each facility expansion was an adventure of faith and a distinct answer to prayer.

In 1993, President Neal McBride proposed that Grace consider a new identity as Grace University. During the 1993-94 academic year, a feasibility study for restructuring was accomplished. In May 1994, the Trustees formally adopted restructuring as Grace University, which consists of three colleges: Grace College of the Bible, Grace College of Graduate Studies, and Grace College of Continuing Education. On July 1, 1995, the institution's new corporate identity as Grace University became official.



In 2003 the Jim Classen Gymnasium was dedicated, providing physical fitness and athletic opportunities to the campus community. With this construction, the Duerksen Center was renamed the Harold D. Burkholder Center, and the dining commons was named in honor of Vernon Duerksen.

## **Our Present**

*The core values of academic excellence, life change, and world impact continue to shape the vision of Grace. These foundational values stimulate the Power of Grace!*

During the past 75 years, more than 8,000 students have studied at Grace University. Many of our alumni are actively involved in full-time church-related ministries. Many are serving in cross-cultural and international missions, in pastoral ministry, in Christian education, in music, and in Christian radio and telecommunications. Others impact the marketplace for Christ serving as lay leaders in local churches and church-related organizations. Many are educators, business people, farmers and ranchers, and public servants in governmental settings.

The oversight of Grace University is vested in a strong, spiritually minded Board of Trustees, representing various denominations. A variety of advisory teams assist in guiding various operations within the University. The Grace University Foundation Board of Trustees works closely with the University Development Department in friend building, fund raising, and investment management. The Grace University Parents Association (GUPA) works with the President's Office regarding institutional and student support. The Alumni Association, a vital advisory group, connects our strong heritage with our ongoing mission of preparing men and women as servant leaders for the home, the church and the world.

Throughout its history, Grace University leadership has been marked by vision and faith. The following have served as presidents: Paul Kuhlmann (Acting, 1943), Dr. C.H. Suckau (1944-1950), Dr. H.D. Burkholder (1950-1955), Dr. Joseph W. Schmidt (1955-1960), the Rev. D.J. Unruh (Interim, 1960-1961), Dr. Waldo E. Harder (1961-1971), Dr. Robert W. Benton (1971-1984), Dr. Warren E. Bathke (1984-1993), Dr. Neal F. McBride (1993-1997), Dr. James P. Eckman (1997-2012), and Dr. David M. Barnes (2012-2016), Mr. Bill Bauhard (Interim, 2016-present).

## **What Makes Our Education Different**

*The education offered at Grace University differs from a secular liberal arts education or even a Christian liberal arts education in a number of ways. Students should note the following differences that make us distinctive:*

### **Academic Focus**

Grace University broadens a student's education by using Bible and Bible-related courses as a foundation for professions and vocations with general education and professional studies serving an integrative role. At Grace University, most professional programs at the bachelor level require 40 to 50 hours of professional studies to fully train the individual for his/her stated vocational calling and for leadership capacities for the home, the church and the world.

There are thousands of educational institutions across America, but Grace is one of a select few who are committed to God and his Word. In Luke 6:40 it says that a student, when fully trained, will be like his teacher. At Grace, you know your teachers believe God's word; they also have the academic credentials, experience in their respective disciplines, and are disciplers of their students.

On the undergraduate level, in addition to majoring in a discipline of their choice such as business administration, communication studies, music, psychology, elementary or secondary education, Christian ministry, intercultural studies, or nursing, students also major in biblical studies. As believers we acknowledge many reasons for studying God and His Word. Yet from their thorough study of the Bible, which is the best-selling book in history, Grace University graduates understand the Bible's relevance in shaping Western society and culture, with influence in areas such as science, law, and politics, and the Bible's significance in shaping the values of the founders of our great country. It can be understood that the Bible is, quite frankly, the most important document in world history. Our graduates are distinguished through this education and are ready for their calling.

### **Integration of Knowledge and Skills**

At Grace University, the Bible is the integrating dynamic of our curriculum. Each bachelor level student at Grace University pursues a double major--one in a professional or vocational field of his/her choice and a second in Biblical Studies. All students at the bachelor level are required to complete a minimum of 30 hours in textual Bible and theology; some programs require approximately 40 hours. All students at the associate level are required to complete a minimum of 30 hours in Bible and theology. General Education requirements in all bachelor level programs require a minimum of 36 hours; many programs require approximately 40 hours. Students are required to integrate their thinking about the world (General Education) and their understanding of the Word (scripture and theology). This core helps students form a unified Christian worldview and philosophical perspective on life.

The integrated foundation of Biblical Studies, General Education and Professional Studies provides for the development of leadership and lifelong learning skills that are not limited to vocational responsibilities.

## **Servant Leadership Training**

Practical field experience and community volunteerism are integral parts of the education process at Grace University; thus, all certificate, associate, and bachelor degree students are required to participate in Servant Leadership Training. This two-semester program coordinates the activities of students throughout their education at Grace.

Throughout each semester of full-time enrollment, each student volunteers in a ministry or community agency to impact the lives of other people. These settings may include jail visitation, tutoring at-risk youth, ministering to children and youth in church settings, assisting in disaster relief, YMCA youth programs, or senior citizen and hospice visitation programs. Each student's SLT assignment must be approved each semester, and students receive formal evaluation from our SLT Director, as well as the agency or ministry supervisor. During the 2015-2016 school year, students volunteered more than 14,000 hours of community service in the greater Omaha community.

## **Personal Spiritual Life**

Grace University places heavy emphasis upon spiritual formation and ministry skill development regardless of the vocational direction a student has chosen. Spiritual formation includes a lifestyle of daily quiet time to read Scripture, meditation, prayer, and the pursuit of a worshipful focus on God. Spiritual formation also includes development of a Christ-honoring lifestyle including self-discipline, ethical decision-making, and abstaining from behavior and attitudes that Scripture calls "sin." Ministry skill development includes development of one's ability to share one's faith with others, to speak about and teach Scripture publicly in a variety of ministry settings and to engage in Christian worship with sensitivity to various traditions and styles. Grace University offers a complement of weekly chapels, called Grace L.I.F.E. (Life Integration For Excellence), a Fall Bible Conference, the Spring Jared T. Burkholder Conference on Global Engagement, a Day of Prayer each semester, lectureships & forums, campus mentoring programs, and support of church ministries throughout the local area to help facilitate the development of the student's spiritual life and ministry skills.

## **Faculty Commitments**

Like other institutions of higher education, Grace University prides itself in its faculty and the academic freedom each has in accomplishing his/her duties in the classroom, research, and community service. What distinguishes our faculty is not only their academic qualifications and achievements but also their desire to devote these achievements to Christ, their local churches and global missions, and the theological position of Grace University. Many private colleges are Christian in name, but their faculty promotes a worldview that is anything but Christian. At Grace University, the faculty view their teaching responsibilities as being supportive of the values of the home and of the church. Faculty see themselves as key role models for students of godliness as well as scholarship. Our faculty do not see it as their role to undermine a student's confidence in Scripture or personal faith, or to challenge the values of their parents; rather, our individual and collective role is to encourage students and help integrate faith, the Word, and values into all aspects of life.

In summary, this means that students who complete certificate, associate, and bachelor level programs at Grace University should be Christ-like, mature, responsible individuals who have basic knowledge of Scripture and the world, and have skill in integrating this knowledge. They are equipped, motivated, and dedicated to serve God as servant-leaders with the skills to accomplish the tasks in their chosen field, yet willing to go anywhere and do anything when challenged by the Lord. Ultimately, they will become servant leaders for the home, the church, and the world.

## **What We Believe**

As a Christ-centered educational institution, Grace University consciously recognizes and submits itself to the Scriptures. The University does not require students to agree with all the nuances of its Doctrinal Statement, but we do ask them to subscribe to certain biblical tenets of faith. Grace identifies these seven primary doctrines as the following:

The Trinity.

The Full Deity and Humanity of Jesus Christ.

The Spiritual Lostness of the Human Race.

The Substitutionary Atonement and the Bodily Resurrection of Christ.

Salvation by Faith Alone.

The Physical and Visible Return of Christ.

The Authority and Inerrancy of Scripture.

Faculty will teach with the full Doctrinal Statement in mind; but we welcome warm dialogue with students of varying backgrounds who subscribe to the above positional statements.

Members of the Board of Trustees, the Administration, and the Faculty are required to annually affirm, in good conscience, the Institutional Doctrinal Statement, which is found at the end of this catalog.

## **Student Characteristics**

Because of our institutional mission, we believe education should reach beyond vocational skills and training. We believe it is important to develop all students in character and leadership skills so that they can be servants in the home, the church and the community/world in which they live. The characteristics listed below identify key character traits of a

servant leader. Whether a student is in our undergraduate or graduate program, our faculty encourages the development of these characteristics in every graduate.

### **A Biblically Literate Student**

A Grace graduate is a Christian who knows Scripture and can interpret and apply it to life situations. The Grace graduate is able to systematize that biblical knowledge into theological propositions and communicate those propositions to others in relevant ways.

### **A Critical Thinker**

A critical thinker searches for and promotes truth in all disciplines of human knowledge. A critical thinker is one who, while critically analyzing the world, makes wise choices in life integrating literacy about the world with literacy of Scripture. A Grace graduate is a Christian who observes the world (general revelation) and who knows, interprets and assesses the merits and limitations of the various belief and value systems developed throughout history.

### **An Obedient Disciple**

A Grace graduate is a Christian who acts consistently with the commands of Scripture, who demonstrates a submissive heart under the authority of appropriate leadership, and who is always in relationship with a local fellowship of believers. The obedient disciple understands that all levels of authority are God-ordained and seeks accountability for personal and professional behavior.

### **An Engaging Citizen**

A Grace graduate is a Christian who engages culture, attempting to promote a biblical perspective on life, family, law, justice and mercy, and societal governance. As an engaging citizen, the Grace graduate seeks to understand the role of citizens in the home, church, and society. As a citizen, a graduate works to bring Kingdom values to each of those arenas and provide public service to those in need.

### **A Compassionate Leader**

A Grace graduate is a Christian who can lead a team to accomplish a mission or task, exercising the skills to cast and communicate vision, select and train team members, delegate authority, empower and motivate team members, provide accountability structures, evaluate the success of the mission or task, and function as an ethical professional. A compassionate leader follows a biblical model of servant leadership, expressing compassion and care, never threatening or abusing a position of leadership, always encouraging and building up those who are serving or who are being served.

### **A Global Christian**

A Grace graduate is a Christian who understands God's view of the world and its need for divine instruction and redemption. Grace graduates take personal responsibility for communicating these things to all who will listen. A global Christian graduating from Grace seeks to understand culture and find diverse, relevant, multicultural and international communication strategies to accomplish the tasks to which every Christian is called. These communications skills are transferable to all dimensions of life.

### **An Equipped Professional**

A Grace graduate is prepared to enter his or her chosen profession with confidence and competence.

## **Institutional Goals and Objectives**

Three core values shape the goals and objectives of Grace University – academic excellence, life change and world impact. Recognizing that Christian education that leads to the “Student Characteristics” above is a process rooted in the Bible and directed by the Holy Spirit, the University establishes the following goals and objectives. By graduation, students should give evidence of:

1. A comprehensive working knowledge of the Bible, including Bible doctrine;
2. A growing love for Christ and His people;
3. Being a world Christian with a growing awareness of and involvement in God's worldwide program of redemption;
4. A Christian worldview that integrates General Education studies with biblical truth;
5. An ability to serve Christ effectively;
6. A Christian value-system that is reflected in Christian character, attitudes, decisions and actions;
7. An ability to function at a level of competency within their chosen area of study at their level of preparation (i.e., Certificate, Associate's, Bachelor's, or Master level);

8. A commitment to a lifestyle of lifelong spiritual, intellectual, emotional, relational, and physical health.

## **Philosophy of Christian Education**

Grace University is committed to a Christian philosophy of education. This means that every facet of the University program is conditioned and directed by a Christ-centered, biblical perspective. Questions relative to the meaning, purpose, and goals of education are answered in the light of Scripture. The following statements briefly present the University's Christian philosophy of education.

1. Ultimate reality is found beyond man in the Triune God who created and now sustains all things.
2. Mankind is morally depraved and is dependent upon and answerable to a holy God. Every human has the capacity to know God.
3. The Bible, God's inerrant, authoritative revelation to man, provides the essence of truth.
4. Disciplined, empirical study in all disciplines is valuable and helps to develop perspective, knowledge, attitude, and skill. It is always wise to examine the presuppositions and worldviews that influence researchers in the sciences and the creative aspects of the various arts.
5. The objective of Christian Education is to glorify God through salvation, maturation and service.
6. The Bible is the core and integrating factor for the entire curriculum.
7. The teacher and student are both significant in the educative process with the Holy Spirit being the chief source for both.
8. Each faculty member is committed to excellence, theological soundness, and spiritual fervor, no matter under which academic discipline the instructor teaches.
9. The University is committed to the local church as the primary agency through which God works.
10. Alumni are considered a strategic force within the home, the church, and the world.

This dynamic philosophy of education has been affirmed since 1943. The University's current leadership is as deeply convinced today, as were the founding fathers, that the Bible is the only dependable lens through which all knowledge must be viewed in the search for truth. Grace University remains committed to offering an education that is distinctively biblical.

## **Accreditation**

Grace University is accredited, on probation, by:

- The Higher Learning Commission and a member of the North Central Association  
230 South La Salle Street, Suite 7500  
Chicago, IL 60604  
( 800) 621-7440  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)  
Last ten-year reaffirmation: 2008

Grace University is listed in:

- The current edition of Accredited Institutions of Postsecondary Education and Programs published for Council on Higher Education Accreditation (CHEA) by the American Council on Education (ACE).
- The current edition of the Higher Education Directory.

Grace University is approved by:

- The United States Department of Justice for the education of foreign students.
- The Nebraska State Department of Education for the education of veterans and/or other persons eligible for Veterans Administration benefits.
- The Nebraska Department of Education as a standard institution of higher education offering teacher education programs leading to certification within the state of Nebraska.

Grace University is a member of:

- American and Nebraska Associations of Collegiate Registrars and Admissions Officers
- Association of Christian Schools International
- Christian Camping International
- Christian Library Consortium

- Council for Adult and Experiential Learning
- Nebraska Association of Colleges of Teacher Education
- Nebraska Council for Teacher Education

Grace University has articulation agreements and special academic relationships with the following institutions and organizations:

- Bellevue University; Bellevue, Nebraska (Cooperative Programs)
- Forest Springs Camp and Conference Center; Westboro, Wisconsin (Camping Ministry Program)
- Clarkson College; Omaha, Nebraska (Nursing Cooperative Program)
- Creighton University; Omaha, Nebraska
- Iowa Western Community College; Council Bluffs, Iowa
- Jerusalem University College; Jerusalem, Israel
- Metropolitan Community College; Omaha, Nebraska
- Nebraska Christian College of Hope International University; Papillion, Nebraska
- University of Nebraska at Omaha; Omaha, Nebraska

## **Facilities**

Grace University is in beautiful Omaha, Nebraska, situated in a historic neighborhood and located approximately two blocks from the downtown business district. The campus is approximately halfway between the Old Market in downtown and the Henry Doorly Zoo and Aquarium. The campus has seen more than \$11 million in new construction, remodeling and renovation upgrades in recent years.

Currently, the campus has 185 dormitory rooms for students within Harder Hall, Rieger Hall, Stanford Hall and Schmidt Hall, modern classrooms of various sizes, the remodeled Grewcock Library within the Tschetter Academic Building, learning labs for computer usage and music, curriculum labs for teacher education and church education, Suckau Chapel, Dirks Lounge, Duerksen Dining Commons, administrative and faculty offices, green space and parking areas. The Jim Classen Gymnasium, with double NCAA approved courts for tournament play and seating for 800, was dedicated in August 2003. The Donovan Glanzer Strength Training Center is located in the Harold D. Burkholder Center.

The Grewcock Library has a collection of more than 49,000 volumes, 25,000 electronic books, and 15,000 print and electronic journals. In addition, access is provided to a number of databases in the fields of religion, education, business, and psychology through EBSCOhost and other databases. Instruction on the use of library resources is made available to the students by the library director. The Grewcock Library can access millions of resources from around the world via interlibrary loan. There are computers for students to use as well as a wireless network throughout the library.

Email and Internet access are available to all faculty and students through the University network. Access to the University network is available in any of our computer labs as well as every classroom, office and dormitory room. The University has invested heavily in providing a fast and stable network to serve the campus. The Grace University Department of Information Services provides network, computer, telecommunications and helpdesk services to meet the ever-changing needs of our University community. The University also maintains a Microsoft software license allowing all faculty, staff and students common access to current license versions on school computers.

# *Student Life*

## **SPIRITUAL ACTIVITIES**

Grace University considers the student's personal spiritual life a high priority. Listed below are some of the opportunities for spiritual growth and development:

- Students are encouraged to have a personal devotional life.
- Small groups meet regularly in the residence halls. These groups meet for a time of mutual encouragement, accountability, fun, prayer and Bible study. All resident freshmen are a part of a small group to help the transition to college.
- Prayer times are held regularly to intercede for the worldwide spread of the Gospel.
- Days of prayer in fall and spring semesters devote entire days to worship and prayer. Attendance is required.
- Grace L.I.F.E. (Life Integration For Excellence) convenes in the Chapel Monday through Thursday for half an hour. This common experience of the Grace family contributes to the development of community and involves such things as announcements, worship, prayer, and a wide variety of presentations from students, faculty, staff, and guests. Attendance is required.

## **CONFERENCES**

The **Fall Bible Conference** is held during the first semester and features Bible teaching by able communicators of the Word. Classes are cancelled and attendance is required.

The **Jared T. Burkholder Conference on Global Engagement** is a highlight of the second semester. Missionaries and mission representatives from many organizations working in various parts of the world visit the Grace campus. Students, faculty and staff are challenged to reach the world for Christ. Classes are cancelled and attendance is required.

## **ORGANIZATIONS**

The **Student Body Association (SBA)**, of which every student is a member, is Grace's student government. The SBA exists to foster spiritual growth and fellowship, promote the welfare of the students, and plan student activities. Its administration is carried out through an executive team elected by the students.

Students are provided leadership opportunities through committees and clubs such as Spiritual Life, Social and Recreation, Banquet, Civic and World Affairs, and the Student Music Association.

**Married Students Fellowship (MSF)** is sponsored by the University as a ministry to married students. MSF sponsors activities that build and strengthen marriages.

**Student Music Association (SMA)** is an organization for music majors. SMA promotes camaraderie and mutual encouragement among students who are training for music and music education careers.

**Student Education Association (SEAN)** is the local chapter of the Nebraska Education Association that promotes camaraderie and mutual encouragement among students who are training for education careers.

## **ATHLETICS**

Grace University is a member of the National Christian College Athletic Association. Grace participates in inter-collegiate competition in men's and women's basketball, women's volleyball, and men's and women's soccer. These activities provide physical, moral and spiritual development. The annual Athletic Report is available upon request from the Academic Dean's Office. Academic requirements are established for all athletes.

## **RESIDENCE**

### **Housing Requirements**

Normally, all students taking 9 or more credit hours at Grace University who are under age 21 are required to live on campus to foster community and encourage personal growth. On-campus residence is seen as an important part of the total "Grace experience" for traditional age undergraduate college students.

Students living on campus are expected to enroll in at least 9 credit hours. In the case of cooperative programs, the expectation is a minimum of 9 credit hours between the various campuses.

Exceptions to the Housing Requirements include:

- Students living at home with their parents or legal guardian;
- Married students;
- Students turning 21 years of age before the end of the semester;
- Students taking 8 credit hours or less of classes;
- Students in a cooperative program taking no classes at Grace University;
- Students whose employment requires off-campus housing;
- Students with dependent children.

## **Furnishings**

All dorm rooms are connected to the Grace University network for internet access. Rooms are furnished with beds, desks, dressers and chairs. Students furnish towels, pillows and bedding. Optional student furnishings may include computers, telephones, floor rugs, mini-refrigerators and/or microwaves.

## **Married Student Housing**

The University has a limited number of unfurnished apartments. Married students should inquire at the Business Office regarding University housing.

## **SERVICES**

### **Advising**

Each student is assigned a faculty advisor who can guide the student through the course selection, course sequencing and program requirements so the student can complete his/her program. Each faculty member is trained to advise students about program requirements based on the *University Catalog*, for the academic year in which the student begins his/her educational experience, and course sequencing based on suggested course sequences listed within the *Faculty Advising Handbook*. The faculty advisor may also provide wisdom and counsel to the student pertaining to career discovery (see below).

The Student Services Dean, Dean of Men, and Dean of Women are responsible for student life in general. They provide special help to students in personal and social matters.

### **Grace Career Services**

Career counseling and testing is conducted by the Psychology Department through Grace Career Services. Every student has access to a battery of career assessments (fees may apply). Students are strongly encouraged to use these professional assessments during the first semester of their final year. Students may be encouraged to explore other online assessments as well.

Students will receive additional training regarding resume development and interview skills during several courses within the four-year programs at Grace. These include, but are not limited to, Career Orientation, Senior Integration and Principles of Leadership and Management. The University also hosts an annual Career Fair.

### **Professional Counseling**

The University recognizes that during the college years, students may need some professional counseling related to personal and relational aspects of life. The graduate school's Counseling Program provides services for all students, spouses, and children. The student may contact the College of Graduate Studies Office directly at (402) 449-2844, or the student may request a referral through the Student Development Office. At times, students on University probation may be referred to professional counseling as a component of the restoration process. The University practices all relevant and legal guidelines with respect to confidentiality.

### **Placement Office**

The University operates a placement service through Grace Career Services. The University also advises individuals seeking placement to contact other resources such as monster.com, accessomaha.com, careerlink.com, jobleads.org, christianjobs.com and jobsinaflash.org.

### **Academic Resource Center (ARC)**

The Academic Resource Center (ARC) is available to provide a variety of academic support services to enhance your educational experience at Grace University. Students may access these services free of charge. Student tutors are trained to provide assistance with specific areas of study as well as special seminars on a variety of topics. The areas of seminar focus include time management, test taking, effective note taking, study skills, effective reading, retaining/recalling information and critical thinking. Math and writing labs also are available.

### **Part-time Employment**

The University maintains a job listing to help students secure employment in the area. On-campus jobs are under the direction of the Dean of Student Services.

### **Health**

Medical care for minor illness is provided through the Student Health Office. More serious cases are referred to specialists or hospitals.

## **STUDENT HEALTH INSURANCE**

Students are urged to have health and accident insurance coverage under a plan through their parents/guardians or through a privately purchased plan. International students are required to hold an insurance policy through a United States based insurance company. Insurance brochures are available through the University Business Office or Student Health Office.

## **MOTOR VEHICLE POLICY**

All students must register their motor vehicle(s) with Campus Security at the beginning of each semester and must abide by University regulations governing the use of vehicles. Also, in compliance with Nebraska laws, vehicle owners must carry liability insurance and have valid operator licenses.

## **STANDARDS OF CONDUCT**

The University seeks to provide an atmosphere in which the students can fully give themselves to both academic pursuits and the development of Christ-like character. This is best accomplished when all students sense a deep responsibility for the welfare of one another and for the group as a whole.

Students are expected to participate in activities that build moral character. The University also maintains institutional preferences regarding entertainment and conduct. While enrolled in classes, all students are expected to abstain from gambling, possession and use of alcoholic beverages and non-medicinal drugs, abuse of over-the-counter drugs and the possession and use of tobacco products.

Student attire must be appropriate for Christian testimony. Specific dress and lifestyle standards appear in the current *Student Handbook* which is given to each student. Individuals may request a copy of the *Student Handbook* by contacting the Student Development Office or Admissions Office.

Undergraduate students are asked to willingly submit to these community standards. Disregard for community standards may result in suspension or dismissal. The University may dismiss any student whose attitude or behavior is not in harmony with the University and its standards, and reserves the right to deal with all student issues in a manner that it believes is in the best interests of both the student and the institution's mission and objectives.

## **Admissions and Registration**

### **ADMISSIONS REQUIREMENTS**

Grace University welcomes applications for admission from prospective students who possess the qualifications the University deems necessary for those anticipating Christian ministry careers and marketplace professions.

Grace University selects its students based on information received from the application form, school transcripts, ACT (American College Testing) score, and two essay questions.

### **STATEMENT OF NONDISCRIMINATION**

Grace University is committed to the principles of Equal Opportunity as defined under federal and state law. It does not discriminate unlawfully on the basis of race, color, national/ethnic origin, gender, age, individual disability, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs and activities.

### **Christian Character**

Candidates for admission must give evidence of a personal relationship with Jesus Christ. To assure some degree of spiritual maturity, normally the University expects that candidates have consistently walked with Christ for at least one year. The lifestyle and relationships of each candidate should reflect this commitment to Christ and reflect a commitment to obeying the mandates and directives found in Scripture.

Candidates for admission must adhere to biblical moral standards, must be committed to God's will as revealed in Scripture and must, in general, give evidence of commendable Christian character. Applicants sign a statement affirming their willingness to abide by the University's lifestyle expectations.

### **Academic Qualifications**

Candidates for admission must have graduated from high school or present evidence of having completed equivalent requirements.

The University admits a few applicants as special students who have yet to achieve high school credentials. In such cases the person is not considered a candidate for graduation until high school or its equivalent is completed.

It is expected that students rank in the upper one-half of their graduating classes and have maintained a "C" average or above. Special action of the Admissions Committee is required for students not meeting these requirements.

Students with an ACT English score of less than 19 may be required to take additional English coursework.

Students planning to enroll in the Teacher Education Program should carefully note the special admissions requirements located in the program description.

### **Pre-entrance Examinations**

Applicants for admission are required to submit results from either the ACT or the SAT. Exemption is granted to students over age 25 or students who have completed at least 12 hours of previous college credit. For those included in the exemption, a writing sample will be required for English course placement purposes. For more information regarding the writing sample, contact the Admissions Office.



Information regarding test registration, test date schedule, and location of test centers may be obtained from Grace's Admissions Office or by visiting the following websites:

For information about the ACT:

[www.actstudent.org](http://www.actstudent.org)

The University's ACT code number is 2454.

For information about the SAT:

[www.collegeboard.com](http://www.collegeboard.com)

The University's SAT code number is 6248.

## **APPLICATION PROCESS**

As a faith-based educational institution, Grace University has a statement of faith as part of its institutional mission. Guidelines for student expectations can be found in the *University Catalog*. Applicants are encouraged to review Grace University's doctrinal statement.

To qualify for admission the following forms must be submitted completely:

- Application
- \$35 application fee (\$20 application fee online)
- High school transcripts
- College transcripts (if applicable)
- ACT or SAT test results
- Writing sample (for English placement purposes only). The writing sample is waived for students who have achieved at least a 19 on the ACT English test or at least a 450 on the SAT Critical Reading test.

These forms can be obtained by writing the Admissions Office, Grace University, 1311 South Ninth Street, Omaha, Nebraska, 68108, by calling (800) 383-1422 or (402) 449-2831, or by visiting the University web site at [www.graceuniversity.edu](http://www.graceuniversity.edu).

### **Tuition Deposit**

After applicants receive official word of acceptance, the next step is to submit a \$100 nonrefundable tuition deposit to confirm their intention to enroll. This deposit is credited to the student's account at registration. Students who have a deposit who defer admission for more than one semester are required to re-submit the tuition deposit before class registration begins.

### **Re-admission**

Students who drop out for two or more semesters must complete a Re-admit Application. The student also is expected to submit a \$35 application fee. Students wishing to re-enroll after an absence of three or more years must complete a new set of application forms.

Grace University will re-admit veterans who leave the institution to perform military service and grant the same academic status as the last semester of enrollment. Students must give advance notice of their deployment or, if no advance notice is given, submit proof of service. This policy will not apply to veterans with a length of absence from the institution of six years or more, to veterans receiving a dishonorable or bad conduct discharge, or to those who are sentenced in a court-martial.

### **Transfer Students**

Transfer students applying for admission must complete all forms and deposits required of first-time applicants. In addition, these candidates must submit an official transcript from the college(s) attended. Transcripts submitted to Grace University for admission or credit transfer become the property of Grace University and cannot be returned to the student or forwarded to other institutions.

### **Limited Enrollment Applicants**

For admission purposes, the following students are considered limited enrollment applicants by the University:

- Those enrolling in less than six credit hours total.
- Those auditing a class.

Students, after verifying with the Admissions Office that they are limited enrollment applicants, must complete the following requirements:

- Limited Enrollment Application
- \$35 application fee
- High school transcript

This form is available in the Admissions Office. If at any time the student wishes to enroll in a University Degree Program, the student must follow the normal admission procedure and adhere to Grace's standards for traditional undergraduate students. Federal financial aid is not available to limited enrollment students.

## High School Early Entry Program

Grace University provides a program designed just for high school juniors and seniors. Through this program, students can experience the culture of college life and earn valuable college credit in the process. To participate in the Early Entry Program, a student must:

- Be a high school senior (includes both the summer before and the summer after the school year)
- Have a cumulative GPA of at least 2.5 (up to last completed semester)
- Have an ACT composite score of at least 20 or an SAT total score of 940
- Have an ACT English score of 19 or an SAT Critical Reading score of 450

Interested students must submit the following documents for consideration:

- Limited Enrollment Application (available online or from the Admissions Office)
- ACT or SAT scores
- Official high school transcripts (up to last completed semester)

Program specifics:

- High school seniors meeting the above requirements are eligible to take up to 12 credit hours through the Early Entry Program.
- Students in the Early Entry Program are given an 80% discount on the current per-credit-hour tuition rate. A minimal additional charge may apply to cover course note packets.
- The cost of books for each course and transcript fees are not included in the discounted tuition rate.
- Course registration will begin when all documents have been received and full payment for course fees has been made.
- Credits completed are fully transferable.

Information about courses available through the Early Entry Program is available from the Admissions Office. Students wishing to enroll full-time at Grace University after high school are required to complete the normal application process.

## Admissions Requirements for Applicants Whose First Language Is Not English

- Any applicant whose first language is not English is required to take the TOEFL, no matter the age or residency status of the applicant.
- Applicants who have lived in an English-speaking country for several years will not be considered exempt from the above requirements if English is not their first language.

## International Students

For an international, non-resident alien (defined as any person holding a foreign passport) to enroll at a school in the United States, that person must obtain an F-1 (student) visa. The F-1 visa cannot be obtained without the form I-20 Certificate of Eligibility, which is issued by the Registrar's Office. There are four major requirements that the applicant must meet before the Registrar's Office can issue an I-20.

1. *Proof of ability to pay.* The student must demonstrate that he/she has sufficient resources to pay for tuition and living costs. This can be in the form of personal funds (as shown on a bank account record), school funding (scholarships, on-campus employment), or sponsorship (organization, relative, or friend). See more detailed info below.
2. *English language proficiency.* This must be demonstrated through acceptable scores on the TOEFL or IELTS test. Minimum TOEFL scores are as follows: Internet Based (iBT) = 81, Computer Based (CBT) = 217, Paper-based (PBT) = 550. Grace University's TOEFL code is 6248. The Test of Written English is not required (except for students studying nursing with Clarkson). Minimum IELTS scores are both a 7.0 overall band score and a 7.0 writing score. Transferring international students (who are already studying at another U.S. institution) may show English language proficiency by completing an English Composition 1 course from an accredited college or university with a grade of "C" or higher.
3. *Admission to a Grace University degree program.* The student must be admitted into a degree program at Grace University in order to process the I-20. This includes the submission of an application for admission, payment of the application fee, and submission of all academic transcripts with English translation. Transferring international students must also show that they are currently in status with no pending INS issues and do not owe money to any American college or university. This information is provided using the "International Student Transfer Clearance Form," which may be obtained from the Registrar's Office.
4. *Proof of Health Insurance coverage.* The student must submit proof of health insurance coverage. Although we do not endorse particular insurance companies, the following companies offer health insurance for international students.
  - International Student Organization, [www.isoa.org](http://www.isoa.org).
  - Compass Benefit Group, [www.compassbenefit.com](http://www.compassbenefit.com).

For further information on international student admissions, contact the Admissions Office or the Registrar's Office.

## REGISTRATION

The Registrar furnishes complete instructions concerning class enrollment procedures. Though the course registration process is now fully available online, students enrolling for the first time must contact their advisor before beginning the

registration procedure. A standardized health form must be submitted to the Student Health Office before a student can finalize registration.

Students are considered registered only after the payment of all charges is made or other financial arrangements are approved.

After the beginning of the semester, students may change their schedules or programs only after securing the permission of their advisors and the Registrar. Drop/Add schedules are published in the University calendar.

### **ENTRANCE EXAMINATIONS FOR FRESHMEN**

During the fall semester of each year, the University administers a series of examinations to students in the College Orientation class, such as: Vocational Interest, Mental Ability, Bible Content, and English Grammar and Usage.

Students wishing to enroll at Grace University who have not completed high school should apply for the General Educational Development (GED) test through their local high school, community college or state board of education.

### **ADVANCED STANDING AND CREDIT TRANSFER**

Students who have completed work in another college or university may apply for advanced standing upon the presentation of an official transcript from the institution previously attended. Completed work is evaluated on the following basis:

- Full credit is granted for courses completed at an accredited institution, provided such courses are applicable to the programs at Grace University and are completed with a grade of “C” or above.
- Credits from non-accredited institutions are evaluated on an individual basis. Criteria for acceptance may include an evaluation of the institution, course faculty and course syllabus. If approved, such credits are typically counted toward a program when a student has completed 30 credits at a “C” average or better.
- Credit for educational experiences in the armed services is based on suggested credit recommendations in *A Guide to the Evaluation of Educational Experiences in the Armed Services* or on the basis of transcripts from service schools, (e.g., Community College of the Air Force). Such credit transfer must meet all other requirements for credit transfer.

### **ADVANCED PLACEMENT EXAMS (AP)**

Grace University participates in the Advanced Placement Program of the College Entrance Examination Board. See additional information about AP in the Academic Policies Section.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

The College Level Examination Program (CLEP) is used to establish credit in certain college courses. (A total of 15 hours of credit can be earned through examinations such as AP, CLEP, and Challenge Exams.) Please see additional information about CLEP in the Academic Policies Section.

# Financial Information

Grace University is a private, not-for-profit institution that seeks to keep tuition rates and fees as affordable as possible. Listed below are the established tuition and fees for undergraduate education at Grace University. This financial information is for the 2017-2018 academic year.

## Traditional Undergraduate Students

### AWARDS FOR FULL-TIME, ON-CAMPUS TRADITIONAL UNDERGRADUATE STUDENTS

Grace University makes a Christ-centered college education more affordable. If you are accepted as a full-time undergraduate student at Grace University, we guarantee you a Grace Awards Scholarship based on your high school or college GPA. See the Financial Aid office for details.

### APPLICATION FEE

The Application Fee is a nonrefundable one-time fee, provided continuous enrollment is maintained.

Apply in person or by mail	\$35
Apply online	\$20

### ENROLLMENT DEPOSIT

A nonrefundable, one-time fee of \$100 (provided continuous enrollment is maintained) is required for all new students who are accepted at Grace. Failure to submit an Enrollment Deposit forfeits any guarantee of registration for the targeted semester of entry.

### TUITION RATES AND FEES

Full-time undergrad (12 – 17 hrs per semester)	\$11,060
Overload (hours over 17, per credit hour)	\$623
Part-time student, per credit hour	\$623
Audit Fee, per credit hour	\$75

An Audit Fee is charged in lieu of tuition for students who do not wish to receive college credit. See the *Scholastic Policies and Grading System* section for information on auditing classes.

### Physical Education Fees:

Outdoor Recreation courses (nonrefundable)	\$175
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### Music Fees:

Private Lessons, per credit hour	\$182
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### Special Course Fees: (in addition to tuition)

Directed Studies, per credit hour	\$94
PSY 300C Intro to Biblical Counseling	\$165

### Practicum/Field Experience Fees:

Zero Credit Practicum/Field Experience	\$275
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### SPECIAL FEES AND DEPOSITS

#### Student Services Fee:

Student Services Fee (6 hours or more)	\$455
Graduation Fee	\$225
Prescription and Inoculation Fees	Variable

#### Other Service Fees:

Teacher Education Student Association Fee	\$15
Challenge Exam Transcript Posting, per credit hour	\$85
Request for “Incomplete” Grade	\$25

### ROOM AND BOARD

Residential Housing Security Deposit, one-time fee (provided continuous enrollment is maintained)	\$200
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**Housing:**

Double per semester	\$1,668
Single per semester	\$2,084
Married Student Housing	contact Business Office

**Meal Plan:**

Any 19 meals weekly, per semester (or 220 block)	\$1,994
Any 13 meals weekly, per semester (or 160 block)	\$1,788
Any 7 meals weekly, per semester	\$1,218
(Co-op or off-campus students only)	

Students living on campus must select one of the University's meal plans. The Dining Commons is closed between semesters and during Fall Break, Thanksgiving Break, Spring Break, and the summer. Dining plans for off-campus students are available.

Tuition, fees, dining and housing are payable at the University Business Office at the beginning of each semester. The University anticipates that these obligations be funded through a combination of student and family resources, plus various scholarships, grants, aid, or loans. It is the student's responsibility to apply through the University Financial Aid Office in advance if he/she anticipates a need for scholarships, grants, aid or loans so that funds are approved prior to the start of each semester. Late fees are charged on the student's entire account balance.

Grace University will not impose any penalty on any student because of the student's inability to meet his or her financial obligations to the school as a result of the delayed disbursement of Title IV loan proceeds due to compliance with statutory and regulatory requirements applicable to the Title IV programs or delays attributable to the University.

Students not fulfilling their financial obligation may be denied continuation at the University and may not receive a transcript, degree, diploma or participate in graduation exercises.

All University fees, policies, and programs are subject to change. Notice of any change will be communicated through normal campus communication systems. Fees are established on a yearly basis; in the unlikely event of a fee change during the academic year, registered students will be notified in writing prior to the implementation of any rate change.

**REFUND SCHEDULE**

Various expenses, such as payments for faculty, support staff, equipment, and materials are incurred in anticipation of students who will attend the University. Therefore, the following refund schedule of institutional charges is applicable to withdrawals or class drops:

**Fall 2017**

Through August 30	100%
Through September 6	75%
Through September 13	50%
Through September 20	25%
After September 20	0%

**Spring 2018 Term One (Winter)**

Through January 2	100%
Through January 3	75%
Through January 4	50%
Through January 5	25%
After January 5	0%

**Spring 2018 Term Two**

Through January 24	100%
Through January 31	75%
Through February 7	50%
Through February 14	25%
After February 14	0%

**Summer 2018**

On or before first day of each session	100%
On the second day of each session	75%
On the third day of each session	50%
On the fourth day of each session	25%
After the fourth day of each session	0%

Institutional charges are tuition, fees, housing, dining, and other charges assessed the student by the institution. Non-institutional costs may include, but are not limited to books, supplies, and transportation.

If a recipient of Title IV aid withdraws during a period of enrollment in which the recipient began attendance, Grace University must calculate the percentage and amount of Title IV assistance the student did not earn and return those funds to the Title IV programs. If the day the student withdrew occurs on or before the student completed 60 percent of the period of enrollment for which the assistance was awarded, the amount of aid earned by the recipient is calculated by determining the percentage of the enrollment period completed multiplied by the total amount of Title IV aid that was dispersed (and that could have been disbursed) for the period of enrollment as of the day the student withdrew. If the day the student withdrew occurs after the student has completed 60 percent of the period of enrollment, the recipient has earned 100 percent. The percentage and amount not earned is the complement of the percentage of Title IV aid earned multiplied by the total amount of Title IV aid that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the period of enrollment, as of the day the student withdrew.

The University will refund all Title IV Student Financial Aid (SFA) credit balances within 14 calendar days of the start of the semester or within 14 calendar days of the occurrence of the credit balance, whichever date is later. The University will refund any credit balance requested by the student within 14 calendar days after the student's request. Full withdrawals of full-time traditional undergraduate students are subject to an administrative fee of \$100.

Credit balances of less than or equal to \$1.00 on a student account at Fiscal Year End will not be refunded. They will be cleared from the student account and receipted into Grace University's general checking account.

For more details or a copy of the federal refund policies, contact the Financial Aid Office.

## **SCHOLARSHIPS AND GRANTS**

Grace University offers a wide range of scholarships and grants. Detailed information regarding financial aid is available from the University's Financial Aid Office at (402) 449-2810 or at [www.graceuniversity.edu](http://www.graceuniversity.edu).

Scholarship or grant applicants must apply for admission by March 1 for the following fall semester. Applications received after March 1 are considered on a first-come basis. Grants and scholarships are subject to funds allocated.

Applicants must meet the general admissions requirements. The amount of financial aid granted by the University is determined by the Financial Aid Office within guidelines established by the University Scholarship and Financial Aid Committee. A student must be full-time (enrolled 12 or more hours at Grace University) each semester to receive a Grace University scholarship or grant. Non-university grants and scholarships may also be received. Decisions of the committee are final. Applicants and continuing students seeking any form of financial aid should inform parents or legal guardians that pertinent financial data may be required in the financial aid application process provided the student is a dependent. Failure to provide financial information can significantly impact funds available; falsification of documents is punishable by federal law.

## **TITLE IV FINANCIAL AID FOR UNDERGRADUATES**

### **Federal Pell Grants**

The Free Application for Federal Student Aid (FAFSA) is available at [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). The amount of the grant is determined by the results of the family financial statement and the amount of money allocated by Congress. Students who already have a bachelor's degree are ineligible for a Pell Grant. The University identification number is 002547.

### **Direct Student Loans**

Grace University is qualified to process federally insured loans (Federal Stafford and PLUS) under the U.S. Department of Education. PLUS loans require the approval of the lending institution selected by the parents.

### **Federal Supplemental Educational Opportunity Grants**

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need - that is, students with the lowest Expected Family Contributions (EFCs) - and gives priority to students who receive Federal Pell Grants. An FSEOG doesn't have to be paid back.

### **Federal Work-Study**

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to course of study.

### **Teach Grants**

Teach Grants are awarded to students pursuing teaching as a profession. Applicants must sign an agreement to serve and complete Teach Counseling each year. They must also be enrolled in a TEACH eligible program and teach for 4 out of 8 years in a high-need field in a low-income school. More information is available at [www.studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp](http://www.studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp)

## **TUITION PAYMENT PLAN**

The University offers a Tuition Payment Plan for the “out-of-pocket” portion of the student’s bill. The Plan is administered by Tuition Management Systems, Inc. (TMS) in Warwick, RI. Every registered student and his/her family will be contacted directly by TMS and offered a Tuition Payment Plan. Students and their families are encouraged to take advantage of this opportunity.

## **WISDOM IN FINANCIAL PLANNING FOR EDUCATION**

Students anticipating entering vocational ministry professions need to think carefully about how to finance their education. Obviously those who plan to enter vocational ministry can anticipate salaries that are typically lower than many other vocations. Wise students should be aware of burying themselves under too much debt. Students always should be alert to scholarship opportunities. Other options for students may be to take classes at a slower rate or consider seeking financial assistance from his/her local church. It is worth noting that some mission and/or support-based organizations require that employees/appointees be debt free.

## **SATISFACTORY PROGRESS REQUIREMENTS FOR FINANCIAL AID**

The student must maintain satisfactory progress to maintain eligibility for Title IV financial aid. Students on scholastic probation are eligible for Title IV financial aid for the ensuing semester. Refer to the Scholastic Probation and Academic Performance page for details related to GPA minimums.

Students on scholastic probation are eligible for Title IV financial aid for the ensuing semester. However, the GPA must be raised to the required level during the probationary semester if the student is to maintain eligibility for Title IV financial aid. Detailed policy information is available from the Financial Aid Office.

# *Academic Policies*

This University Catalog provides the academic requirements established for freshmen students completing degree programs over the next four-year period. This catalog serves as the 2017-2018 Catalog of Record. Should degree requirements change in future years, the requirements of this Catalog provide the basis for graduation requirements. Should a student withdraw from continuous study at Grace, and should the student resume his/her program at a future date, the program requirements in the University Catalog at the time of readmission will serve as the Catalog of Record. Changing programs during one's studies at Grace University also is sufficient reason to change the Catalog of Record to the current year's Catalog.

Information regarding tuition and fees in this Catalog only represents the rates for the stated academic year. These rates are reviewed and adjusted on a regular basis. The University makes no promise that current financial policy information will remain constant during the next four years.

While course offerings are scheduled based on program requirements listed within the *University Catalog*, the University reserves the right to reschedule and/or cancel courses based on factors such as low course enrollment. Suggested course schedules available through the Registrar's office should be viewed as exactly that—suggested; they should not be viewed as a binding contract on the part of the University. In the unusual event that the University exercises its right to cancel a required course, the Academic Dean, in consultation with the Department Chair and the Registrar, may substitute relevant course work to meet program requirements.

## **ACCREDITATION**

Grace University is an institution of higher education offering undergraduate and graduate programs leading to several Associate's, Bachelor's, and Master's degrees. Grace College of the Bible is the academic unit within Grace University that offers Associate and Bachelor degrees. Grace College of Graduate Studies is the academic unit that offers Master's degrees. Grace College of Extended Education provides adult education training opportunities and alternative delivery systems for institutional programs.

The University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools and the Association for Biblical Higher Education. Refer to address information under the section titled "Accreditation and Academic Standing." Regional and professional accreditation assures students and the public that the University has clearly defined goals, and that these goals, to a reasonable degree, are accomplished in student lives. Graduate schools and evangelical seminaries generally recognize the Bachelor's degree earned at Grace. In addition, universities and colleges normally transfer credits for equivalent subjects when students transfer schools.

## **SERVANT LEADERSHIP TRAINING**

Grace University recognizes that as a part of academic excellence, students need to develop practical skills for effective service. This is best accomplished through "hands-on" ministry.

Weekly Servant Leadership Training provides students with field experience in a variety of ministries. It provides opportunities for students to apply what they have learned in the classroom in an actual ministry situation. This should result in personal growth and the development of ministry skills - both of which are essential in preparing for effective service, no matter what vocational choice is made by the student.

The general objectives of Servant Leadership Training for students are:

1. Each student should become involved in ministries of evangelism and edification;
2. Each student should discover, develop and use his/her spiritual gifts;
3. Each student should demonstrate personal responsibility and accountability in ministry; and
4. Each student should develop character traits and ministry skills essential for effective service.

Servant Leadership Training is an integral part of the total educational program of the University; therefore, it is listed with other courses students are expected to complete. **All undergraduate students** must successfully complete as many semesters of Servant Leadership Training as is required in their programs of study. For example, students enrolled in four-year degree programs will complete a minimum of eight semesters of Servant Leadership Training; Associate degree students will complete a minimum of four semesters of Servant Leadership Training.

All **part-time students** should complete one unit of Servant Leadership Training for every 15 academic credits earned at the University. **Students enrolled in Cooperative Programs** at Grace University must register for regular weekly Servant Leadership Training.

Students must participate in Servant Leadership Training in the semester the student graduates. If a student plans to graduate in the summer, he/she should complete the Servant Leadership Training during the spring semester just prior to graduation or make special arrangements to complete Servant Leadership Training requirements during the summer.



**Freshmen and transfer students** begin their Servant Leadership Training with an orientation and observation session, and attend the SLT Fair their first semester. The fair provides opportunities for the students to speak directly with representatives from churches and Christian organizations regarding possible ministries. Freshmen will be involved in observing upperclassmen in their SLT assignment during the first semester along with choosing their own SLT assignment. Transfer students must complete Servant Leadership Training units proportionate to the hours necessary to complete their degree requirements.

Students have many opportunities to participate in Servant Leadership Training at local churches, parachurch and community service organizations. Students submit weekly accountability reports and permanent records are kept of each student's participation.

The faculty's Servant Leadership Training Committee evaluates student performance near the close of each semester. Students must successfully complete each semester of Servant Leadership Training to be eligible for graduation. Students are reviewed for graduation by the Director and the Servant Leadership Training Committee. The evaluation takes into consideration student performance, the weekly SLT reports, and evaluations submitted by ministry supervisors each semester.

The director of Servant Leadership Training is available for encouragement, counsel, supervision, and leadership to assist students in gaining competence in specific areas of ministry.

## **SEMESTER SYSTEM**

Grace University offers academic credit on a semester system. One semester hour of academic credit represents clock time instruction of one fifty-minute class period per week for fifteen weeks plus a final examination week. To meet faculty expectations, the student will need one and a half to two hours of preparation time outside of class for each fifty-minute class period.

The University reserves the right to configure instruction time in formats different than traditional fifty-minute sessions. Thus, a three-credit course may meet on a once per week basis, a twice per week basis, or a three times a week basis based on the University's plan for distributing courses. Computation of the academic schedule is based on the University's plan for distributing courses. Computation of the academic schedule is based on computation of instructional minutes per each semester hour of academic credit.

Each course is defined by the number of semester credits granted for completion of the course. Most courses carry two or three semester credit hours. Information regarding the course numbering system and course abbreviations is available. Course descriptions and credit hours assigned to each course are designated in the Course Descriptions section.

In addition to the traditional Fall and Spring semesters, the University offers courses during a two-week Winter Session in early January, and in three distinct two-week Summer Sessions in May and June.

## **ACADEMIC HONESTY**

As an institution of higher learning that reflects Christian standards for honor, scholarship, and character, Grace University maintains honesty and integrity in all academic work as a high virtue. A student who cheats on quizzes or tests, who submits work other than his/her own, who falsifies course documents or reports, who fails to credit the research of other scholars within his/her work, or who lies about one of the above stated ethical violations is subject to penalty. **Plagiarism** is the theft of any part of another person's ideas, writings, or research contained in print or electronic materials; failure to appropriately cite the works of others will not be tolerated.

While some institutions mandate immediate dismissal when the honor code is broken, a Grace University faculty member will "zero" any work that does not reflect academic honesty and integrity based on sound evidence or testimony and will require the student to resubmit the assignment as a course requirement without a grade. In flagrant situations, a faculty member has the right to dismiss the student from the course. A repeat offender within the academic community is subject to a range of penalties including, but not limited to, academic probation, dismissal from an academic program, academic suspension, and/or dismissal from the University by action of the Academic Dean.

## **CAMPUS NETWORK**

Grace University's web and computer network systems are set up to handle all email and educational needs for our students. Students have access to records, financial status, institutional announcements, and their email through the University system so it is imperative that they monitor their email and records on a regular basis—daily when it comes to email. **The institution views its email system as the primary method of communicating with all students, faculty and staff.** All communication from the Registrar's Office, Business Office, administration and faculty, which does not come by regular post, will be done through a student's Grace email account.

## ACADEMIC CREDIT

### Grading System

A student may repeat any course once in an attempt to improve a grade of “C” or below. While both grades will appear on the student’s transcript, only the better grade will be used in computing the grade point average. Each repeated course will be counted only once in calculating credit hours required for graduation. No student may utilize more than 4 credits of activity or performance credits as open electives unless they are required by the student’s major and/or minor.

A+		100+	4.000	P	Pass		0.000
A	Excellent	97-100	4.000	S	Satisfactory	Non-credit bearing req.	0.000
A-		94-96	3.670	U	Unsatisfactory	Non-credit bearing req.	0.000
B+		92-93	3.330	W	Withdrawal		0.000
B	Good	90-91	3.000	I	Incomplete	Final grade not recorded at time of grading report	0.000
B-		87-89	2.670				
C+		84-86	2.330	AU	Audit Course	Complete without expectation of academic credit	0.000
C	Acceptable	81-83	2.000				
C-		78-80	1.670				
D+		76-77	1.330				
D	Poor	73-75	1.000				
D-		70-72	0.670				
F	Failure	Below 70	0.000				

### Grade Point System

A student’s academic standing is computed by the numerical value assigned to each course grade. For example, every credit hour of “A” has the value of four points; every credit hour of “B” has a value of three points, etc. The total grade points earned, divided by the number of credit hours attempted, gives the grade point average. Graduation requirements and scholastic honors are determined on this basis. Subjects graded on a Pass/Fail basis are not included in the student’s grade point average. The Registrar computes the official GPA for each student each semester and cumulatively for his/her education at Grace.

### Pass/Fail Grades

Pass/Fail grades, not used in calculating grade point averages, are typically given in physical education classes (except for *Introduction to Health and Wellness*), music ensembles, and Challenge Examinations.

### Dropping a Course

A student may drop a course during the 100% refund period with no grade recorded. After the end of the 100% refund period, he/she receives a grade of “W” in any course dropped. Courses may not be dropped after the “Last Day to Drop Courses.” Please refer to the Academic Calendar for specific dates.

### Incomplete Grades

Any student wishing to receive a temporary grade of “Incomplete” in a class is required to submit a “Request of Incomplete” form to the Registrar’s Office, with the instructor’s signature, before the last day of the class. Incompletes may be granted for a period of up to one month, during which time a grade of “I” will be assigned. It is the student’s responsibility to file all paperwork, acquire the instructor’s signature prior to the last day of the class, submit the form to the Registrar’s Office, and pursue the completion of the course work. If the work is not completed, the “I” automatically becomes an “F” unless an alternate grade is indicated by the instructor on the form. There is a \$25.00 fee for each “Request of Incomplete” form submitted.

### Final Grades

All final grades are available for student viewing online as soon as they are posted. Grades are considered final two weeks after they have been posted by the instructor. Any changes after that date require special permission from the Academic Dean.

### Disputed Grade Policy

If a student believes a grade is incorrectly placed on the student’s record, or a student disputes the validity of a grade, the student must file a “Disputed Grade Request” with the Registrar within two weeks of the grade being posted. The Registrar will forward the request to the specific faculty member for resolution. The faculty member who submitted the grade being disputed will review and sign off on any changes to the original submission within 30 days of the submission of the “Disputed Grade Request.”

If no resolution occurs between the faculty member and the student regarding a disputed grade, an appeal may be heard by the dean of the college in accordance with appeal policy. Any and all appeals regarding grades must be completed within

seven days of the faculty member submitting his/her response to the “Disputed Grade Request.” No grade appeal will be heard without a student first filing the “Disputed Grade Request.” Decisions of the dean are final.

An “Incomplete” grade changing to an “F” after the designated time for correction cannot be disputed using the “Disputed Grade Request” because the incomplete grade paperwork is a separate grading process. If a faculty member has failed to submit an appropriate grade within the allocated time to replace an “incomplete,” the Registrar may make those corrections to the records. The Registrar need not make corrections beyond 30 days past the allocated time.

If a “Disputed Grade Request” is not filed according to this policy, no administrative action can be taken to change a student record by the student, faculty member, or administration.

### **Auditing**

In some cases, students may wish to enroll in a course for informational purposes only. Although auditors are required to attend classes and come under the same general regulations as other students, they may or may not be required to do the assignments and/or to take the examinations. Auditors should seek clarification on expectations from the faculty of record. No credit is given for courses audited. Because attendance is the basic requirement, when absences in an audited course are in excess of three times the number of class sessions per week, the student forfeits the right to have the class noted on the transcript. No appeals are permitted. Courses involving active participation, such as physical education classes and music ensembles, may not be audited. All auditors must have the approval of the Academic Dean. The fee is nonrefundable.

### **Directed studies**

For a variety of reasons, students may want to pursue areas of study that are not found in the regular schedule of classes. The area of study must be approved by the Department Chair, the Academic Dean, and the professor who directs the study. The student and professor will meet regularly throughout the semester. Students will do assignments appropriate to the area of study and present their findings in a scholarly fashion appropriate to the area of study.

### **Advanced Placement Examinations**

Grace University participates in the Advanced Placement Program (AP) of the College Entrance Examination Board. Credit may be awarded to students who perform satisfactorily in certain college level courses in secondary school and who receive a score of “3” or above on the Advanced Placement examinations. The amount of credit (if variable) and where the credit fits in a respective student’s program requirements will be determined by the Registrar. A maximum of 15 credit hours of exam-based credit can be earned through examinations such as AP, CLEP, and Challenge Examinations. Credit can only be offered in fields of studies that are equivalent to those offered or approved by the University. The University follows the ACE credit recommendations as listed elsewhere in this catalog. Credit earned by AP examination is not counted toward residency requirements for graduation.

### **CLEP Examinations**

The College Level Examination Program (CLEP) is used to establish credit in certain college courses. A total of 15 credit hours of exam-based credit can be earned through examinations such as AP, CLEP subject examinations, and Challenge Exams; however, *no credit is allowed for CLEP general exams*. Credit can only be offered in fields of study that are equivalent to those offered or approved by the University. CLEP exams approved by the University, minimum raw score requirements for credit, and credit hours approved per course are listed elsewhere in this catalog. Credit earned by CLEP examination is not counted toward residency requirements for graduation. If the course has been taken by audit, or if the student has already completed one semester of a year-long course sequence such as English or History, credit is not given by CLEP examination. Students are assessed a CLEP Exam Transcript Posting Fee. Fees for testing materials are assessed to all students taking CLEP examinations. Fees are listed in the Financial Information section of this catalog. *The University code number for the CLEP examination report is 6248.*

### **Challenge Exams**

An undergraduate student may choose to test out of a course required in the current Grace University catalog even where no CLEP examination is available. A maximum of 15 hours of exam-based credit can be earned through examinations such as AP, CLEP, and Challenge Exams. While Challenge Exams reflect the equivalent knowledge and skills of a student who would receive a “C” grade or above in the classroom, exams will be graded on a pass/fail basis. Transcripts will identify all credits earned by Challenge Exam. Procedures for requesting a Challenge Exam are available in the Academic Office. A testing fee is assessed to all students taking Challenge Exams. Students are assessed a fee for credit that is allowed by examination.

### **Class Attendance**

Attendance during class sessions is viewed as a significant element in a student's experience at Grace University and is under the jurisdiction of the Academic Dean. Class attendance is important for academic success. Good stewardship and a focus upon God-given priorities while in school should guide this area in the student’s life. Since absences are directly correlated to predicted success in academic performance, the University has established an attendance policy.

1. The University's expectation is that students attend all classes in their entirety.

2. Students attending less than 90% of the scheduled class time in a given semester may incur a grade reduction or fail the course. Specific attendance and participation policies may vary by college, department, and course, and are outlined in the course syllabus.
3. Absences should only occur in the case of University sponsored scheduled events, and student athletes/performers are responsible for making arrangements with the instructor prior to the absence.
4. In the case of an extreme emergency, students are responsible for contacting the instructor as soon as is reasonably possible.
5. The student is responsible to make up all work that can be made up for the class. Students should assume the initiative in getting copies of handouts and/or class notes. The instructor is under no obligation to give private tutoring.

### Dean's List

At the end of each semester the Academic Dean posts the names of all full-time students who during the previous fall or spring semester earned a grade point average of at least 3.50 and completed a minimum of 12 semester hours with no grade below a "C."

### Transfer of Credit

The University follows the general practices established in the Higher Education Transfer Alliance (HETA) established by the Council for Higher Education Accreditation (CHEA). Grace University normally accepts transfer credit from accredited institutions when the grade is "C" or better, the course fits into the student's program of study, and no other institutional policies are violated.

Students currently enrolled at Grace, other than students in cooperative programs, may not enroll in courses at other institutions to meet Grace University program requirements without the written permission of the Academic Dean. This permission must be secured in advance and recommended by the student's advisor.

### Withdrawal from College

If a student wishes to withdraw from college during a semester, the student must consult with the Dean of Men or Dean of Women and submit a withdrawal form to the Registrar's Office, complete all necessary paperwork, participate in an exit interview with the Student Development Office, and finalize all financial arrangements with the Business Office and Financial Aid Office. Refer to "Dropping a Course" for implications about final grades. Refund policies are described in the Financial Information section of the catalog.

## ACADEMIC PROBATION

A student's academic standing is determined by his or her grade point average. When a student's grade point average drops below that specified minimum cumulative grade point average, he/she is placed on scholastic probation and may remain in school only by special permission of the Academic Review Committee.

To create an environment of academic responsibility and support, the following standards, classifications and requirements related to academic probation, probation and student accountability are utilized.

### Standards of Probation

#### Associate Degrees

<u>Hrs Completed</u>	<u>Min. Cum. GPA</u>	<u>Academic Warning</u>
1 – 15 hours	1.5	1.50 – 1.75
16 – 30 hours	1.75	1.75 – 1.99
31+ hours	2.00	2.00 – 2.25

#### Bachelor Degrees

<u>Hrs Completed</u>	<u>Min. Cum. GPA</u>	<u>Academic Warning</u>
1 – 15 hours	1.5	1.50 – 1.75
16 – 40 hours	1.75	1.75 – 1.99
41+ hours	2.00	2.00 – 2.25

### Academic Accountability Classifications

#### Academic Alert:

Incoming freshmen with a GPA or ACT/SAT score below admission standards set by Grace University.

**Requirements:** Limited course load (12 hours), participation in academic support services, and regular meetings with advisor or academic support coordinator.

#### Academic Warning:

Implement to address the notification and support needs of pre-probationary students.

Students in danger of academic probation based on the minimum cumulative GPA categories listed on page 27.

**Recommendations:** Increased advising and academic support resources.

#### Academic Probation:

Students who fall below the minimum cumulative GPA for related hours that they have completed at Grace University. Students remain at the institution but must raise their cumulative GPA within one semester (or show

satisfactory academic progress within a given semester or semesters as stipulated in their notice of academic probation).

**Requirements:** Weekly participation in academic support services (including workshops, tutoring and study sessions), as well as regular meetings with Academic Support Coordinator.

**Recommendations:** Limited student employment.

**Academic Suspension:**

Students who are unable to show satisfactory academic progress after one semester of academic probation.

**Requirements:** Written request for readmission, as well as demonstration that the student has met any readmission requirements outlined at the time of their suspension (i.e., ELL coursework, etc.). Students would re-enter on academic probation.

**Appeals Process:**

Students would be required to appeal any academic discipline decision in writing **within two weeks of notification**. Any appeals must be directed to the Academic Discipline Committee. Appeals are reviewed by the Academic Review Committee. Students are responsible to monitor their own academic progress. Notification of probationary status will be sent by the Academic Review Committee. Students on Academic Probation will receive one letter, which also will include information from the Financial Aid Office pertaining to how their probationary status will affect financial aid for the duration of the probationary period (**Financial Aid Warning**).

Transfer Students: If a student is admitted to Grace University on Academic Probation from another institution, we reserve the right to place the student on **Academic Alert** status for the first semester of study. After the first semester, status is reevaluated by the Academic Review Committee.

V.A. benefits are generally withheld when a veteran is placed on scholastic probation. The Title IV benefits are withheld according to the guidelines presented under the Title IV Financial Aid for Undergraduates information.

**CLASSIFICATION OF STUDENTS**

At the beginning of each school year the University classifies students on the basis of credits and grade points earned or transferred. These classifications are as follows:

**For Students in a Bachelor Degree Program**

Freshman	0 – 24 Credits	No Minimum
Sophomore	25 – 55 Credits	No Minimum
Junior	56 – 92 Credits	100 Minimum
Senior	Over 92 Credits	180 Minimum

**For Students in an Associate Degree Program**

Freshman	0 – 24 Credits	No Minimum
Sophomore	25 – 55 Credits	40 Minimum
Senior	Over 55 Credits	100 Minimum

If credits and grade points do not fall within the same division, the lower of the two determines the classification. Depending on the academic program in which they are enrolled, students may qualify as seniors who do not intend to be graduated within that academic year. When this occurs, the student is classified as sophomore or junior.

**RECORDS RETENTION AND TRANSCRIPTS**

The Registrar’s Office retains a variety of records pertinent to the academic progress of students. These records are available to school officials who have legitimate educational interest. The University retains for one year documents received in the Admissions Office for those who apply but do not enroll. For students who do enroll, the University retains relevant admission documents, including application forms, high school transcripts, and transcripts from other schools, for five years beyond the date of last attendance at Grace. Records of academic achievement at Grace University are retained permanently. The Family Educational Rights and Privacy Act of 1974 governs students’ rights of privacy and access to their educational records. Students have the right to inspect their files and all materials therein, except those items specifically waived by the student. Students wishing to view their files must make an appointment with the Registrar.

Grace University students and alumni are entitled to receive a reasonable number of copies of their academic transcripts reflecting their completed course work. Upon the written request of the student, with signature and appropriate fee, the Registrar’s Office will issue an official transcript to appropriate institutions, individuals, or agencies. Transcripts will not be issued for students who have financial obligations with the University.

## **PRIVACY OF STUDENT INFORMATION**

Grace University designates the following student information as Directory Information: name, address, phone number, home town, home state, email address, date of birth, full-time/half-time status, major fields of study, dates of attendance, degrees/awards and honors received, admission/enrollment status, classification, athletic information, and photograph. The University may disclose any of these items without prior written consent, unless the student notifies the Registrar in writing to the contrary by the end of the first week of the respective semester. Unless a student has officially filed a written request restricting his or her information by this time, aspects of the student's Directory Information may be included in appropriate University or Campus directories, publications, and released by school officials in response to inquiries concerning individual students. Because the printed campus directory is published only once each semester, names and/or other information will not be removed until the end of that semester. A student must be enrolled at Grace University to modify his or her restriction of directory information.

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

- The right to inspect and review the student's education records within 45 days of the day the University receiving a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- 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.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace University to comply with the requirements of FERPA.

Education records are no longer protected under FERPA after a student's death; consequently the disposition of records pertaining to a deceased individual is not a FERPA issue but a matter of institutional policy. Grace University maintains full discretion in deciding whether, and under what conditions, education records of deceased students should be disclosed.

In general:

- The university will not release education records for one year after the date of death except with the written authorization of the executor/executrix of the deceased student's estate or next of kin, if an executor/executrix has not been appointed.
- Unless it has information to the contrary, the university will presume that the student is deceased 75 years after the date the records were first created. Thereafter the student's education records may be released without restriction at the discretion of the university.

To request the education records of a deceased student, an individual must submit a written request to the Office of the Registrar specifying the requester's name, relationship to the deceased, and reason for the request. Additionally, the requester must provide a death certificate or obituary notice as proof of death. The request will be reviewed by a panel of university administrators, generally including the Registrar and the Academic Dean or their designates, who will make the determination on a case-by-case basis.

If you have more questions about your rights as a student, please see the Registrar.

## **ACADEMIC LOAD AND EMPLOYMENT**

The recommended academic load for each semester is indicated by the number of semester credit hours suggested in the various programs; usually this is 15-17 credit hours. The University has defined a minimal full-time load as 12 credit hours. Students may enroll in more than 18 credit hours only if their grade point average the previous semester was 2.8 or over, and if they receive special permission from the Academic Dean.

All students should maintain a proper balance between academic load and employment. Returning students enrolled in 16 credit hours are encouraged to limit employment to 28 hours per week. When increased responsibility makes additional work necessary, students should adjust their academic loads accordingly.

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

In accordance with our commitment to academic excellence, participation in University-sponsored, extra-curricular activities (inter-collegiate athletics, traveling music groups, student government, etc.) is generally restricted to students who maintain a minimum 2.00 cumulative GPA or earned a 2.00 GPA during the previous semester. Eligibility requirements for each extra-curricular activity are defined in the *Student Handbook*.

## **MUSIC ELECTIVE LIMITATIONS**

A maximum of four credit hours of applied music and/or four credit hours of ensemble may be applied toward graduation requirements in any of the non-music programs.

## **GRADUATION**

The University holds an annual Commencement ceremony. Students completing their requirements during the summer or fall have the option of receiving their degrees at those respective times or waiting until the spring Commencement. Participation in Commencement exercises is required of all graduating students except those who have completed early and elected to take their diplomas, have moved out of the community, or have petitioned to graduate *in absentia*. Only those students who complete all graduation requirements or who file a request of variances by February 1 (specified below) are permitted to participate in the Commencement exercises. There is no waiver or adjustment of graduation fees for students.

### **Petition to Graduate**

Students who anticipate completing the requirements for an undergraduate degree are responsible for filing an application for graduation with the Registrar's Office. The deadlines for submitting graduation applications are: May graduation: December 1; August graduation: June 30; December graduation: September 30. Students alone assume the responsibility that all requirements are met prior to the deadline for graduation.

Students with deficient academic hours may request permission to participate in Commencement exercises provided they have no more than 6 hours OR one academic course remaining in their program and they meet all other graduation requirements. To be considered for this special exemption, the student must submit a letter to the Academic Dean requesting permission to participate in the Commencement exercises by February 1. The faculty decides on any exceptions to the graduation requirements listed above.

Requirements for graduation include the following:

### **Character and Doctrine**

Students must evince agreement with the broad principles of the doctrinal positions found in this catalog. The character and reputation of all candidates for graduation is reviewed by the faculty during the student's final year. In addition to general review of character, no student is permitted to graduate from the University while on academic or disciplinary probation. The University reserves the right to withhold graduation from any student who disqualifies himself/herself in respect to character or orthodox doctrine at any time prior to commencement exercises.

### **Senior Assessments**

Students graduating with Associate or Bachelor degrees are required to verify that the Bible, General Education, and Professional Studies objectives of their programs have been accomplished. Examples of assessment include a capstone course, comprehensive examinations, standardized tests, projects and portfolio requirements. Students should contact Department and Program Directors for details.

### **Scholastic Rating**

The student must satisfactorily complete the required subjects of the program chosen, have the prescribed number of semester credit hours and a grade point average of 2.0 or better. Some programs require a higher grade point average for graduation. Please note program requirements carefully.

### **Servant Leadership Training**

Because the University seeks to train for effective service, it expects that students show commendable zeal and faithfulness in their Servant Leadership Training. Each student's total SLT experience is evaluated by the faculty in the final semesters of the junior and senior years. The degree may be withheld on the basis of an unsatisfactory Servant Leadership Training record even though the student fulfills all other requirements.

### **Residency Requirement**

To provide the University with a realistic opportunity to evaluate all the requirements for graduation including Christian character, basic doctrinal orthodoxy, scholastic rating, and SLT experience, a student must complete at least thirty hours of credit at Grace University. Normally, the final 15 credit hours of a student's degree program must be earned at Grace University; however, circumstances may provide grounds for the Academic Dean to waive this requirement.

A student who withdraws from school with 15 or less hours remaining in a program has one year following the semester in which he or she terminated enrollment to complete the program. After one year, the student must complete the program as structured in the current catalog and complete a minimum of 15 credit hours at Grace University.

### **Finances**

All financial obligations to the University must be settled to the satisfaction of the Business Office prior to graduation.

### **Finalizing the Academic Record**

Once the degree is conferred, the academic record is considered complete and final. No further changes will be made unless there is a documented clerical error. It is the responsibility of the student to notify the Office of the Registrar of a clerical error within 30 days of the graduation date. Course repeats are not permitted after a degree is awarded. No transfer work will be accepted after the degree is conferred.

## GRADUATION HONORS

### Latin Honors

The University awards graduation honors to undergraduate students who have earned a minimum of 62 credit hours at Grace University and who have achieved cumulative grade point averages according to the following chart.

Honor	GPA
Cum Laude	3.20 to 3.49 Cum. GPA
Magna Cum Laude	3.50 to 3.79 Cum. GPA
Summa Cum Laude	3.80 to 4.00 Cum. GPA

### Donald J. Tschetter Servant Leadership Award

Each year the faculty selects a male and female from the senior class to receive the Donald J. Tschetter Servant Leadership Award. This is the highest honor that any Grace student can receive. Criteria for this award are well-balanced Christian character, scholarship, and spiritual leadership that best embodies and portrays the ideals of Grace University.

## SENIORS ELIGIBLE TO TAKE GRADUATE COURSES

It is expected that some students will be interested in graduate study at Grace University. In select circumstances, an undergraduate student may be allowed to use up to 9 hours from the Graduate Studies department toward the completion of their undergraduate program. Should such a student later be accepted as a graduate student within Grace's Graduate Studies, those graduate classes may be waived toward the completion of the requirements of that Master's degree.

Students must meet the following requirements:

- A cumulative GPA of 3.0, including a GPA within their major of 3.0
- Have expressed an interest with their advisor in attending the Grace Graduate Studies
- Have a letter of recommendation from their advisor or a Graduate Studies recommendation form completed by their advisor.
- Maintain a 3.0 GPA in their Graduate Studies classes

It should be noted that completion of classes in the Graduate Studies department does not guarantee admission into a graduate program.

## SECOND BACHELOR'S DEGREE

Students who wish to earn a second Bachelor's degree at Grace University may do so provided (1) at least one year has lapsed between the granting of the two degrees, (2) subsequent to the completion of the first degree at Grace, at least 24 additional hours are taken at Grace University, and (3) all program objectives within the second program are fully met. Individuals holding Bachelor's degrees from another accredited institution may receive a second Bachelor's degree provided (1) they complete a minimum of 30 hours of residency at Grace University, and (2) all objectives within the second program are fully met.

## PETITIONING FOR PROGRAM VARIANCE

Unusual circumstances may provide a student with sufficient grounds whereby the student may petition for a variance to specifically stated program requirements. Should a student believe he/she has sufficient grounds to request variance, the student should submit a petition form to the Academic Dean. The Academic Dean, in consultation with the Dean's Council, will make a recommendation on Variance Petitions to the full faculty.

## ARTICULATED AGREEMENTS

Grace University offers students educational opportunities beyond traditional program requirements. Several of these opportunities are offered to Grace students based on an articulation agreement with other institutions and organizations.

### Focus on the Family Institute

Grace University holds an articulated participation agreement with the Focus on the Family Institute located on the campus of Focus on the Family in Colorado Springs, Colorado. Because of this relationship, a Grace student has an advantage when competing for limited openings to study for a semester in Colorado. Students are able to complete up to 15 credit hours at Grace through the training experience at Focus on the Family that can enhance their training from Grace. Courses offered are listed below. For more information, contact the Academic Dean.

PSY 426	Christian Worldview Studies	3
PSY 427	Family, Church & Society Studies	3
PSY 453	Marriage & Leadership Studies	3
PSY 454	Family Life Studies	3
PSY 458	Practicum	3



### **Jerusalem University College**

Grace University is a member of the Consortium of Associated Schools of Jerusalem University College (formerly known as the Institute for Holy Land Studies) whereby Grace University students can travel and study in Israel for short courses (3 weeks) or through extended study (a semester or year). Jerusalem University College has a specialized curriculum designed to introduce students to the study of Palestine and the Near East. Courses are available in archaeology, the languages and literature of Near Eastern cultures and peoples of ancient times, and in the cultures and peoples of today. The curriculum of JUC has been designed to take advantage of the distinctive resources of study and research available in Jerusalem and throughout Israel. Historical and cultural aspects of the land are covered thoroughly in a variety of courses. These courses, together with geographical, archaeological, and linguistic studies, provide a unique on-the-scene exposure. This exposure is ensured through a staff of resident scholars and lecturers. The use of local Jewish and Arab expertise in some of the classes contributes to the unique character of the program.

The major portion of the instruction is done in English by a staff that has been recruited from the faculties of the Hebrew University and the University of Tel Aviv. Students desiring transfer credit in a particular program should consult the Registrar prior to enrolling in courses. For more information contact the Academic Dean.

### **Children's Ministry Institute**

Grace University has an agreement with the Children's Ministries Institute (CMI), operated by Child Evangelism Fellowship in Warrenton, Missouri, whereby Grace University students can participate in a one semester, specialized training program for potential leaders and directors in Children's Ministries. In addition to classroom instruction, this program requires extensive practicum experience within the Christian Education program at Grace University. Acquiring credit for this educational experience is based on permission from the Christian Education Program Director and the Academic Dean, as well as admission into the program by CMI.

## ***Degree Programs***

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Pastoral Ministry (BA) .....	47
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Camping Ministry (BS) .....	49
Communication Studies(BS) .....	50
Mass Communication (BS).....	51
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Middle Level Field Endorsement .....	70
Music Field Endorsement .....	72
Social Science Field Endorsement.....	73
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English Subject Endorsement .....	77
History Subject Endorsement .....	78
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## **Department of Biblical Studies**

**Department Chair:** Mark W. Linder, Ph.D.

At Grace University, the Bible and Theology are central to each program of study. The faculty and the administration feel that growth in the knowledge and application of the Scriptures is critical to a well-balanced, integrated Christian education. Accordingly, all students pursuing a Bachelor degree, and some pursuing an Associate degree, are required to complete a major in Biblical Studies consisting of 30-42 semester credit hours of Bible and theology, the specifics of which depend upon one's particular program of study.

We believe that every Bachelor student should complete a Biblical Studies major for the following reasons:

1. The Scriptures testify to God's activities in history and his desires for creation, and it reveals most fundamentally the person, work and reign of Jesus Christ;
2. The Bible provides a unifying matrix in which Christians can integrate their particular disciplines of study with their obligations to kingdom living;
3. A Christ-centered education helps a student evaluate competing systems of thought readily found in one's surrounding culture;
4. A sound study of the Scriptures lays a necessary foundation for transformation into Christlikeness; and
5. Sound study of Scripture lays a foundation for understanding one's vocation in relationship to the church and to the world.

### **DEPARTMENT OF BIBLICAL STUDIES OBJECTIVES**

The following objectives of the Department of Biblical Studies are applicable to all programs offered by Grace University and are listed below rather than with each program. We desire:

1. That students gain an understanding into the meaning of Scripture through:
  - (a) a broad investigation of its contents,
  - (b) the application of sound interpretive principles to that content, and
  - (c) the presentation and the development of a sound theological system based upon its teachings;
2. That students are able to demonstrate the ability to think logically and critically from a biblical worldview;
3. That students improve their proficiency in the personal study of Scripture through competent usage of the tools necessary for sound Bible study;
4. That students demonstrate their respect and commitment to God and his written revelation through:
  - (a) personal growth in prayer, worship, Bible study and obedience, and through
  - (b) contributions to the corporate expressions of the community of faith;
5. That each student be responsive to his or her understanding of the Scriptures in such a way that the combination of Scriptures and the Holy Spirit effect spiritual transformation; and
6. That the student be able to effectively communicate his or her understanding of the teachings of Scriptures to others.

### **Class Requirements**

With the above objectives in mind, the following classes have been established as a standard set of required classes for all Bachelor degree-seeking students. It consists of the following classes:

<b>Common Core</b>		<b>15 hours</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
TH 203	Theology of Church Mission	2

### **Upper Division Requirements**

All Bible majors will take a minimum of 12 hours of upper-division credits.

<b>Required Theology Classes</b>		<b>6 hours</b>
TH 301	Theology 1	3
TH 302	Theology 2	3

**Restricted Electives 3 hours**

All Bachelors students will take either:

BS 406 Romans 3  
*Or*

BS 3-4 - - Gospels 3

(This category can be fulfilled by any upper-division class on individual Gospel texts)

**Bible/Theology Electives\* 6 hours minimum**

BS/TH 3-4 - - Electives 6-16 (depending upon program requirements)

**Total 30-40** (depending on program requirements)**\*Interdisciplinary Bible Courses**

Depending upon the configuration of a specific program, students taking programs not typically leading to vocational Christian ministry may be able to include up to 9 hours of Interdisciplinary Bible Courses into their Elective pattern. (Examples of such programs would be the Business or Teacher Education programs.) Interdisciplinary Bible-related courses typically apply biblical teaching to various practical areas of study. For more information on what classes might apply, students should consult with their advisors.

**DISCIPLESHIP CERTIFICATE -- ONE-YEAR PROGRAM**

The one-year Discipleship Certificate is a program that reflects the strong tradition of Christian ministry at Grace University. The motivation for the Certificate is rooted in the principle that all Christ-followers are called to ministry—lay persons and vocational ministry professionals alike. Because some men and women are unable to complete typical two- and four-year degree programs, this program is designed to provide a single year of study to those who want basic education and training in Bible and theology, as well as in Christian life and ministry.

The Discipleship Certificate, while self-contained by design, is constructed so that a student can continue for a second year and complete an Associate in Bible. This Certificate program satisfies the requirement of many mission agencies for a one-year program of biblical studies.

**DISCIPLESHIP CERTIFICATE****Objectives**

Students who complete the Discipleship Certificate should demonstrate:

1. A general understanding of Scripture and its themes;
2. A sense of world mission;
3. Skill in personal witness;
4. A Christian understanding of human behavior; and
5. The ability to communicate effectively.

<b>Bible/Theology Requirements</b>	<b>21</b>
BS 100 Introduction to the Bible	3
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
TH 203 Theology of Church Mission	2
TH 301 Theology 1 <i>or</i>	
TH 302 Theology 2	3
<b>General Education Requirements</b>	<b>6</b>
COM 101 Oral Communication	3
HU 414 Ethics	3
<b>Professional Requirements</b>	<b>2</b>
BU 300 Principles of Leadership and Management	2
<b>Open Elective</b>	<b>3</b>
<b>Servant Leadership Training and Grace L.I.F.E.</b>	<b>2 sem each</b>
<b>TOTAL HOURS</b>	<b>32</b>

## ASSOCIATE IN BIBLE DEGREE

The Associate in Bible degree is a 62-credit, two-year program designed to prepare men and women in basic Bible and theological disciplines, as well as provide a broad General Educational experience. As with the Discipleship Certificate, this program is especially useful to individuals who are unable to complete a four-year program, but are interested in being a biblically and theologically literate Christ-follower.

### Objectives

Graduates of the Associate in Bible Degree, in addition to the objectives of the Discipleship Certificate, should demonstrate:

1. Greater maturity in the interpretation and understanding of the Bible;
2. A basic understanding of the major doctrines of Scripture;
3. The ability to work effectively with people in the local church; and
4. Development in some general studies or specialized ministry area.

<b>Bible/Theology Requirements</b>	<b>30</b>
BS 100 Introduction to the Bible	3
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
BS 406 Romans <i>or</i>	
BS 204 Gospels	3
TH 203 Theology of Church Mission	2
TH 301 Theology 1 <i>or</i>	
TH 302 Theology 2	3
BS/TH Bible or Theology Electives	6
<b>General Education Requirements</b>	<b>20</b>
COM 101 Oral Communication	3
EN 101 College Composition 1	3
HU/MU Choose an Art or Music course	3
MA - - - Choose a Math course	3
PE - - - P.E. electives	2
SCI - - - Choose a Science course	3
SS - - - Choose a Social Science course	3
<b>Open Electives</b>	<b>12</b>
Choose courses from any area based on interest	12
<b>Servant Leadership Training and Grace L.I.F.E.</b>	<b>4 sem each</b>
<b>TOTAL HOURS</b>	<b>62</b>

## Department of General Education

**Department Chair:** Gary R. Peterson, M.A.

In addition to the Department of Biblical Studies, Grace University maintains a Department of General Education. In each program, students will take courses in basic oral and written communication skills, science, math, social science, humanities, and technology which are offered by the General Education Department. The goal of the department is to challenge students to be critical thinkers who integrate Biblical truth with knowledge about God's created universe and the culture in which they live.

### GENERAL EDUCATION COMMON CORE

Within the General Education Department, a common core has been established for all bachelor-level students. The Bachelor's degrees include the following minimum core:

#### Requirements for a Bachelor of Science

- 9 credits Communication (oral and written)
- 3 credits of Math
- 3 credits of Science
- 3 credits of Physical Education
- 9 credits of Social Science (includes PSY 101)
- 9 credits of Humanities/Music

#### Requirements for a Bachelor of Arts

- 9 credits Communication (oral and written)
- 3 credits of Math
- 3 credits of Physical Education
- 6 credits of Social Science (must have PSY 101 or 211)
- 9 credits of Humanities/Music
- 6-10 credits of a single foreign language

All students are expected to have a working knowledge of Microsoft Office prior to starting at Grace University. This will allow each student to be most effective in using the campus network and library and computer lab resources. Requirements specific to the major are addressed within the curriculum for that major.

**ADDITIONAL STANDARDS**

Any student who takes 25% or more of their general education requirements at another institution is required to take either HU 414 Ethics or HU 323 Worldviews as a worldview integration requirement.

**DEPARTMENT OF GENERAL EDUCATION OBJECTIVES**

The objectives of the General Education Department are applicable to most programs and are listed below, rather than with each program:

1. the student should demonstrate the development of a worldview that integrates a broad knowledge of human history, behavior, and culture with biblical truth;
2. the student should demonstrate the skills essential to effective oral and written communication;
3. the student should develop on aesthetic sense of the arts through exposure to the humanities;
4. the student should display a biblically informed appreciation for the human body in an individualized fitness program and exposure to activities that have immediate and lifelong health benefits;
5. the student should demonstrate the ability to draw conclusions from research data using the scientific method; and
6. the student should demonstrate the ability to use computer application software to construct printed materials or multimedia presentations.

**ASSOCIATE OF ARTS DEGREE**

Students who complete this two-year program usually plan to transfer to another college or university to complete a Bachelor's degree in a non-biblical field.

**Objectives**

1. A basic understanding of the Bible and Theology;
2. A Christian understanding of the basic areas of general education;
3. A sense of world mission; and
4. Skill in personal witness.

<b>Biblical / Theological Requirements</b>	<b>24</b>
BS 100 Introduction to the Bible	3
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
BS 406 Romans <i>or</i>	
BS 204 Gospels	3
TH 203 Theology of Church Mission	2
TH 301 Theology 1 <i>or</i>	
TH 302 Theology 2	3
<b>General Education Requirements</b>	<b>29</b>
COM 101 Oral Communication	3
EN 101 College Composition 1	3
EN 102 Creative Writing <i>or</i>	
EN 103 College Composition 2	3
HU 301 Introduction to Philosophy <i>or</i>	
HU 414 Ethics	3
HU - - - Choose a Literature course	3
HU/MU Choose an Art or Music course	3
MA - - - Choose a Math course	3
PE - - - P.E. electives	2
SCI - - - Choose a Science course	3
SS - - - Choose a Social Science course	3
<b>Open Electives</b>	<b>9</b>
Choose courses from any area based on interest	9
<b>Servant Leadership Training and Grace L.I.F.E.</b>	<b>4 sem each</b>
<b>TOTAL HOURS</b>	<b>62</b>

## ENGLISH (BA)

**Program Director:** Gary R. Peterson, M.A.

The English Program seeks to introduce, develop, and deepen students' understanding and appreciation of important works of literature. The world's great books boast the best expressions of thought and experience. Studying such works upon the firm foundation of the greatest book—the Bible—will enlarge students' horizons, undergird their faith, and challenge them to spiritual reflection. The critical thinking necessary to make critical judgments will result in the development of students' abilities to express themselves effectively in speech and in writing. Courses in English instruct students in becoming more observant, thoughtful, and articulate in response to what they read.

In addition to immeasurably enriching their lives and equipping them for a lifetime of literary appreciation, students who graduate with a major in English are poised to pursue careers as writers, lawyers, journalists, librarians, educators, and public and private sector administrators. Numerous fields require writers and editors able to compose clear, accurate prose. The legal profession requires people skilled in the art of precise and persuasive language. English majors also use their degree as a springboard to graduate or professional schools where their writing skills and broad knowledge serve them well in a wide range of professional careers.

<b>Bible/Theology Requirements</b>		<b>33</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406 <i>or</i> 204	Romans <i>or</i> Gospels	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
BS - - -	Bible or Theology electives	6
<b>General Education Requirements</b>		<b>39</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 102	Creative Writing	3
EN 103/EN 203	College Composition 2 <i>or</i> Technical Writing	3
FL - - -	Choose one year of a Foreign Language, Greek recommended	6
HU 301	Introduction to Philosophy <i>or</i>	
HU 323	Worldviews <i>or</i>	
HU 414	Ethics	3
HU - - -	HU electives	6
MA - - -	Choose a math course	3
PE - - -	P.E. electives	3
PSY 101	General Psychology	3
SS - - -	Social science elective	3
<b>Literature</b>		<b>36</b>
HU 241	Western Literature 1	3
HU 242	Western Literature 2	3
HU 310	Literature of the Bible	3
HU 322	Survey of Religious Literature	3
HU 381	English Literature	3
HU 382	American Literature	3
HU 383	World Literature	3
HU 391	Major Authors	3
HU 392	Literary Periods	3
HU 393	Literary Genres	3
HU 415	Literature for Children and Adolescents	3
HU 451	Topics in Literature	3
<b>Open Electives</b>		<b>18</b>
<b>Servant Leadership Training and Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>126</b>

## HUMANITIES (BA)

Program Director: Kris J. Udd, Ph.D.

The Humanities major requires course work in philosophy, literature, history, and foreign language, with an emphasis in Ancient Near Eastern Studies, History, or English. The program offers a broad-based education that is designed for individuals considering graduate study in social science fields, planning to enter a professional school program (i.e., law), or contemplating attendance at a seminary. The Bachelor of Arts degree requires a minimum of one year study of a foreign language.

### Objectives

In addition to the objectives for the General Education Department, students who complete the Humanities Program should demonstrate a growing ability to:

1. analyze, synthesize, discuss, and write about a variety of topics in the humanities from a theocentric perspective;
2. interpret and evaluate works of literature and history with critical insight;
3. demonstrate an increased appreciation of God's work in history through the study of a biblical language.

<b>Bible/Theology Requirements</b>	<b>36</b>
BS 100 Introduction to the Bible	3
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
BS 406 <i>or</i> 204 Romans <i>or</i> Gospels	3
TH 203 Theology of Church Mission	2
TH 301 Theology 1	3
TH 302 Theology 2	3
BS - - - Bible or Theology electives	9

<b>General Education Requirements</b>	<b>37</b>
COM 101 Oral Communication	3
EN 101 College Composition 1	3
EN 102 Creative Writing	3
FL 351 Greek Grammar 1	3
FL 352 Greek Grammar 2	3
HU 301 Introduction to Philosophy <i>or</i>	
HU 323 Worldviews <i>or</i>	
HU 414 Ethics	3
HU - - - Humanities electives	6
MA - - - Choose a math course	3
PE - - - P.E. electives	3
PSY 101 General Psychology	3
SS - - - Social science elective	3
SS 400 Senior Integration	1

### Professional Requirements 54

Choose 18 hours in one area of concentration and 9 hours in each of the other two.

#### ANCIENT NEAR EASTERN STUDIES (9 or 18)

BS 310 Historical and Geographical Settings of the Bible	4
BS 343 Old Testament Archaeology	3
BS 344 New Testament Archaeology	3
BS 414 Backgrounds and Cultures of the Bible	3
FL 451 Greek Exegesis 1	3
FL 452 Greek Exegesis 2	3
FL 461 Hebrew Grammar 1	4
FL 462 Hebrew Grammar 2	4
FL 471 Introduction to the Septuagint	3
FL 472 Ancient Inscriptions	3

#### HISTORY (9 or 18)

SS 331 World Civilizations 1	3
SS 332 World Civilizations 2	3



SS 333	American Government and Politics	3
SS 336	History of Western Hemisphere	3
SS 431	American Civilization 1	3
SS 432	American Civilization 2	3
SS 434	Domestic and Global Political Issues	3
SS 443	Historiography	3

**ENGLISH (9 or 18)**

HU 241	Western Literature 1	3
HU 242	Western Literature 2	3
HU 310	Literature of the Bible	3
HU 322	Survey of Religious Literature	3
HU 381	English Literature	3
HU 382	American Literature	3
HU 383	World Literature	3
HU 415	Literature for Children	3

**Professional Electives 18**

Any course from the listed ANES, English, or History areas can be used for the electives area, or other upper level classes can be used with advisor approval.

**Servant Leadership Training and Grace L.I.F.E.** 8 sem each

**TOTAL HOURS 127**

**BUSINESS AND TECHNOLOGY**

**Program Director:** Joel Padin, Ph.D.

**Business and Technology Program**

The Business and Technology Program is designed to prepare students to impact the marketplace through integration of a Christian worldview with business and technology theory and application. The business program at Grace University is distinctive from studies at other educational institutions because of the influence of the Bible. The basis of our program is the understanding that biblical and theological principles, when applied to business, constitute best business practices. This is accomplished by beginning each course with a study of the biblical and theological principles that are pertinent to the course. The student who graduates will have created a philosophy of business built on the combined biblical and theological principles taught in Biblical Studies, General Education and Business and Technology courses.

This program is designed to prepare students for business and technology positions in mission organizations, church and para-church ministries, “tent-making” missionary service, as well as to be Christian witnesses in the marketplace. Study in the Business and Technology Program leads to one of the following degrees:

**Business Degree:**

- Bachelor of Science in Business
  - Concentration in Business Administration
  - Concentration in Nonprofit Management
  - Concentration in Intercultural Administration
  - Concentration in Accounting
  - Concentration in Agribusiness Management

**Technology Degree:**

- Bachelor of Science in Computer Information Systems
  - Concentration in Networking
  - Concentration in CIS in Business
  - Concentration in Software Programming

*All technology degrees are cooperative programs offered in conjunction with Bellevue University in Bellevue, Nebraska.*

**Business and Technology Program Objectives**

There are four primary objectives of the Business and Technology Program. Students who graduate with a business or technology degree should be able to:

1. Devise a personal philosophy of business that incorporates a biblically based, Christian worldview into their business or technology degree and concentration;

2. Demonstrate skills that are needed to competently perform as a business or technology professional in their place of employment, whether in a Christian or secular setting;
3. Demonstrate interpersonal and relationship skills that promote an active Christian witness and effective conflict management; and,
4. Demonstrate proficiency in the practice of Scripture, ethics, accounting, business law, finance, human relations, management, marketing, ministry promotion and servant leadership.

## **BUSINESS (BS)**

Bachelor of Science in Business with concentrations in

- Business Administration
- Nonprofit Management
- Intercultural Administration
- Accounting
- Agribusiness Management

<b>Bible/Theology Requirements</b>	<b>30</b>
BS 100 Introduction to the Bible	3
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
BS 406 <i>or</i> 204 Romans <i>or</i> Gospels	3
TH 203 Theology of Church Mission	2
TH 301 Theology 1	3
TH 302 Theology 2	3
BS/TH Bible or Theology electives	3
<b>General Education Requirements</b>	<b>37</b>
COM 101 Oral Communication	3
EN 101 College Composition 1	3
EN 103 College Composition 2	3
HU/MU Humanities and music electives	9
MA 211 Statistics	3
PE - - - P.E. electives	3
PSY 101 General Psychology	3
SCI - - - Choose a Science course	3
SS 201 Microeconomics	3
SS 202 Macroeconomics	3
SS 400 Senior Integration	1
<b>Professional Core Requirements</b>	<b>30</b>
AC 201 Financial Accounting	3
AC 202 Managerial Accounting	3
BU 101 Introduction to Business	3
BU 300 Principles of Leadership and Management	3
BU 307 Business Ethics	3
BU 312 Principles of Marketing	3
BU 403 Legal Environment of Business	3
BU 411 Management Information Systems	3
BU 456 Business Strategy and Planning	3
IT 109 Foundations of Personal Technology	3
<b>Concentration Requirements</b>	<b>30-33</b>
Servant Leadership Training and Grace L.I.F.E.	8 sem each
<b>TOTAL HOURS</b>	<b>127-133</b>

### ***Concentrations Available:***

#### **BUSINESS ADMINISTRATION**

**30**

The Business Administration Concentration is designed to provide a practical understanding of the principles of leadership and management, the operation of organizations, and the interrelationships of business functions within the organization. The Business and Technology Program courses, concentrations, and majors are designed with critical outcomes in mind so that Grace University graduates are preferred over other candidates in the marketplace. Grace University's Business Administration Program has two important distinctions: applied servant leadership and business-as-mission.

BU 301	Corporate Finance	3
BU 302	Organizational Behavior	3
BU 309	Advanced Personal Technology	3
BU 311	Human Resource Management	3
BU 402	International Business	3
BU 412	Entrepreneurship and Small Business	3
EN 318	Professional Writing in Organizations	3
BU - - -	Business electives or emphasis	9
<i>Finance Emphasis</i>		
BU 305	Intercultural Finance	3
BU 332	Investments	3
BU 334	Cash Management	3
<i>Human Resource Management Emphasis</i>		
BU 342	Labor Relations	3
BU 414	Compensation and Performance Management	3
<i>Management Emphasis (Taken at Bellevue University)</i>		
BA 434A	Organizational Management and Theory	3
<i>Choose one of the following:</i>		3
BA 437	Global Management	
BA 465A	Business Law	
<i>Marketing Emphasis (Taken at Bellevue University)</i>		
BA 455	Internet Marketing	3
BA 457	Multinational Marketing	3
BA 458	Sales Management	3

## **SPORTS MANAGEMENT**

The Sports Management Concentration is designed to prepare front-office management and other professionals interested in the global sports industry by providing an education in the sports industry while providing also specific training in finance, sports personnel management, law, sports marketing and facility/event superintendence. The concentration provides a combination of broad-based and specific skill training. Grace University's Sports Management Program has two important distinctions: applied servant leadership and business-as-mission to the sports industry.

<b>Professional Core Requirements</b>		<b>27</b>
AC 201	Financial Accounting	3
AC 202	Managerial Accounting	3
BU 101	Introduction to Business	3
BU 300	Principles of Leadership and Management	3
BU 307	Business Ethics	3
BU 311	Human Resource Management	3
BU 403	Legal Environment of Business	3
BU 411	Management Information Systems	3
IT 109	Foundations of Personal Technology	3
<b>Concentration Requirements</b>		<b>33</b>
BU 301	Corporate Finance	3
BU 309	Advanced Personal Technology	3
BU 312	Principles of Marketing	3
SS 122	Sports in Society	3
SM 121	Foundations of Sports Management	3
SM 203	Sports and Athletic Administration	3
SM 211	Sports Event and Facility Management	3
SM 301	Sports Marketing	3
SM 304	Sports Law	3
SM 411	Sports Economics	3
SM 450	Sports Management Capstone	3

## **NONPROFIT MANAGEMENT**

**33**

The Management concentration prepares students to work in a variety of ministry and community organizations through practical coursework and service learning within local nonprofit organizations.

BU 301	Corporate Finance	3
BU 302	Organizational Behavior	3
BU 309	Advanced Personal Technology	3
BU 311	Human Resource Management	3
BU 315	Social Entrepreneurship	3

BU 402	International Business	3
BU 412	Entrepreneurship and Small Business	3
BU 423	Nonprofit Finance and Managerial Controls	3
BU 425	Fundraising and Resource Development	3
BU 427	Legal and Regulatory Compliance	3
EN 318	Professional Writing in Organizations	3

### **INTERCULTURAL ADMINISTRATION** **33**

The Intercultural Administration concentration provides students with a broad foundation in business coupled with an understanding of intercultural issues. This program is designed for the student who desires to be engaged in direct or indirect intercultural ministry. Several credit hours are completed while the student participates in an extended international internship of up to six months.

BU 301	Corporate Finance	3
BU 309	Advanced Personal Technology	3
BU 402	International Business	3
BU 412	Entrepreneurship and Small Business	3
SS 214	Cultural Anthropology	3
BU - - -	Upper level business electives	9
IS - - -	Intercultural Studies electives	9

### **ACCOUNTING** **33**

The accounting area provides students with a broad foundation in accounting procedures and theory that prepares students for a career in the accounting field. The student may desire to sit for the Certified Management Accountants exam or the Uniform C.P.A. Examination I Nebraska. The Uniform C.P.A. Examination includes additional course requirements beyond the hours taken at Grace. Academic advisors at Grace work closely with students who are considering certification options. The degree is earned as a cooperative program with Bellevue University. Courses marked with the double asterisk are taken at Bellevue University.

AC 311	Intermediate Accounting 1**	3
AC 312	Intermediate Accounting 2**	3
AC 321	Cost Accounting**	3
AC 331	Income Tax Accounting**	3
AC 341	Accounting Information Systems**	3
AC 416	Advanced Accounting Problems 1**	3
AC 442	Financial Auditing**	3
AC - - -	Upper Level Accounting Elective**	3
BU 301	Corporate Finance	3
BU 302	Organizational Behavior	3
BU 412	Entrepreneurship & Small Business	3

### **AGRIBUSINESS MANAGEMENT** **33**

The agribusiness management degree is a cooperative program with Iowa Western Community College. Courses at IWCC give students a practical foundation for modern agriculture. In addition to the Agricultural Management courses listed below, students complete a variety of courses at Grace that prepares them to navigate the complex organizational and community structures unique to agriculture. Courses marked with the double asterisk are taken at IWCC.

AGB 211	Ag Law and Taxation**	3
AGB 330	Farm Business Management**	3
AGB 331	Entrepreneurship in Agriculture**	3
AGB 333	Precision Farming Systems**	3
AGB 437	Commodity Marketing**	3
AG - - -	AgriBusiness Electives**	6
BU 301	Corporate Finance	3
BU 309	Advanced Personal Technology	3
BU 311	Human Resource Management	3
BU 412	Entrepreneurship & Small Business	3

## **COMPUTER INFORMATION SYSTEMS (BS)**

### **Technology Degree Programs**

The Business and Technology Program offers a Bachelor of Science in three computer information technology areas:

- Networking
- Web-Based Networking
- Software Programming

Each degree is earned as a cooperative program with Bellevue University. The program provides the background and foundational knowledge to build academic excellence and vocational flexibility. These degrees prepare students for an information technology career and also to pursue graduate studies.

All students seeking Technology degrees have the following Bible/Theology and General Education requirements.

<b>Bible/Theology Requirements</b>	<b>30</b>
BS 100 Introduction to the Bible	3
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
BS 406 <i>or</i> 204 Romans <i>or</i> Gospels	3
TH 203 Theology of Church Mission	2
TH 301 Theology 1	3
TH 302 Theology 2	3
BS/TH Bible or Theology electives	3
<b>General Education Requirements</b>	<b>37</b>
COM 101 Oral Communication	3
EN 101 College Composition 1	3
EN 103 College Composition 2	3
HU/MU Humanities and music electives	9
MA 211 Statistics	3
PE - - - P.E. electives	3
PSY 101 General Psychology	3
SCI - - - Choose a Science course	3
SS 201 Microeconomics	3
SS 202 Macroeconomics	3
SS 400 Senior Integration	1
<b>Professional Core Requirements</b>	<b>15</b>
BU 101 Introduction to Business	3
BU 300 Principles of Leadership and Management	3
BU 307 Business Ethics	3
BU 456 Business Strategy and Planning	3
IT 109 Foundations of Personal Technology	3
<b>Concentration Requirements (choose one from below)</b>	<b>45</b>
Servant Leadership Training and Grace L.I.F.E.	8 sem each
<b>TOTAL HOURS</b>	<b>127</b>

**Concentrations Available:**

**COMPUTER INFORMATION SYSTEMS WITH BUSINESS 45**

Concentration Requirements taken at Bellevue University are marked with a double asterisk

BU 411 Management Information Systems	3
BU - - - Business electives	6
CIS 243 Introduction to Programming C# **	3
CIS 305 Management and Design of Database Systems **	3
CIS 310 Information Systems **	3
CIS 321 Structured System Analysis and Design **	3
CIS 340A Business Telecommunications **	3
CIS 406 Information Security **	3
CIS 421 Enterprise Information Intelligence **	3
CIS 422 Introduction to Business Intelligence **	3
CIS 423 Data Mining **	3
CIS 424 Web Analytics **	3
CIS 433 Information Technology Project Management **	3
CIS 451 Information System Strategy, Management, and Acquisitions **	3

**NETWORKING 45**

Concentration Requirements taken at Bellevue University are marked with a double asterisk

BU 411 Management Information Systems	3
BU - - - Business electives	9
CIS 243 Introduction to Programming C# **	3
CIS 305 Management and Design of Database Systems **	3
CIS 310 Information Systems **	3

CIS 321	Structured System Analysis and Design **	3
CIS 340A	Business Telecommunications **	3
CIS 341A	Cisco Networking **	3
CIS 348B	Implementing and Managing Network Infrastructure **	3
CIS 349B	Implementing and Maintaining Active Directory Structures **	3
CIS 406	Information Security **	3
CIS 433	Information Technology Project Management **	3
CIS 451	Information System Strategy, Management, and Acquisitions **	3

## **SOFTWARE PROGRAMMING 45**

**Concentration Requirements taken at Bellevue University are marked with a double asterisk**

BU 411	Management Information Systems	3
BU - - -	Business electives	6
CIS 243	Introduction to Programming C# **	3
CIS 302	Fundamentals of Mobile Application Development **	3
CIS 305	Management and Design of Database Sys. **	3
CIS 310	Information Systems **	3
CIS 321	Structured System Analysis and Design **	3
CIS 337	Web Scripting **	3
CIS 340A	Business Telecommunications **	3
CIS 353	Intermediate C# Programming **	3
CIS 406	Information Security **	3
CIS 433	Information Technology Project Management **	3
CIS 434	ASP.NET **	3
CIS 451	Information System Strategy, Management, and Acquisitions **	3

## **CHRISTIAN MINISTRIES**

**Program Director:** Richard A. Ramsey, Ph.D.

The Christian Ministry program offers a variety of concentrations leading to either a Bachelor of Arts or Bachelor of Science degree in Christian Ministries. All students in this degree will specialize in one of the professional ministry concentrations.

### **Objectives:**

Objectives for all students in this degree program:

1. to integrate biblical, historical, and contemporary principles into communicating the Word of God.
2. to demonstrate interpersonal and relationship skills.
3. to articulate a biblical theory of leadership and exhibit organizational, administrative, and servant leadership skills.
4. to manifest necessary skills for continuing Christian ministry.

<b>Bible/Theology Requirements</b>		<b>40</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
BS/TH	Bible or Theology Electives	13
<b>General Education Requirements</b>		<b>36*</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU 301	Introduction to Philosophy <i>or</i>	
HU 323	Worldviews <i>or</i>	
HU 412	Apologetics	3
HU 414	Ethics	3
HU - - -	Humanities Elective*	3

MA 201	College Algebra <i>or</i>	
MA 211	Statistics	3
PE - - -	Choose three PE Electives	3
PSY 101	General Psychology	3
SCI - - -	Science Elective	3
SS 341	Church History	3
SS - - -	Social Science Elective**	3

\*The worship ministry concentration does not require a Humanities Elective, resulting in 33 hours of general education requirements.

\*\* The Christian Education concentration requires ED 201 Educational Psychology for the Social Science elective.

<b>Core Requirements</b>		<b>25</b>
CM 105	Ministry Foundations	1
CM 302	Spiritual and Personal Formation For Ministry	3
CM 303	Fundamentals of Instruction and Mentoring	2
CM 320	Curriculum and Instruction	3
CM 403	Administrative Leadership	3
CM 404	Intro to Biblical Counseling	3
CM 411	Communicating God's Word	3
CM 450	Senior Ministry CAP	1
IS 381	Cross-Cultural Communication <i>or</i>	
IS 415	Perspectives on the World Christian Movement	3
MU 420	Christian Worship	3

<b>Concentration Requirements</b>		<b>26-36</b>
<b>Servant Leadership Training and Grace L.I.F.E.</b>		<b>8 sem each</b>
<b>TOTAL HOURS</b>		<b>128-134</b>

### ***Concentrations Available:***

#### **PASTORAL MINISTRY (BA)**

The pastoral ministry concentration lays a foundation for an effective ministry of expository preaching of the Bible and of leadership of the local church. This concentration emphasizes pastoring a smaller church.

#### **Objectives:**

In addition to the objectives listed under the ministry core, the following objectives are specific to this concentration:

1. communicate God's Word effectively through preaching and teaching.
2. evidence creativity and biblical insight into the areas of music and worship for the local church.
3. exhibit the ability to make use of the Greek text in ministry.
4. demonstrate an awareness of the local church's strategic role in carrying out God's redemptive plan for the world.
5. evidence skill in pastoral areas such as church administration, counseling, performing weddings and funerals, and administering the ordinances.
6. fulfill the objectives of the Biblical Studies Department.
7. fulfill the objectives of the General Education Department.

<b>Concentration Requirements:</b>		<b>27</b>
FL 351	Greek Grammar 1	3
FL 352	Greek Grammar 2	3
FL 451	Greek Exegesis 1	3
FL 452	Greek Exegesis 2	3
CM 412	Advance Preaching	3
CM 414	Pastoral Internship	3
CM 418	Pastoral Theology and Care	3
CM - - -	Ministry Electives	6

#### **CHRISTIAN EDUCATION (BS)**

This concentration is designed for the student who desires to major in religious education in preparation for entrance to a Christian education ministry in the local church or other Christian organizations. The program, therefore, is flexible to meet the needs of associate staff.

**Objectives:**

In addition to the objectives listed under the ministry core, the following objectives are specific to this concentration:

1. be able to assume the responsibilities of a full-time church education ministry,
2. organize and administer a total educational program,
3. minister with people as a servant leader,
4. teach for response at all age levels,
5. fulfill the objectives of the Biblical Studies Department, and
6. fulfill the objective of the General Education Department.

<b>Concentration Requirements:</b>		<b>27</b>
CM 301	Christian Education of Youth	3
CM 312	Christian Education of Children	3
CM 401	Christian Education of Adults & Family	3
CM 402	History and Philosophy of Christian Education	3
CM 442	Christian Education Internship	3
CM - - -	Christian Ministry Electives	12

**YOUTH MINISTRY (BS)**

This concentration is designed for the student who wishes to be involved in youth ministry in the local church or para-church organization.

**Objectives:**

In addition to the objectives listed under the ministry core, the following objectives are specific to this concentration:

1. minister with youth in meeting their needs,
2. show proficiency in the skills of youth programming,
3. develop lay and youth leadership in youth ministry,
4. function as an associate staff in a local church or parachurch organization,
5. minister with people as a servant leader,
6. fulfill the objectives of the Biblical Studies Department,
7. fulfill the objectives of the General Education Department.

<b>Concentration Requirements:</b>		<b>27</b>
CM 300	Counseling Youth in Crisis	3
CM 301	Christian Education of Youth	3
CM 304	Youth Ministry Essentials	3
CM 305	Spiritual Formation of Youth	3
CM 310	Leadership and Discipleship in Youth Ministry	3
CM 442	Christian Education Internship	3
CM - - -	Christian Ministry Electives	9

**WORSHIP MINISTRY (BS)**

This concentration is designed for the student who wishes to pursue a career in worship ministry in a local church or related ministry.

**Objectives:**

In addition to the objectives listed under the ministry core, the following objectives are specific to this concentration:

1. minister in a local church or related ministry through worship leadership,
2. show proficiency in the skills of leading corporate worship,
3. develop lay leadership in worship ministry,
4. function as an associate staff in a local church or parachurch organization,
5. ministry with people as a servant leader,
6. fulfill the objectives of the Biblical Studies Department,
7. fulfill the objectives of the General Education Department.

<b>Concentration Requirements:</b>		<b>37</b>
BU 300	Principles of Leadership and Management	3
MU 121	Music Theory 1	3
MU 122	Music Theory 2	3
MU 220	Philosophy of Christian Music	3
MU 303	Technology in Worship	2
MU 304	Worship Leader	2
MU 313	Conducting 1	2



MU 410	Music & Worship Internship	0
MU 423	Worship Band Methods and Materials	2
MU 424	History of Church Music	3
MU P060	Basic Piano Fundamentals 1	1
MU P070	Basic Piano Fundamentals 2	1
MU P080	Basic Piano Fundamentals 3	1
MU P090	Basic Piano Fundamentals 4	1
MU - - -	Applied Music	6
MU - - -	Ensemble	4
MU 010-060	Performance Hour	0

### **CAMPING MINISTRY (BS)**

**Concentration Director:** John D. Holmes, Ph.D.

This concentration is designed for students who desire to work in a Christian camp or related ministry. This program is offered in cooperation with Camp Forest Springs located in Westboro, Wisconsin. The camp covers more than 500 acres along the shores of James Lake. The camp program is strongly evangelical in faith and practice and is operated under very capable leadership. While the students are completing the first two or three years at Grace University, they make application for admission to Camp Forest Springs. Students who apply visit the camp prior to acceptance into the program. This is usually arranged through the camp and the program director during the fall semester of the freshman or sophomore year. Applications must have at least a 3.00 grade point average, be recommended by the Director of Christian Education, and be approved by Camp Forest Springs. Those selected spend their training year at the camp in Wisconsin. The experiences of this year are carefully designed to expose the students to all of the operational areas of a year-round Christian camp. Students return to the University campus to complete the program if any requirements remain.

#### **Objectives**

In addition to the objectives listed under the ministry core, the student who completes the Camping Ministry Concentration should be able to:

1. manifest the attitude of a servant leader,
2. provide evidence of proficiency in the skills of camping ministry,
3. organize and administer a camping ministry program,
4. fulfill the objectives of the Biblical Studies Department, and
5. fulfill the objectives of the General Studies Department.

<b>Concentration Requirements (taken at Camp Forest Springs)</b>		<b>29</b>
CA 300	Camp Management	3
CA 310	Camp Maintenance	3
CA 320	Promotion and Public Relations	3
CA 330	Food Service Management	3
CA 340	Camp Counseling	2 or 3
CA 341	Camp Organization	6
CA 342	Camp Administration	3
CA 350	Camp Programming	5 or 4
CA 370	Camp Safety	1

*Note: Read course descriptions regarding semester hours for CA 340 and CA 350.*

### **COMMUNICATION STUDIES PROGRAM**

**Program Director:** J. Kellie Corti, Ph.D.

The Communication Studies Program provides students with the skills that can be applied to any profession. The core courses in the major center on interpersonal relationships, working in teams and groups, and an overview of the media. The student will then be able to choose between three concentrations: interpersonal communication, business communication, and mass communication. The interpersonal communication concentration focuses on relational and professional communication skills and prepares students for a variety of career options. The business communication concentration centers on professional communication and an introduction to key business concepts. The mass communication concentration, offered in conjunction with Iowa Western Community College, prepares students for careers in audio, video, or electronic graphic communication. The major is not just theory, but gives students practical experience through internships in both Christian and secular organizations that will help students build their skills. .

**Interpersonal Communication Concentration:** The interpersonal communication concentration provides students with the tools they need to pursue a variety of careers. The coursework integrates both interpersonal communication theory and practice with a biblical worldview that is developed in both the biblical studies and general education courses. The major is designed to give students the critical tools they need to become effective and influential communicators in today's society. The major focuses on relational and professional communication including skills in speech and writing. Thus the major provides a great foundation for students seeking a wide array of career aspirations.

**Business Communication Concentration:** The Business Communication concentration provides students with the tools they need to pursue a variety of careers. The coursework integrates both communication and business theory and practice with a Biblical worldview that is developed in both the Biblical studies and general education courses. The major is designed to give students the critical tools they need to become effective and influential communicators in today's businesses and society. The major focuses on professional communication and an introduction to key business concepts. The major provides a foundation for students seeking careers in communication within businesses.

**Mass Communication Concentration:** The Mass Communication concentration with an emphasis in audio production, graphic communication, or video production gives students the tools they need to pursue careers in media. The coursework integrates both Mass Communication theory and skills with a biblical worldview that is developed in both the biblical studies and general education courses. Students have practical opportunities to build skills not only through in-class project based courses, but through practicums and internships. Many of the courses will be taken at Iowa Western Community College (IWCC), located just eight miles from campus in Council Bluffs, Iowa. Through a cooperative agreement with IWCC, students will have access to production equipment and computer technology to help them develop their skills. There are three possible areas of emphasis within the Mass Communication Concentration — Radio/Audio, Video, and Electronic Graphic Communication.

Students are encouraged to apply for available positions and internships at local media outlets. Additionally, valuable experience can be gained through involvement in the student radio station.

### Objectives

The student who completes the Communication Program should be able to demonstrate:

1. effective written communication skills.
2. effective oral communication skills.
3. effective interpersonal communication skills in dyads, groups, or teams.
4. critical and analytical thinking.
5. the ability to conduct original research that is targeted toward a specific research question, and articulate conclusions and recommendations based on the data to develop a biblically based strategy that addresses the concerns raised by the data.
6. the knowledge of core principles of communication and how these principles apply to interpersonal and mass communication content.
7. preparedness for a professional or graduate program related to their field of study.
8. fulfillment of the objectives of the Biblical Studies Department.
9. fulfillment of the objectives of the General Studies Department.

## COMMUNICATION STUDIES(BS)

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406 <i>or</i> 204	Romans <i>or</i> Gospels	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
BS/TH	Bible or Theology electives	3
<b>General Education Requirements</b>		<b>36</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3

EN 203	Technical Writing	3
HU 301	Intro to Philosophy <i>or</i>	
HU 412	Apologetics <i>or</i>	
HU 414	Ethics	3
HU - - -	Choose a Literature course	3
HU/MU	Choose an Art or Music elective	3
MA 211	Statistics	3
PE - - -	P.E. electives	3
PSY 101	General Psychology	3
SCI - - -	Science elective	3
SS 222	Principles of Sociology	3
SS 304	Social Science Research	3

**Core Requirements 19**

BU 300	Principles of Leadership and Management	3
COM 201	Interpersonal Communication	3
COM 306	Small Group Communication	3
COM 310	Journalism	3
COM 414	Professional Communication	3
COM 460	Internship in Communication	3
COM 490	Communication Studies Senior Integration	1

**Concentration Requirements 30**

Choose a concentration 30

**Open Electives 11**

Servant Leadership Training and Grace L.I.F.E. 8 sem each

**TOTAL HOURS 126**

**INTERPERSONAL CONCENTRATION**

BU 101 or 302	Introduction to Business, or Organization Behavior	3
BU 318	Prof Writing in Organizations	3
COM 302	Sociology of Mass Communication	3
COM 303	Public Relations Principles and Tools	3
COM 314	Gender and Communication	3
COM 316	Presentational Speaking	3
COM 404 or 412	Persuasion, or Human Communication	3
COM 405	Family Communication	3
COM 410	Conflict Management	3
IS 381	Cross-cultural Communication	3

**BUSINESS CONCENTRATION**

BU 101	Introduction to Business	3
BU 302	Organization Behavior	3
BU 307	Business Ethics	3
BU 311	Human Resource Management	3
BU 313	Managing Organizational Change	3
BU 318	Prof Writing in Organizations	3
COM 303	Public Relations Principles and Tools	3
COM 316	Presentational Speaking	3
COM 410	Conflict Management	3
IS 381	Cross-cultural Communication	3

**MASS COMMUNICATION (BS)**

**Bible/Theology Requirements 30**

BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406 <i>or</i> 204	Romans <i>or</i> Gospels	3
TH 203	Theology of Church Mission	2

TH 301	Theology 1	3
TH 302	Theology 2	3
BS/TH	Bible or Theology electives	3

**General Education Requirements 36**

COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 203	Technical Writing	3
HU 301	Intro to Philosophy <i>or</i>	
HU 412	Apologetics <i>or</i>	
HU 414	Ethics	3
HU - - -	Choose a Literature course	3
HU/MU	Choose an Art or Music elective	3
MA 211	Statistics	3
PE - - -	P.E. electives	3
PSY 101	General Psychology	3
SCI - - -	Science elective	3
SS 222	Principles of Sociology	3
SS 304	Social Science Research	3

**Core Requirements 19**

BU 300	Principles of Leadership and Management	3
COM 201	Interpersonal Communication	3
COM 306	Small Group Communication	3
COM 310	Journalism	3
COM 414	Professional Communication	3
COM 460	Internship in Communication	3
COM 490	Communication Studies Senior Integration	1

**Concentration Requirements 41**

Choose a concentration		41
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**Servant Leadership Training and Grace L.I.F.E.** 8 sem each

**TOTAL HOURS 126**

**AUDIO PRODUCTION CONCENTRATION**

COM 302	Sociology of Mass Communication	3
COM 332	Multi-track Production	3
COM 450	Media Ethics and Law	3
COM - - -	Media Practicum	3
COM - - -	Professional elective	3
MMS 105	Audio Production*	3
MMS 123	Electronic Media Performance*	3
MMS 135	Introduction to Copywriting*	3
MMS 261	Programming for the Electronic Media*	3
- - -	Open Electives	14

Students are expected to sign up for production hours at the studio radio station each semester.

\*These courses taken at Iowa Western Community College.

**ELECTRONIC GRAPHIC CONCENTRATION**

ART 151	Design I*	3
COM 302	Sociology of Mass Communication	3
COM 450	Media Ethics and Law	3
GRA 112	Introduction to Printing Technologies*	3
GRA 121	Digital Drawing*	3
GRA 137	Digital Design*	3
GRA 140	Digital Imaging*	3
GRA 173	Typography*	3
CIS 207	Fundamentals of Web Programming* <i>or</i>	
BCA 184	Comprehensive Web Page Design*	3
- - -	Open Electives	14

\*These courses taken at Iowa Western Community College.

**VIDEO PRODUCTION CONCENTRATION**

COM 302	Sociology of Mass Communication	3
COM 450	Media Ethics and Law	3
MMS 113	Intro to Media Production I *	3
MMS 114	Intro to Media Production II *	3
MMS 134	Media Writing *	3
MMS 204	New Media Production *	3
MMS 230	Advanced Video Production I *	3
MMS 232	Advanced Video Production II *	3
MMS 296	Video Practicum I *	3
MMS 297	Video Practicum II *	3
- - -	Open Electives	11

\*These courses taken at Iowa Western Community College.

**SPORTS MEDIA PRODUCTION CONCENTRATION**

BCA 155	Introduction to Web Design *	3
COM 316/404	Presentational Speaking <i>or</i> Persuasion	3
MMS 105	Audio Production*	3
MMS 107	Sports Field Production *	3
MMS 108	Sports Production - Audio *	3
MMS 109	Advanced Sports Production *	3
MMS 113	Intro to Media Production *	3
MMS 123	Electronic Media Performance*	3
MMS 146	Sports Information and Copywriting *	3
MMS 152	Sports Announcing *	3
BU 312	Principles of Marketing	3
- - -	Open Electives	8

\*These courses taken at Iowa Western Community College.

## INTERCULTURAL STUDIES (BA)

**Program Director:** Michael D. Schmidt, D.Miss.

Grace University's Intercultural Studies program is designed to prepare students for cross-cultural ministry in a variety of contexts. Students will gain competence in understanding biblical truth and then be able to appropriately apply and communicate that in different cultural contexts. The emphasis of the program is to develop skills in analyzing cultures so that the graduates will know the steps to understanding the values, leadership styles, conflict resolution and how to inspire within the new culture. The program uses classroom instruction from trained interculturalists as well as a network of practitioners in the field. This is combined with mentor-supervised, field based learning both in Omaha and through a 6-month study abroad program.

### Objectives

In addition to meeting the Institutional Goals and Objectives, the student who completes the Intercultural Studies program should be equipped as follows:

1. Demonstrates intercultural and professional development and competence, including the ability to interact knowledgeably with the wide range of literature relevant to the field.
2. Evidences intrapersonal wellness, awareness, and understanding, including the realm of spiritual life based on the teachings and person of Jesus Christ.
3. Manifests application of knowledge and skills related to effective interpersonal interactions.
4. Exhibits an awareness of current and historical political, economic, and religious context, one's place within that context, and how that context impacts daily service, life, and outcomes in cross-cultural settings.
5. Critically considers a breadth of topics with the demonstrated ability to appropriately apply a critical lens to current and past events, as well as proposed initiatives.
6. Involved with and committed to the work of the church and mission around the world through appropriate channels.

### Intercultural Studies Program

<b>Bible/Theology Requirements</b>	<b>36</b>
BS 100 Introduction to the Bible	3
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
BS 406 <i>or</i> 204 Romans <i>or</i> Gospels	3
TH 203 Theology of Church Mission	2
TH 301 Theology 1	3
TH 302 Theology 2	3
TH 308 Theological Issues in the Missions Context	3
BS/TH Bible or Theology electives	6
<b>General Education Requirements</b>	<b>36</b>
COM 101 Oral Communication	3
EN 101 College Composition 1	3
EN 103 <i>or</i> 203 College Composition 2 <i>or</i> Technical Writing	3
HU 414 Ethics	3
HU - - - Choose a Literature course	3
HU/MU Choose an Art or Music elective	3
MA 201/211 Choose College Algebra <i>or</i> Statistics	3
PE - - - Choose a P.E. electives	3
SCI - - - Choose a Science course	3
SS 214 Cultural Anthropology	3
SS 222/PSY 101 Sociology <i>or</i> General Psychology	3
SS - - - Social Science elective	3
<b>Professional Requirements</b>	<b>55</b>
FL 351 Greek Grammar 1 <i>or</i> Hebrew Grammar 1	3
FL 352 Greek Grammar 2 <i>or</i> Hebrew Grammar 2	3
IS 201 Intercultural Ministry Practicum	1
IS 203 Historical Expansion of the Church	3
IS 218 Intercultural Life and Ministry	3
IS 312 Applied Contextual Missiology	3
IS 318 Intercultural Ministry Field Experience	3
IS 321 World's Living Religions	3
IS 381 Cross-Cultural Communication	3
IS 405 Intercultural Relationships	3
IS 412 The Contemporary World and Mission	3
IS 414 Church Planting Methods	3

IS - - -	Intercultural Studies elective	3
- - -	Concentration†	18

† Ministry Skills Concentration hours are subject to Advisor approval.

<b>Servant Leadership Training and Grace L.I.F.E.</b>	<b>8 sem each</b>
<b>TOTAL HOURS</b>	<b>127</b>

## **Ministry Skills Concentrations**

### **BUSINESS ADMINISTRATION**

The Nonprofit Business Administration Concentration is designed to give students a basic foundation of intercultural issues found in business settings. This concentration is designed to help prepare students who desire to serve and live out their faith in an intercultural, nonprofit context. Students who choose this concentration will spend six weeks in China working with the JAM initiative.

AC 201	Financial Accounting	3
AC 202	Managerial Accounting	3
BU 101	Introduction to Business	3
BU 300	Principles of Leadership and Management	3
BU 307	Business Ethics	3
BU - - -	BU elective	3

### **CHURCH BASED MINISTRY**

CM 105	Ministry Foundations	1
CM 303	Fundamentals of Instruction & Mentoring	3
CM 401	Christian Education of Adults & Family	3
CM 404	Introduction to Biblical Counseling	3
CM 411	Communicating God's Word	3
CM - - -	CM electives	5

### **FOREIGN LANGUAGE**

The Foreign Language Concentration allows students to pursue a significant level of language in either ancient Greek or Hebrew or one of the modern languages such as Spanish, French, or German. Students complete introductory courses here in Omaha and further their studies through a summer, one, or two semester study abroad experience while studying at a local language institute or university. Greek or Hebrew students are not required to study abroad, although participation in one of the Israel trips is highly encouraged.

### **INTERNATIONAL COMMUNITY DEVELOPMENT**

The International Community Development Concentration is offered through a cooperative agreement with the Hunger Education and Resource Training (HEART) Institute. The training includes the following courses taken on site during a semester spent at the HEART in Lake Wales, Florida.

IS 3051	Appropriate Technology	3
IS 3052	Sustainable Agriculture	3
IS 3053	Small Animal Husbandry	3
IS 3054	Nutrition/Food Technology	2
IS 3055	Primary Health	2
IS 3056	Community Development	3
IS - - -	IS elective	2

### **PSYCHOLOGY**

The Psychology Concentration is designed to help students complete many of the pre-requisites for entrance into a graduate psychology program. Students who pursue this concentration are endeavoring to work in a cross-cultural, non-profit mental health environment.

PSY 201	Interpersonal Communication	3
PSY 305	Multicultural Counseling	3
PSY 400	Social Psychology	3
PSY 401	Professional Ethics and Issues	3
PSY 412	Group Dynamics	3
PSY 224, 300, 302, 303, or 342		3

### **TEACHING ENGLISH LANGUAGE LEARNERS**

ED 481	English Language Learner Methods	3
ED 482	Assessment & Evaluation of English Learners	3
ED 483	ELL Practicum	3
HU 210	Introduction to Linguistics	3
IS - - -	IS electives	6

## MUSIC PROGRAM

**Program Director:** Gregory D. Zielke, D.M.A.

The University offers a major that is designed to prepare students for music ministries. This major is designed to develop competent musicians who understand the role that music can play in Christian life and ministry; in addition, it allows music students to focus on their primary areas of interest. Each music student takes a music core of 47 credit hours plus 12 credit hours in their chosen area of emphasis: voice/choral, instrumental, piano, worship and music, music recording and production, or theory/composition. The philosophy and skills gained in this major should prepare graduates to serve effectively in church music programs, schools, and/or attend graduate school. Students who desire teaching credentials should refer to the Teacher Education Program. No more than 24 hours may be transferred into the professional areas of the Music or the Music Education program without the written approval of the program director.

### Objectives

Students who complete the music major should demonstrate:

1. a basic understanding of the Christian philosophy of music;
2. proficiency in a major applied area of concentration such as keyboard, instrumental, or voice, and achieve minimum proficiency on piano;
3. a basic understanding of music—its theory, history, and aesthetics;
4. expertise in their chosen concentration;
5. an ability to perform at a high level in an instrumental or choral ensemble and have leadership skills in choral and instrumental preparation and actual performance;
6. fulfillment of the objectives of the Biblical Studies Department; and
7. fulfillment of the objectives of the General Education Department.

### Special Information:

1. For Music Education, see the Teacher Education Program.
2. Music majors must pass 8 semesters of performance hour to graduate.
3. Music majors taking 12 or more credit hours in a semester are required to enroll for an ensemble.

## MUSIC (BS)

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406 <i>or</i> 204	Romans <i>or</i> Gospels	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
BS/TH	Bible or Theology electives	3
<b>General Education Requirements</b>		<b>36</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 102 /EN 103	Choose Creative Writing <i>or</i> College Composition 2	3
HU - - -	Choose three Humanities courses	9
MA 201/MA 211	College Algebra <i>or</i> Statistics	3
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose a P.E. course	1
PSY 101/211	General Psychology <i>or</i> Child Development	3
SCI - - -	Choose a Science course	3
SS - - -	Choose two Social Science courses	6
<b>Professional Studies Requirements</b>		<b>60</b>
MU 010-080	Performance Hour (8 semesters)	0
MU 121	Music Theory 1	3
MU 121L	Aural Skills 1	1
MU 122	Music Theory 2	3
MU 122L	Aural Skills 2	1



MU 220	Philosophy of Christian Music	3
MU 221L	Aural Skills 3	1
MU 222L	Aural Skills 4	1
MU 313	Conducting 1	2
MU 410	Music Field Experience	3
MU 412	Senior Project	1
MU - - -	Applied Music	6
MU - - -	Music Ensemble	4
MU P060	Basic Piano Fundamentals 1	1
MU P070	Basic Piano Fundamentals 2	1
MU P080	Basic Piano Fundamentals 3	1
MU P090	Basic Piano Fundamentals 4	1
MU - - -	Choose a concentration area	27

**Servant Leadership Training and Grace L.I.F.E. 8 semesters each**

**TOTAL HOURS 126**

**CONCENTRATIONS AVAILABLE:**

**COMPOSITION/THEORY**

MU 221	Music Theory 3	3
MU 222	Music Theory 4	3
MU 314	Conducting 2	2
MU 335	Survey of Music History and Literature 1	3
MU 336	Survey or Music History and Literature 2	3
MU 420	Christian Worship	3
MU 422	Choral and Instrumental Arranging	3
MU C200	Applied Composition	4
MU - - -	Applied Music	3

**INSTRUMENTAL MUSIC**

MU 221	Music Theory 3	3
MU 222	Music Theory 4	3
MU 223	Brass Methods and Materials	1
MU 224	Woodwind Method and Materials	1
MU 314	Conducting 2	2
MU 325	String Methods	1
MU 326	Percussion Methods	1
MU 330	Band Methods	2
MU 335	Survey of Music History and Literature 1	3
MU 336	Survey or Music History and Literature 2	3
MU 422	Choral and Instrumental Arranging	3
MU 480	Instrumental Literature	1
MU - - -	Applied Music	3

**MUSICAL THEATER**

THR 145	Musical Theater Production	4
THR 201	Movement for Actors	2
THR 202	Speech for Theater	2
THR 303	History of Theater	3
THR 311	Beginning Acting	3
THR 312	Advanced Acting	3
THR 313	Production/Directing for Theater	3
THR 314	Design for Theater	2
- - -	Open Electives	5

**PIANO MUSIC**

MU 221	Music Theory 3	3
MU 222	Music Theory 4	3
MU 312	Piano Pedagogy	2
MU 314	Conducting 2	2
MU 335	Survey of Music History and Literature 1	3
MU 336	Survey or Music History and Literature 2	3

MU 420	Christian Worship	3
MU 460	Keyboard Literature	1
MU P200	Applied Piano	7

**RECORDING AND PRODUCTION TECHNOLOGY**

MMS 113	Intro to Media Production	3
MMS 114	Media Production II	3
MMS 204	New Media Production	3
MU 221	Music Theory 3	3
MU 222	Music Theory 4	3
MU 303	Technology for Worship	3
MU 314	Conducting 2	2
MU 335	Survey of Music History and Literature 1	3
MU 336	Survey or Music History and Literature 2	3
MU - - -	Music Ensemble	1

**VOCAL/CHORAL MUSIC**

MU 220	Philosophy of Christian Music	3
MU 221	Music Theory 3	3
MU 222	Music Theory 4	3
MU 230	Choral Methods	2
MU 314	Conducting 2	2
MU 335	Survey of Music History and Literature 1	3
MU 336	Survey or Music History and Literature 2	3
MU 420	Christian Worship	3
MU 422	Choral and Instrumental Arranging	3
MU 470	Choral Literature	1
MU V200	Applied Voice	1

**WORSHIP AND MUSIC MINISTRY**

MU 171	Worship Band	1
MU 221	Music Theory 3	3
MU 222	Music Theory 4	3
MU 303	Technology for Worship	2
MU 304	Worship Leader	2
MU 314	Conducting 2	2
MU 335	Survey of Music History and Literature 1	3
MU 336	Survey or Music History and Literature 2	3
MU 420	Christian Worship: Principles of Design and Organization	3
MU 423	Worship Band Methods and Materials	2
MU 424	History of Church Music	3

## NURSING PROGRAM

### Cooperative with Clarkson College

**Program Advisor:** Thalia Crum, RN

This program is based on an articulation agreement with Clarkson College in Omaha, Nebraska. Upon graduation, students are prepared to practice collaboratively with colleagues in other disciplines in a variety of settings. Practical Nursing graduates are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Upon successful completion of the NCLEX-PN, graduates will be able to articulate into programs of study leading to licensure as a registered nurse.

Any student matriculating at Grace University into this cooperative program is considered a Clarkson College student, providing that the student meets the standardized testing and required high school courses stipulated by Clarkson College. Students must submit admission applications to both institutions.

In this cooperative program the Practical Nursing Diploma is granted by Clarkson College, and the Associate of Arts degree is granted by Grace University upon 1) the positive recommendation by the faculties of both institutions and 2) successful completion of both program requirements (including payment of fees to both institutions). Graduates are considered alumni of both institutions. Any and all documentation and/or attestations required for state licensing requirements within the profession of nursing are coordinated by Clarkson College. Student tuition and fees are paid by the student directly to the respective institution based on each institution's tuition and fee structure.

### Objectives

The student who completes this program should be able to:

1. Demonstrate the ability to operationalize nursing as the human science of caring at the practical nurse level as established by Clarkson College.
2. Fulfill the objectives of the Biblical Studies Department.
3. Fulfill the objectives of the General Education Department

## NURSING (BS)

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 301	Theology 1	3
TH 203	Theology of Church Mission	2
BS/TH	Bible or Theology electives	3
<b>General Education Requirements</b>		<b>25</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 102	College Composition 2	3
MA 201	College Algebra	3
MA 211	Statistics	3
PSY 101	General Psychology	3
PSY 211	Child Development	3
SS 222	Principles of Sociology	3
SS 400	Senior Integration	1
<b>General Education Requirements (taken at Clarkson College)</b>		<b>30</b>
BI 122	Nutrition Science	3
BI 210	Microbiology	4
BI 211	Anatomy	4
BI 213	Physiology	4
BI 227	Pathophysiology	3
CH 110	General Chemistry	4
HC 104	Core I: Effective Interactions in the World of Healthcare	3
HC 204	Core II: A Cultural History of the Healing Arts	3
HC 220	Gerontology	2
<b>Professional Requirements (taken at Clarkson College)</b>		<b>68</b>
NS 115	Intro to Concepts of Caring	2

NS 125	Foundation Skills/Assessment Adults: Theory	3
NS 126	Foundation Skills/Assessment Adults: Clinical	2
NS 128	Population Health I	1
NS 233	Assessment and Care Adult w/Abnormal Findings: Theory	2
NS 234	Assessment and Care Adult w/Abnormal Findings: Clinical	2
NS 235	Pharmacology I	2
NS 254	Managing the Nursing Care of the Adult: Theory	4
NS 255	Managing the Nursing Care of the Adult: Clinical	4
NS 256	Pharmacology II	2
NS 257	Population Health II	1
NS 340	Behavioral Health Continuum of Care: Theory	3
NS 341	Behavioral Health Continuum of Care: Clinical	3
NS 342	Nursing Care of Women/Child-Bearing Families: Theory	3
NS 343	Nursing Care of Women/Child-Bearing Families: Clinical	2
NS 344	Family-Centered Nursing Care of Children: Theory	3
NS 345	Family-Centered Nursing Care of Children: Clinical	2
NS 346	Evidence-Based Inquiry in Health Care	2
NS 347	Population Health III	1
NS 467	Transition into Practice	1
NS 468	Concepts of Complex Multisystem Clients I: Theory	4
NS 469	Concepts of Complex Multisystem Clients I: Clinical	4
NS 470	Concepts of Complex Multisystem Clients II: Theory	3
NS 472	Principles of Nursing Leadership and Management: Theory	3
NS 473	Preceptorship: Clinical Capstone	4
NS 474	Pharmacology III	1
NS 476	Population Health IV: Theory	2
NS 477	Population Health IV: Clinical	2

**Servant Leadership Training and Grace L.I.F.E.**

**8 sem each**

**TOTAL HOURS**

**153**

*Descriptions for courses taken at Clarkson College can be obtained by contacting: Clarkson College, 101 S. 42nd St., Omaha, NE 68131; 1-800-647-5500; www.clarksoncollege.edu.*

## PSYCHOLOGY PROGRAM

**Program Director:** Colleen Freeman, M.A.

Psychology is an academic discipline which applies the scientific method to the study of human behavior. There is a long tradition of theories and research investigation into these concerns. There is also an ongoing tradition of examining this psychological knowledge base from a biblical perspective. This major provides the student an opportunity to study a wide variety of psychological topics from a Christian perspective. Each student will learn the basic skills to allow them to access the professional literature and to understand the research process. Students will become skilled at being able to critically think and communicate about psychological topics.

The Psychology Program is designed with considerable flexibility for the student. There are basic core classes required for each student, complemented with a diverse selection of elective classes to fulfill the degree requirements. In addition to the general psychology major, students may select from one of several concentrations including drug and alcohol counseling, Christian ministry, social work and community development, business and human resources, and criminal justice. In addition to a host of careers that rely heavily on the foundations of psychological knowledge, including but not limited to social work, business, community development, missions, church and parachurch work, nonprofit work, etc., the psychology program is designed to prepare student for entry into a graduate program, such as Grace University's Counseling program.

### Objectives

The goals of the psychology program are to:

1. Create servant leaders capable of serving the Lord for the home, the church, and the world through both their faith and their profession.
2. Develop professionally competent students in psychology who possess awareness of self and others through a Biblically integrated worldview.
3. Create critical thinkers capable of analyzing professional information and research through a Biblically integrated worldview.
4. Demonstrate ethical and moral reasoning in their decision making.

## PSYCHOLOGY (BS)

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406 <i>or</i> 204	Romans <i>or</i> Gospels	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
BS/TH	Choose Bible/Theology electives	3
<b>General Education Requirements</b>		<b>39</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 203	Technical Writing	3
HU 301 <i>or</i> 412	Intro to Philosophy <i>or</i> Apologetics	3
HU/MU	Choose an Art or Music elective	3
HU/MU	Choose an Art or Music elective	3
MA 211	Statistics	3
PE - - -	Choose three P. E. credits	3
PSY 101	General Psychology*	3
PSY 311	Physiological Psychology <i>or</i> SCI elective	3
SS 304	Social Science Research	3
SS - - -	Choose a Social Science sequence**	6
<b>Professional Requirements</b>		<b>57</b>
Professional Core		
PSY 201 <i>or</i> 203	Interpersonal Com <i>or</i> Helping Relations	3
PSY 224	Psychology and Social Work	3
PSY 305	Multicultural Psychology	3
PSY 401	Professional Ethics and Issues	3
PSY 410	Spiritual Issues and Psychology	3
PSY 468	Practicum	3
PSY 490	Experimental Research	3

Choose a concentration	42
<b>Servant Leadership Training and Grace L.I.F.E.</b>	<b>8 sem each</b>
<b>TOTAL HOURS</b>	<b>126</b>

\* Students interested in pursuing a Psychology degree must earn a "C" or better in PSY 101 General Psychology to continue in the program. Students that receive a "D" or "F" must retake the course prior to taking other required Psychology courses.

\*\* Students in the Business or Social Work concentrations must take SS 201 Microeconomics and SS 202 Macroeconomics. Students in the Criminal Justice concentration must take SS 222 Sociology.

All Psychology students are required to earn a grade of "B-" or better in all upper-level Professional Core classes in order to graduate.

## CONCENTRATIONS AVAILABLE:

### GENERAL PSYCHOLOGY

PSY - - -	Psychology electives	21
- - -	Open electives	15

### DRUG AND ALCOHOL COUNSELING

A Drug and Alcohol Counseling Concentration is available to students who are interested in a career in this type of counseling. The State of Nebraska states that those individuals who have met the requirements for the counselor certification core education classes and meet the requirements for the supervised practical training may apply for a license as a provisional drug and alcohol counselor.

PSY 211	Child/Adolescent Development	3
PSY 212	Adult Development	3
PSY 411	Theories of Psychology and Psychotherapy	3
PSY 412	Group Dynamics	3
PSY 473	Alcohol and Drug Assessment, Case Planning and Management	3
PSY 475	Medical and Psychosocial Aspects of Alcohol/Drug Use	3
PSY 477	Clinical Treatment Issues	3
- - -	Open electives	15

### CRIMINAL JUSTICE

CJ 303	Criminology	3
CJ 304	Criminal Justice System	3
PSY 342	Poverty in American Society	3
PSY 405	Deviant Behavior	3
PSY 475	Medical and Psychosocial Aspects of Alcohol/Drug Use	3
SS 325	Organized Crime and Gangs	3
SS 342	Race, Ethnicity, and Diversity	3
SS 407	Law and Society	3
- - -	Open electives	12

### CHRISTIAN MINISTRY

CM 300	Counseling Youth in Crisis	3
CM 302	Spiritual and Personal Formation in Ministry	3
CM 312	Christian Education of Children	3
<i>In sequence</i>		
CM 303	Fundamentals of Instruction and Mentoring	2
CM 301	Christian Education of Youth	3
CM 401	Christian Education of Adults and Family	3
CM 310	Leadership and Discipleship in Youth Ministry	3
PSY 211	Child/Adolescent Development	3
PSY 212	Adult Development	3
PSY 300	Introduction to Biblical Counseling	3
PSY 412	Group Dynamics	3
- - -	Open elective	4

### BUSINESS & HUMAN RESOURCES

BU 302	Organizational Behavior	3
BU 311	Human Resource Management	3
BU 312	Principles of Marketing	3
BU 403	Legal Environment of Business	3

BU 414 <i>or</i> 308	Compensation and Management <i>or</i> Personal Finance	3
PSY 412	Group Dynamics	3
PSY - - -	Psychology elective	3
- - -	Open electives	15

**SOCIAL WORK AND COMMUNITY DEVELOPMENT**

IS 344	Principles of Christian Comm Dev	3
PSY 342	Poverty in American Society	3
PSY - - -	Psychology electives	9
SS 342	Race, Ethnicity, and Diversity	3
SS - - -	Social science elective	3
- - -	Open electives	15

## **TEACHER EDUCATION PROGRAM**

**Program Director:** Susan E. Alford, Ph.D.

This program is designed for students who desire to teach in public or private schools. Because of the growing Christian school movement and its need for teachers who have developed a Christian philosophy of education and have integrated their knowledge of the Bible with professional and general knowledge subjects, Grace University launched this program in 1998. Grace also recognized that qualified Christians can have a significant impact on society by serving as educators in other educational settings such as private sectarian, religious schools, or public education.

The Teacher Education program offers a Bachelor of Science degree with majors in both Biblical Studies and Teacher Education. The program has standard approval status with the Nebraska Department of Education. The goal of the program is to prepare educators in defined areas of endorsement who meet the certification requirements of the Nebraska Department of Education as well as the Association of Christian Schools International (ACSI).

### **TEACHER CERTIFICATE AND ENDORSEMENT AREAS**

The State of Nebraska requires that professional educators in Nebraska public and private school systems hold a valid teaching certificate from the Nebraska Department of Education. Each certificate indicates one or more endorsement areas. There are several different categories of certificates and endorsements. Of primary importance to individuals considering a career in teacher education are the types of endorsements available. These endorsements include:

Field - two or more subjects, which considered as a single area of study, represents a wider or broader scope than that of a subject.

Subject - a specific course or narrow range of courses taught and offered in a school.

Administrative - supervisory in nature; endorsements such as a curriculum director, principal, or superintendent are within this category.

Supplemental - an endorsement that exists by itself on a certificate but is added to a certificate only in the presence of other endorsements.

Special Services Counseling - endorsements in areas of specialization such as speech pathologists, school nurse, and school psychologist.

Grace University's Teacher Education program is designed to meet endorsement requirements in the following areas:

#### Field Endorsements:

Elementary Education/ELL (K-6)

Mathematics (7-12)

Middle School/ELL (4-9)

Music (K-12)

Social Science (7-12)

#### Subject Endorsements:

Basic Business (7-12)

English (7-12)

History (7-12)

Instrumental Music (K-6) or (7-12)

Religious Education (K-12)

Vocal Music (K-6) or (7-12)

#### Supplemental Endorsements:

Coaching (7-12)

English Language Learner (K-12)

### **TEACHER EDUCATION PHILOSOPHY AND OBJECTIVES**

To maintain the highest standards in competency for our graduates, the Teacher Education Program is designed as a competency-based portfolio-oriented professional teacher education program. This means that satisfactorily completing a set of courses will not automatically mean the graduate is qualified for teacher certification. Grace University requires that each professional educator demonstrate competency within the appropriate endorsement requirements and evidence of that competency (as defined by the Teacher Education faculty) must be included in the graduate's portfolio for review prior to the University's Certification Officer submitting appropriate paperwork to the Nebraska Department of Education and the Association of Christian Schools International for appropriate certification. Program objectives and requirements are derived from principles established by the Interstate New Teacher Assessment and Support Consortium (INTASC), the Nebraska Department of Education requirements as specified in 92 NAC 20-24, and the Association of Christian Schools International (ACSI) requirements for teacher certification.

The educational objectives for the Teacher Education program are as follows. Students who complete the program should be able to:

1. Demonstrate an understanding of and appreciation of the philosophy, history, and operation of the private and public school, especially of the private Christian school.
2. Demonstrate proficiency in the subject areas in which one will be instructing students.
3. Show familiarity with current curriculum, methods, and materials essential for a new teacher within the scope of the teacher's endorsement area.
4. Demonstrate the necessary teaching strategies and skills, management techniques, and personal attitudes normally expected of a successful new teacher consistent with the 10 Principles of Assessment established by INTASC.



5. Demonstrate an understanding of, a concern for, and a desire to teach students.
6. Fulfill the objectives of the Biblical Studies Department.
7. Fulfill the objectives of the General Education Department.

### **POLICY ON HUMAN RELATIONS AND MULTICULTURAL EDUCATION**

Grace University is committed to preparing teachers to serve effectively in cross-cultural and multicultural settings with the United States and around the world. Critical to this preparation for new teachers is (1) an understanding of human relations in our pluralistic world, (2) an understanding of personal and cultural biases, and (3) an understanding of how human biases impact a community and its educational processes. In this context and consistent with the institution's mission, Grace is committed to multiethnic and cross-cultural educational opportunities welcoming normally acceptable diversity. This program is therefore open to Christians without regard to race, color, ethnic origin, disability, or socioeconomic status, and seeks to maintain compliance with Nebraska law.

### **TEACHER EDUCATION PROGRAM ADMISSIONS REQUIREMENTS**

In addition to general University admission requirements, the Teacher Education Program has five additional program admissions requirements pursuant to 92 NAC 23. These additional requirements are:

1. Overall grade point average of a least 2.5 on a 4.0 scale with at least 30 semester hours attempted. A "C" or above must be earned in all professional coursework.
2. Minimum acceptable scores on the basic skills test approved by the Nebraska Department of Education. The acceptable test is the Pre Professional Skills Test (PPST). Satisfactory scores for the PPST include a 170 on the reading component, 171 on the mathematics component, and 172 on the writing component.
3. Recommendations by two faculty members who are in a position to assess the student's potential as a prospective teacher.
4. Evidence of proficiency in English and Mathematics as indicated by a grade of "C" or above in college level courses or scores at or above the fiftieth percentile on the English or Mathematics sections of the ACT.
5. 92 NAC 20 requires that the following regulations and appeal process be in effect:

#### **Nebraska Felony and Misdemeanor Policy**

All Teacher Education institutions shall require the prospective student teacher to affirm under oath that he or she has no felony convictions of any kind nor any misdemeanor convictions involving abuse, neglect, or sexual misconduct.

A person with a conviction as indicated in the rule shall not be allowed to participate in pre-student teaching field, laboratory, and classroom experiences, or student teaching without approval by the Commissioner or the Board of Education.

The affirmation under oath that the student has no felony convictions or any misdemeanors involving abuse, neglect, or sexual misconduct must be established in the student file prior to participation in any pre-student teaching field, laboratory, and classroom experiences, or student teaching.

In compliance with this rule, the following Grace University policies are in effect:

- No student will be allowed to participate in pre-student teaching field, laboratory, and classroom experiences, or student teach until a notarized oath as described in the Teacher Education handbook has been presented to the program director.
- No student will be admitted into the Teacher Education program until all five of the criteria for program admission are fulfilled.

After consideration by the Teacher Education Committee, the applicant will be approved or disapproved for admission to the Teacher Education program. Approved applicants and their advisors will be notified by letter from the Teacher Education Committee. Applicants not approved for admission to the Teacher Education program and their advisors will be notified of the reasons for disapproval by the committee. Applicants may appeal the decision of the committee before the University's Dean Council.

#### **Mental and Emotional Incapacity Disqualification from Admission**

Any person who has been determined to have a mental or emotional incapacity to practice the profession as evidenced by a legal adjudication or determination thereof or by other lawful means are denied certification by the Department of Education and are not allowed to practice in pre-student teaching field, laboratory, or classroom experiences, or student teach. Appropriate evidence to determine emotional or mental capacity is as follows:

The person, at the time of consideration for admission into the Teacher Education program, is disqualified by a declaration or order of a mental health board in this state, or by a similar finding by a similar body in another state.

The person, at the time of consideration for admission into the Teacher Education program, is disqualified when a mental health professional qualified under the laws, rules, and regulations of this state has determined that that the person has a significant mental illness or emotional impairment and is an inpatient or resident in a facility for mentally ill individuals, or a similar determination has been made by similarly qualified mental health professionals in another state.

The person, at the time of consideration for admission into the Teacher Education program, is disqualified when a court has declared the individual mentally incompetent in regard to a standing trial for a criminal charge, or has been found by a court to have recovered from such incompetence in this state or another state.

The person, at the time of consideration for admission into the Teacher Education program, is disqualified when he/she has been acquitted of a criminal charge on the basis of a finding of insanity in this state or another state unless a court, subsequent to the acquittal, has found the person not dangerous to himself, herself, or others and has released the person from court ordered treatment.

The person, at the time of consideration for admission into the Teacher Education program is disqualified when a court has appointed a conservator or made other protective order(s) due to a court's finding that the individual is unable to manage his/her property or property affairs effectively for reasons of (a) mental illness, (b) mental deficiency, (c) chronic use of drugs, or (d) chronic intoxication in this state or another state and no court order has been entered that the disability has ceased.

### **TRANSFER CREDIT**

All students transferring into the Teacher Education program must (1) complete at least 30 credit hours at Grace University, (2) be classified as a "senior" for at least one semester, (3) satisfactorily complete student teaching under the supervision of Grace University faculty, and (4) meet all program requirements to graduate from the Teacher Education program. Students who (1) transfer 60 or more credit hours from other approved institutions (meeting teacher education program standards of the Nebraska Department of Education within Nebraska or meeting teacher education program standards established by another state), (2) meet GPA requirements, (3) meet all regular University admissions requirements, and (4) comply with the Nebraska Felony and Misdemeanor Policy may enroll in upper level Teacher Education courses during their first semester at Grace only with the permission of the Teacher Education Program Director. Transfer students must (1) apply for admission into the program, (2) meet all program admission requirements, and (3) be admitted into the Teacher Education program before enrolling in additional Teacher Education courses beyond the first semester. Transfer students should discuss their specific needs with the Program Director.

### **READMISSION AND PROGRAM RETENTION**

If a student who has been admitted to the Teacher Education program is suspended from the University, he/she automatically is removed from the Teacher Education program. If he/she should later be readmitted to the University, it is necessary for him/her to re-apply for admission to the Teacher Education program should he/she desire to pursue the Teacher Education program again. While basic skills test scores need not be resubmitted, if the student's enrollment lapses more than 365 days, it will be necessary for the student to submit a new affirmation statement regarding the felony and misdemeanor policy. Student progress is reviewed each semester to guarantee that all students who have been admitted to the program continue to maintain the standards set at entry. If a student falls below the admission standard, or in other ways demonstrates unprofessional behavior as identified by the Teacher Education faculty, the student will be informed by the Teacher Education Program Director that he/she is being withdrawn from the program. The student may appeal this decision to the Dean's Council. If the student is removed from the Teacher Education program for any reason, it is necessary for him/her to re-apply for admission to the program.

### **ADMISSION TO STUDENT TEACHING**

Students preparing for their student teaching experience must submit an application for student teaching two semesters prior to the student teaching term. To be eligible to enter student teaching, students must have:

1. Official notification of acceptance into the Teacher Education program.
2. An overall grade point average of 2.5 or above on a 4.0 scale. All professional coursework must be a "C" or above.
3. A minimum of 30 hours of credit at Grace University.
4. Successfully completed all practicum requirements prior to the student teaching experience.

### **Program Scheduling**

Students scheduling course work in any endorsement area should consult the Teacher Education handbook with an assigned faculty advisor. While a theoretical schedule is designed to demonstrate completion in four years, the Teacher Education faculty recommends course work completion in four years with the student teacher experience following. Some individuals may desire a slower pace to maintain GPA requirements, enroll in additional elective courses, or spend time in extra-curricular activities at the University. Furthermore, in considering time commitments for any endorsement at Grace, it is important to remember that in addition to meeting normal field endorsement requirements, every graduate also meets the requirements for a Nebraska Department of Education endorsement in religious education and meets the requirements for ACSI teacher certification.

## ASSOCIATE OF EDUCATION DEGREE

Persons with this endorsement may hold paraprofessional positions in kindergarten through grade 12 but do not hold a teaching certificate in the State of Nebraska. Individuals with this degree are qualified for teaching positions in many preschool and day care settings.

<b>Bible/Theology Requirements</b>	<b>20</b>
BS 100 Introduction to the Bible	3
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
TH 200 Survey of Theology	2
TH 203 Theology of Church Mission	2
<b>General Education Requirements</b>	<b>26</b>
COM 101 Oral Communication	3
EN 101 College Composition 1	3
EN 102 Creative Writing <i>or</i>	
EN 103 College Composition 2	3
HU 301 Introduction to Philosophy <i>or</i>	
HU 414 Ethics	3
HU - - - Literature Elective	3
MA 201 College Algebra <i>or</i>	
MA 211 Statistics	3
PE 101 Introduction to Health and Wellness	2
SCI - - - Science Elective	3
SS - - - Social Science elective	3
<b>Professional Requirements</b>	<b>18</b>
ED 200 Orientation and Field Experience	2
ED 201 Educational Psychology	3
ED 202 Classroom Management	2
ED 203 Pluralism and Cultural Diversity	2
ED 302 Introduction to Special Education	3
ED 321 Practicum in Literacy and Social Studies <i>or</i>	
ED 421 Practicum in Diagnostic Reading	0
ED 413 Diagnostic and Remedial Reading Skills <i>or</i>	
ED 415 Literature for Children through Adolescence	3
PSY 211 Child and Adolescent Development	3
<b>Servant Leadership Training and Grace L.I.F.E.</b>	4 sem each
<b>TOTAL HOURS</b>	<b>64</b>

## TEACHER EDUCATION (BS)

### ELEMENTARY EDUCATION FIELD ENDORSEMENT

#### Includes ELL Supplemental Endorsement

Persons with this endorsement may teach children in all elementary subjects in kindergarten through grade 6 in all schools and in grades 7-8 in self-contained classrooms.

<b>Bible/Theology Requirements</b>	<b>30</b>	
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/BS 204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>	<b>46</b>	
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 102/103	Creative Writing <i>or</i> Comp 2	3
HU 210	Introduction to Linguistics	3
HU 382	American Literature	3
HU/MU	Humanities or Music Elective	3
MA - - -	Choose two Math courses	6
PE 101	Introduction to Health and Wellness	2
PE - - -	PE elective	1
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SCI 342	Physical Science	3
SS 214	Cultural Anthropology	3
SS 331	World Civilization 1	3
SS 431	American Civilization 1	3
Foreign Language equivalent†		
†Students completing the ELL Endorsement must also present evidence of competency in a foreign language equivalent to two years of high school level or two semesters of college level.		
<b>Teacher Education Core</b>	<b>21</b>	
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism and Cultural Diversity	2
ED 301	Assessment, Tests, and Measurements	2
ED 302	Introduction to Special Education	3
ED 316	Instructional Technology	3
ED 402	History and Philosophy of Education	3
ED 490	Senior Integration for Teachers	1
<b>Teacher Education Methods</b>	<b>29</b>	
ED 112	Art in Elementary/Middle Schools	3
ED 212	Health and P.E. in Elementary/Middle Schools	2
ED 311	Teaching Literacy in Elementary/Middle Schools	3
ED 312	Teaching Science in Elementary/Middle Schools	3
ED 313	Teaching Social Studies in Elementary/Middle Schools	3
ED 314	Teaching Math in Elementary/Middle Schools	3
ED 413	Diagnostic and Remedial Reading Skills	3
ED 415	Literature for Children through Adolescence	3
ED 481	English Language Learner Methods	3
ED 482	Assessment and Evaluation of English Language Learners	3
<b>Teacher Education Practicum Experience</b>	<b>15</b>	
ED 321	Practicum in Literacy and Social Studies	0
ED 322	Practicum in Math and Science	0
ED 421	Practicum in Diagnostic Reading	0

ED 423	Practicum in Special Education/Art/Music/P.E.	0
ED 424	Student Teaching Experience	12
ED 483	English Language Learner Practicum	3
<b>Servant Leadership Training and Grace L.I.F.E.</b>		8 sem each

**TOTAL HOURS** **141**

Notes:

1. Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.
2. Teacher Education Core - In addition to the Bible/Theology Requirements, General Education Requirements, and Professional Requirements listed, students must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24. Students must also present evidence of competence in a foreign language equivalent to two years of high school level or two semesters of college level foreign language.

### **MATH FIELD ENDORSEMENT**

Persons with this endorsement may teach any math course in grades 7-12.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3

<b>General Education Requirements</b>		<b>40</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU 382	American Literature	3
HU - - -	Choose a Humanities course	3
HU/MU	Choose an Art or Music elective	3
MA 201	College Algebra*	3
MA 211	Statistics*	3
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose a P.E. course	1
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SS 214	Cultural Anthropology	3
SS 331/431	World Civilization 1 <i>or</i> American Civilization 1	3

\*Courses that also meet endorsement requirements.

<b>Teacher Education Core</b>		<b>27</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism and Cultural Diversity	2
ED 301	Assessment, Tests, and Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History and Philosophy of Education	3
ED 416	Content Reading Across the Curriculum	3
ED 490	Senior Integration for Teachers	1

<b>Endorsement Requirements</b>		<b>32</b>
MA 204	Applied Math	3
MA 245	Calculus 1	4
MA 300	Inferential Statistics	3
MA 302	Foundations of Math	3
MA 431	History of Math	3

MTH 246	Calculus II	4
MTH 347	Calculus III	3
MTH 521	Euclidian and Non-Euclidian Geometry	3
MTH 545	Differential Equations	3
MTH 581	Modern Algebra	3
<b>Teacher Education Practicum Experience</b>		<b>12</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching	12
ED 450	Practicum in Education 4	0
<b>Servant Leadership Training and Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>141</b>

*Notes:*

1. *Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.*
2. *Teacher Education Core - In addition to the Bible/Theology Requirements, General Education Requirements, and Professional Requirements listed, students must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24.*
3. *Endorsement Requirements - MA 201 College Algebra and MA 211 Statistical Methods are also counted as General Education Requirements.*
4. *Courses listed with MTH designation in cooperative agreement with Creighton University. MA course designation denotes Grace University courses.*

**MIDDLE LEVEL FIELD ENDORSEMENT**  
**Includes ELL Supplemental Endorsement**

Persons with this endorsement may teach either: a) any and all subjects in self-contained classroom in grades 4-9, b) the areas of special preparation in an integrated team planning/teaching organizational pattern in grades 4-9, or c) the areas of special preparation in classrooms with other organizational patterns in grades 4-9.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>40</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 102/103	Creative Writing <i>or</i> Comp 2	3
HU 210	Intro to Linguistics	3
HU 382	American Literature	3
HU/MU	Art or Music elective	3
MA 201	College Algebra	3
MA 211	Statistics	3
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose a P.E. course	1
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SS 214	Cultural Anthropology	3
SS 431	American Civilization 1	3
Foreign Language equivalent†		

†Students completing the ELL Endorsement must also present evidence of competency in a foreign language equivalent to two years of high school level or two semesters (6 credits) of college level.

<b>Teacher Education Core</b>		<b>29</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2

ED 203	Pluralism and Cultural Diversity	2
ED 301	Assessment, Tests, and Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods of Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History and Philosophy of Education	3
ED 416	Content Reading Across the Curriculum	3
ED 417	Middle School Design and Operations	3
ED 490	Senior Integration for Teachers	1

**Teacher Education Methods 18-30**

ED 481	English Language Learner Methods	3
ED 482	Assessment and Evaluation of English Language Learners	3
Content Area Coursework (see below)		

**Teacher Education Practicum Experience 15**

ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching	12
ED 450	Practicum in Education 4	0
ED 483	English Language Learner Practicum	3

*Choose two endorsement areas with a minimum of 18 hours each. Courses with an asterisk count for both General Education and the endorsement area.*

**Servant Leadership Training and Grace L.I.F.E.** 8 sem each

**TOTAL HOURS 129-144**

**MIDDLE LEVEL ENDORSEMENT AREAS**

**Business Education 24**

AC 201	Financial Accounting	3
BU 302	Organizational Behavior	3
BU 311	Human Resource Management	3
BU 312	Principles of Marketing	3
BU 403	Legal Environment of Business	3
BU 411	Management Information Systems	3
SS 201	Microeconomics	3
SS 202	Macroeconomics	3

**English/Language Arts 24**

COM 101	Oral Communication*	3
ED 415	Literature for Children and Adolescents	3
EN 101	College Composition 1*	3
EN 102/103	Creative Writing <i>or</i> Comp 2 *	3
HU 210	Introduction to Linguistics	3
HU 382	American Literature*	3
HU 383	World Literature	3
HU/EN - - -	HU/EN Elective	3

**Mathematics 26**

MA 201	College Algebra*	3
MA 204	Applied Math	3
MA 211	Statistics*	3
MA 300	Inferential Statistics	3
MA 302	Foundations of Math	3
MA 431	History of Math	3
MATH 1260	Geometry	3
MATH 1430	Trigonometry	3
MATH 2410	Calculus I	5

**Science 24**

PE/SCI - - -	Anatomy & Physiology I w/ lab	4
SCI - - -	Chemistry	3
SCI 341	Principles of Biology*	3
SCI 341L	Biology Lab*	1

SCI 342	Physical Science*	3
SCI - - -	SCI Electives	10
<b>Social Science</b>		<b>24</b>
SS 202	Macroeconomics	3
SS 203	Human Geography	3
SS 214	Cultural Anthropology*	3
SS 241	Nebraska History	3
SS 303	Physical Geography	3
SS 331	World Civilization 1	3
SS 333	American Government and Politics	3
SS 431	American Civilization 1*	3

\* Endorsement courses that also appear as General Education courses.

*Notes:*

1. *Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.*

2. *Professional Requirements (Teacher Education Core) – In addition to the Bible/Theology requirements, General Education Requirements, and Professional Requirements listed, students must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24.*

3. *Subject Area Requirements may be from 12 to 24 additional credits depending on the area, representing at least two different categories of 18 or 19 credits each.*

### **MUSIC FIELD ENDORSEMENT**

Persons with this endorsement may teach vocal and instrumental music in kindergarten through grade 12.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>40</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU 382	American Literature	3
MU 335	Survey of Music History and Literature 1	3
MU 336	Survey of Music History and Literature 2	3
MA - - -	Choose two Math courses	6
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose a P.E. course	1
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SS 214	Cultural Anthropology	3
SS 331/431	World Civilization 1 <i>or</i> American Civilization 1	3
<b>Teacher Education Core</b>		<b>15</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism and Cultural Diversity	2
ED 302	Introduction to Special Education	3
ED 402	History and Philosophy of Education	3
<b>Teacher Education Methods</b>		<b>48</b>
MU P060	Basic Piano Fundamentals 1	1
MU P070	Basic Piano Fundamentals 2	1
MU P080	Basic Piano Fundamentals 3	1



MU P090	Basic Piano Fundamentals 4	1
MU 010-080	Performance Hour	0
MU 121	Music Theory 1	3
MU 121L	Aural Skills 1	1
MU 122	Music Theory 2	3
MU 122L	Aural Skills 2	1
MU 214	Elementary and Middle School Music Methods in Education	2
MU 221	Music Theory 3	3
MU 221L	Aural Skills 3	1
MU 222	Music Theory 4	3
MU 222L	Aural Skills 4	1
MU 223	Brass Methods and Materials	1
MU 224	Woodwind Methods and Materials	1
MU 230	Choral Methods and Materials	2
MU 313	Conducting 1	2
MU 314	Conducting 2	2
MU 325	String Methods and Materials	1
MU 326	Percussion Methods and Materials	1
MU 330	Band Methods and Materials	2
MU 412	Senior Project	1
MU 422	Choral and Instrumental Arranging	3
MU - - -	Applied Music	4
MU - - -	Ensemble options	6
<b>Teacher Education Practicum Experience</b>		<b>12</b>
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	12
MU 214L	Practicum in Elementary Music	0
MU 230L	Practicum in Vocal Music	0
MU 330L	Practicum in Instrumental Music	0
MU 400L	Practicum in Music Education	0
<b>Servant Leadership Training and Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>145</b>

*Note:*

1. Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.
2. Professional Requirements (Teacher Education Core) – In addition to the Bible/Theology requirements, General Education Requirements, and Professional Requirements listed, students must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24.

### **SOCIAL SCIENCE FIELD ENDORSEMENT**

Persons with this endorsement may teach any social science course in grades 7-12.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>40</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU 321	World's Living Religions *	3
HU/MU	Choose an Art or Music elective	3
MA - - -	Choose two math courses	6
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose a P.E. course	1
PSY 101	General Psychology*	3

PSY 211	Child and Adolescent Development*	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SS 214	Cultural Anthropology*	3
SS 331	World Civilization 1*	3

\*Courses that also meet endorsement requirements.

<b>Teacher Education Core</b>		<b>27</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology*	3
ED 202	Classroom Management	2
ED 203	Pluralism and Cultural Diversity	2
ED 301	Assessment, Tests, and Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History and Philosophy of Education	3
ED 416	Content Reading Across the Curriculum	3
ED 490	Senior Integration for Teachers	1

<b>Additional Endorsement Requirements</b>		<b>45</b>
PSY 302	Theories of Personality	3
SS 201	Microeconomics	3
SS 202	Macroeconomics	3
SS 203	Human Geography	3
SS 222	Principles of Sociology	3
SS 232	African-American History	3
SS 241	Nebraska History	3
SS 303	Physical Geography	3
SS 332	World Civilization 2	3
SS 333	American Government and Politics	3
SS 341	Church History	3
SS 431	American Civilization 1	3
SS 432	American Civilization 2	3
SS 434	Domestic and Global Political Issues	3
SS - - -	History elective	3

<b>Teacher Education Practicum Experience</b>		<b>12</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	12
ED 450	Practicum in Education 4	0

**Servant Leadership Training and Grace L.I.F.E.** 8 sem each

**TOTAL HOURS** **154**

Note:

1. Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.

2. Professional Requirements (Teacher Education Core) – In addition to the Bible/Theology requirements, General Education Requirements, and Professional Requirements listed, students must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24.

### **BASIC BUSINESS SUBJECT ENDORSEMENT**

Persons with this endorsement may teach basic business courses in grades 7-12.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans or Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3

TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>40</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU 382	American Literature	3
HU - - -	Choose a Humanities course	3
HU/MU	Choose an Art or Music elective	3
MA - - -	Choose two Math courses	6
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose a P.E. elective	1
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SS 214	Cultural Anthropology	3
SS 331/431	World Civilization 1 <i>or</i> American Civilization 1	3
<b>Teacher Education Core</b>		<b>27</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism and Cultural Diversity	2
ED 301	Assessment, Tests, and Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History and Philosophy of Education	3
ED 416	Content Reading Across the Curriculum	3
ED 490	Senior Integration for Teachers	1
<b>Endorsement Requirements</b>		<b>44</b>
AC 201	Financial Accounting	3
BU 300	Principles of Leadership and Management	2
BU 301	Corporate Finance	3
BU 302	Organizational Behavior	3
BU 311	Human Resource Management	3
BU 312	Principles of Marketing	3
BU 402	International Business	3
BU 403	Legal Environment of Business	3
BU 411	Management Information Systems	3
BU 412	Entrepreneurship and Small Business	3
BU 422	Production and Operations Management	3
IT 101	Introduction to Basic Computing	3
IT 109	Foundations of Personal Computing	3
SS 201	Microeconomics	3
SS 202	Macroeconomics	3
<b>Teacher Education Practicum Experience</b>		<b>12</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	12
ED 450	Practicum in Education 4	0
<b>Servant Leadership Training and Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>153</b>

*Note:*

1. *Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.*

2. *Professional Requirements (Teacher Education Core) – In addition to the Bible/Theology requirements, General Education Requirements, and Professional Requirements listed, students must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24.*

## **BUSINESS, MARKETING, AND INFORMATION TECHNOLOGY SUBJECT ENDORSEMENT**

Persons with this endorsement may teach business, marketing, and information technology courses in grades 7-12.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>40</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU 382	American Literature	3
HU - - -	Choose a Humanities course	3
HU/MU	Choose an Art or Music elective	3
MA - - -	Choose two Math courses	6
PE - - -	Choose P.E. electives	3
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SS 214	Cultural Anthropology	3
SS 331/431	World Civilization 1 <i>or</i> American Civilization 1	3
<b>Teacher Education Core</b>		<b>30</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism and Cultural Diversity	2
ED 301	Assessment, Tests, and Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History and Philosophy of Education	3
ED 403	Coordinating Techniques	3
ED 416	Content Reading Across the Curriculum	3
ED 490	Senior Integration for Teachers	1
<b>Endorsement Requirements</b>		<b>45</b>
AC 201	Financial Accounting	3
BA 455	Internet Marketing*	3
BA 458	Sales Management*	3
BU 301	Corporate Finance	3
BU 311	Human Resource Management	3
BU 312	Principles of Marketing	3
BU 402	International Business	3
BU 403	Legal Environment of Business	3
BU 411	Management Information Systems	3
BU 412	Entrepreneurship and Small Business	3
CIS 212	Communicating in a Digital World*	3
CIS 248	Introduction to Web Design*	3
CIS 310	Information Systems*	3
SS 201	Microeconomics	3
SS 202	Macroeconomics	3
<b>Teacher Education Practicum Experience</b>		<b>12</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 420	Business Practicum	0
ED 423	Practicum in Special Education	0

ED 424	Student Teaching Experience	12
ED 450	Practicum in Education 4	0

**Servant Leadership Training and Grace L.I.F.E.** 8 sem each

**TOTAL HOURS** **157**

*Note:*

*\* These courses are taken at Bellevue University.*

*1. Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.*

*2. Professional Requirements (Teacher Education Core) – In addition to the Bible/Theology requirements, General Education Requirements, and Professional Requirements listed, students must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24.*

### **ENGLISH SUBJECT ENDORSEMENT**

Persons with this endorsement may teach writing, language, and literature in grades 7-12.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>37</b>
COM 101	Oral Communication	3
EN 101	College Composition 1*	3
EN 103	College Composition 2*	3
HU 382	American Literature*	3
HU/MU	Choose an Art or Music elective	3
MA - - -	Choose two Math courses	6
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose a P.E. course	1
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SS 214	Cultural Anthropology	3
SS 331/431	World Civilization 1 <i>or</i> American Civilization 1	3
<i>*Courses that also meet endorsement requirements.</i>		
<b>Teacher Education Core</b>		<b>27</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism and Cultural Diversity	2
ED 301	Assessment, Tests, and Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History and Philosophy of Education	3
ED 416	Content Reading Across the Curriculum	3
ED 490	Senior Integration for teachers	1
<b>Endorsement Requirements</b>		<b>24</b>
COM 404	Persuasion	3
ED 415	Literature for Children through Adolescence	3
EN 102	Creative Writing	3
EN 113	Interpretive Writing Evaluation	3
HU 210	Introduction to Linguistics	3

HU 381	English Literature	3
HU 383	World Literature	3
<b>Choose One Humanities Elective</b>		
HU 310	Literature of the Bible <i>or</i>	3
HU 391	Major Authors <i>or</i>	3
HU 392	Literary Periods <i>or</i>	3
HU 393	Literary Genres	3
<b>Teacher Education Practicum Experience</b>		<b>12</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	12
ED 450	Practicum in Education 4	0
<b>Servant Leadership Training and Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>130</b>

*Note:*

- 1. Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.*
- 2. Professional Requirements (Teacher Education Core) – In addition to the Bible/Theology requirements, General Education Requirements, and Professional Requirements listed, students must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24.*

**HISTORY SUBJECT ENDORSEMENT**

Persons with this endorsement may teach history in grades 7-12.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>40</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU 382	American Literature	3
HU - - -	Choose a Humanities course	3
HU/MU	Choose an Art or Music elective	3
MA - - -	Choose two Math courses	6
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose a P.E. course	1
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SS 214	Cultural Anthropology	3
SS 331	World Civilization	3
<b>Teacher Education Core</b>		<b>27</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism and Cultural Diversity	2
ED 301	Assessment, Tests, and Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3

ED 316	Instructional Technology	3
ED 402	History and Philosophy of Education	3
ED 416	Content Reading Across the Curriculum	3
ED 490	Senior Integration for Teachers	1
<b>Endorsement Requirements</b>		<b>30</b>
SS 232	African American History	3
SS 241	Nebraska History	3
SS 332	World Civilization 2	3
SS 333	American Government and Politics	3
SS 336	History of Western Hemisphere	3
SS 341	Church History	3
SS 431	American Civilization 1	3
SS 432	American Civilization 2	3
SS - - -	History elective	3
SS - - -	History elective	3
<b>Teacher Education Practicum Experience</b>		<b>12</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	12
ED 450	Practicum in Education 4	0
<b>Servant Leadership Training and Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>139</b>

*Note:*

1. *Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.*

2. *Professional Requirements (Teacher Education Core) – In addition to the Bible/Theology requirements, General Education Requirements, and Professional Requirements listed, students must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24.*

## **RELIGIOUS EDUCATION SUBJECT ENDORSEMENT**

Completion of the Biblical Studies Department requirements provide the basis for endorsement requirements. These requirements are established by the University consistent with ABHE requirements in Bible and adequately meets ACSI Bible requirements. While the Nebraska Department of Education authorizes the Religious Education subject endorsement, it does not determine endorsement criteria.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>43</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU 382	American Literature	3
HU - - -	Choose a Humanities course	3
HU/MU	Choose an Art or Music elective	3
MA - - -	Choose two Math courses	6
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose a P.E. course	1
PSY 101	General Psychology	3
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1

SS 214	Cultural Anthropology	3
SS 331/431	World Civilization 1 <i>or</i> American Civilization 1	3
<b>Teacher Education Core</b>		<b>27</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism and Cultural Diversity	2
ED 301	Assessment, Tests, and Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History and Philosophy of Education	3
ED 416	Content Reading Across the Curriculum	3
ED 490	Senior Integration for Teachers	1
<b>Endorsement Requirements</b>		
BS/TH	Additional Bible/Theology Electives	14
<b>Teacher Education Practicum Experience</b>		<b>12</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	12
ED 450	Practicum in Education 4	0
<b>Servant Leadership Training and Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>126</b>

*Notes:*

1. *Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.*

**VOCAL MUSIC SUBJECT ENDORSEMENT**

Persons with this endorsement may teach vocal music in grades K-6 or grades 7-12.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>40</b>
COM 101	Oral Communication	3
EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU 382	American Literature	3
MA - - -	Choose two Math courses	6
MU 335	Survey of Music History and Literature 1	3
MU 336	Survey of Music History and Literature 2	3
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose a P.E. course	1
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Principles of Biology Lab	1
SS 214	Cultural Anthropology	3
SS 331/431	World Civilization 1 <i>or</i> American Civilization 1	3



<b>Teacher Education Core</b>		<b>15</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism and Cultural Diversity	2
ED 302	Introduction to Special Education	3
ED 402	History and Philosophy of Education	3
<b>Teacher Education Methods</b>		<b>44</b>
MU 010-080	Performance Hour	0
MU P060	Basic Piano Fundamentals 1	1
MU P070	Basic Piano Fundamentals 2	1
MU P080	Basic Piano Fundamentals 3	1
MU P090	Basic Piano Fundamentals 4	1
MU V101-202	Applied Voice	4
MU 121	Music Theory 1	3
MU 121L	Aural Skills 1	1
MU 122	Music Theory 2	3
MU 122L	Aural Skills 2	1
MU 141/151	Grace Chorale and/or Women's Chorale	6
MU 214	Elementary and Middle School Music Methods in Education	2
MU 221	Music Theory 3	3
MU 221L	Aural Skills 3	1
MU 222	Music Theory 4	3
MU 222L	Aural Skills 4	1
MU 230	Choral Methods	2
MU 313	Conducting 1	2
MU 314	Conducting 2	2
MU 412	Senior Project	1
MU 422	Choral and Instrumental Arranging	3
MU - - -	Ensemble options	2
<b>Teacher Education Practicum Experience</b>		<b>12</b>
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	12
MU 214L	Practicum in Elementary Music	0
MU 230L	Practicum in Vocal Music	0
MU 400L	Practicum in Music Education	0
<b>Servant Leadership Training and Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>141</b>

*Note:*

1. *Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.*

2. *Professional Requirements (Teacher Education Core) – In addition to the Bible/Theology requirements, General Education Requirements, and Professional Requirements listed, students must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24.*

**PHYSICAL EDUCATION SUBJECT ENDORSEMENT**

Persons with this endorsement may teach physical education grades K-12.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 100	Introduction to the Bible	3
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406/204	Romans <i>or</i> Gospels	3
HU 414	Ethics	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>40</b>
COM 101	Oral Communication	3

EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU 382	American Literature	3
HU - - -	Choose a Humanities course	3
HU/MU	Art <i>or</i> Music elective	3
MA - - -	Choose two Math courses	6
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose a P.E. course	1
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology & Lab	4
SS 214	Cultural Anthropology	3
SS - - -	Social Science Elective	3
<b>Teacher Education Core</b>		<b>25</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism and Cultural Diversity	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History and Philosophy of Education	3
PE 415	Measurement and Evaluation of Physical Education	3
ED 490	Senior Integration for Teachers	1
<b>Endorsement Requirements</b>		<b>35</b>
ED 212	Health and PE in Elementary and Middle School	2
PE/SCI - - -	Anatomy and Physiology 1 & Lab	4
PE 215	First Aid and CPR	2
PE 231	Lifetime Sports	1
PE 300	Care and Prevention of Athletic Injuries	3
PE 301	Exercise Physiology	3
PE 302	Motor Development	3
PE 350	Biomechanics	3
PE 410	Adapted Physical Education	3
PE 495	Concepts of Coaching	3
PE - - -	PE electives	4
<i>Choose two:</i>		
PE 402	Teaching Basketball K-12	2
PE 411	Teaching Soccer K-12	2
PE 412	Teaching Volleyball K-12	2
PE 421	Teaching Baseball and Softball K-12	2
<b>Teacher Education Practicum Experience</b>		<b>12</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	12
ED 451	Practicum in Physical Education	0
<b>Servant Leadership Training and Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>142</b>

*Note:*

1. *Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-Western perspective and should be viewed in the curriculum as non-Western studies.*

2. *Professional Requirements (Teacher Education Core) – In addition to the Bible/Theology requirements, General Education Requirements, and Professional Requirements listed, students must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24.*

### **COACHING SUPPLEMENTAL ENDORSEMENT**

Persons with this endorsement may coach interscholastic athletic events for participants in grades 7-12. As a supplemental endorsement, one must already hold or complete the requirements for a teaching certificate. These endorsement requirements are designed to meet specific requirements established in 92 NAC 24.

<b>Endorsement Requirements</b>		<b>13</b>
PE 215	First Aid and CPR	2
PE 300	Care and Prevention of Athletic Injuries	3
PE 302	Motor Development	3
PE 495	Concepts of Coaching	3
Choose <u>one</u> coaching course:		
PE 402	Teaching Basketball	2
PE 411	Teaching Soccer	2
PE 412	Teaching Volleyball	2
PE 421	Teaching Baseball	2

### **EARLY CHILDHOOD EDUCATION SUPPLEMENTAL ENDORSEMENT**

This is a supplemental endorsement and assumes the individual has or is capable of having a valid certificate in Nebraska. These endorsements are designed to meet specific requirements established in 92 NAC 24.

ED 331	Principles of Early Childhood Education	3
ED 332	Methods in Early Childhood Education	3
ED 333	Early Childhood Practicum	1

Note: Elementary Education majors complete all of the above courses except the three Early Childhood Education courses, which are worth seven credits.

### **ENGLISH LANGUAGE LEARNER SUPPLEMENTAL ENDORSEMENT**

This is a supplemental endorsement and assumes the individual has or is capable of having a valid certificate in Nebraska. These endorsements are designed to meet specific requirements established in 92 NAC 24.

<b>Endorsement Requirements</b>		<b>15</b>
ED 481	English Language Learner Methods	3
ED 482	Assessment and Evaluation of Second Language Learners	3
ED 483	ELL Practicum	3
HU 210	Introduction to Linguistics	3
SS 214	Cultural Anthropology	3

### **THEATER SUPPLEMENTAL ENDORSEMENT**

This is a supplemental endorsement and assumes the individual has or is capable of having a valid certificate in Nebraska. These endorsements are designed to meet specific requirements established in 92 NAC 24.

<b>Endorsement Requirements</b>		<b>18</b>
THR 145	Musical Theatre Production	1
THR 302	Speech for Theatre	2
THR 303	History of Theatre	3
THR 311	Beginning Acting	3
THR 312	Advanced Acting	3
THR 313	Production/Directing	3
THR 314	Design for Theatre	2
THR 315	Stage Management Workshop	1

Note: Elementary Education majors complete all of the above courses except the three Early Childhood Education courses, which are worth seven credits.

## INDIVIDUALIZED PROGRAMS

In addition to our articulated Business and Technology Program (Bellevue University) and our Nursing Cooperative Program (Clarkson College), Grace University offers individualized second majors in academic and vocational-technical fields using cooperative agreements with other institutions of higher education. Institutions collaborating with Grace to meet student needs are Bellevue University, University of Nebraska at Omaha, Clarkson College, Metropolitan Community College, Nebraska Christian College and Iowa Western Community College. Currently, Grace University has general articulation agreements with the University of Nebraska at Omaha and the Air Force for their Reserved Officers Training Corps program. Some of the fields that students have pursued by cooperative arrangement have included: Computer Science, Exercise Physiology, History, Foreign Language, Mathematics, Political Science, Sociology and Studio Art.

In addition to academic fields, Grace University is also willing to incorporate vocational technical training into an individualized second major. Listed below is a sampling of vocational technical training options students have pursued in the past: Agriculture, Art, Administrative Assistant/Office Services, Automotive Technology, Bookkeeping, Construction Technology, Drafting and Design, Electronic Imaging and Graphics, Food Arts and Management, Microcomputer Technology, Nursing, Office Technology, Photography, Sign Language Interpreting, Software Applications Management, and Welding.

For the student to be successful at completing a second major through a cooperative program, it is important to establish an academic plan prior to the first semester on campus. Students should advise the Admissions Office of their interest in individualized second majors via cooperative programs. Admission as a student into Grace University does not assure admission into another institution for a cooperative program. An articulated academic plan, approved by the Academic Dean, should be established between the student and Grace noting institution requirements established by a cooperating institution.

### Cooperative Program Objectives

The students who complete these programs should be able to:

1. fulfill the objectives of the Biblical Studies Department;
2. fulfill the objectives of the General Education Department;
3. demonstrate familiarity with the following areas of church-related ministry: missions, evangelism, and Christian education;
4. function effectively as a Christian within one's home, community, and vocation;
5. use academic or vocational-technical disciplines in church-related or community-related service; and
6. provide evidence that the requirements for entry into a particular vocational-technical field have been satisfactorily completed.

## INDIVIDUALIZED SECOND MAJOR (BS)

The following is a template to guide students as they develop a plan for an individualized second major.

<b>Bible/Theology Requirements</b>	<b>36</b>
BS 100 Introduction to the Bible	3
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
BS 406 Romans	3
TH 203 Theology of Church Mission	2
TH 301 Theology 1	3
TH 302 Theology 2	3
BS - - - Choose Bible, Theology or integrative electives	9
<b>General Education Requirements</b>	<b>37</b>
COM 101 Oral Communication	3
EN 101 College Composition 1	3
EN 102/103 Creative Writing <i>or</i> Comp 2	3
HU 301 Choose Introduction to Philosophy <i>or</i>	
HU 412 Apologetics	3
HU - - - Choose a humanities course	3
HU/MU Choose a humanities or music elective	3
MA - - - Choose a Math course	3
PE - - - P.E. electives	3
PSY 101 General Psychology	3
SCI - - - Choose a Science course	3
SS 400 Senior Integration	1
SS - - - Social Science electives	6
<b>Professional Requirements</b>	<b>53</b>
BU 300 Principles of Leadership and Management	2
HU 414 Ethics	3
<b>Individualized Second Major Requirements</b>	<b>*36</b>
- - - Open Electives	12

**Servant Leadership Training and Grace L.I.F.E.**  
**TOTAL HOURS**

8 sem each  
**126**

*\* If an academic or vocational–technical cooperative program does not require a minimum of 36 credits, the remaining credits will be selected from either Grace or the cooperating institution consistent with the student’s academic plan. If an academic or vocational–technical cooperative program requires more than 36 credits, Grace University will require the requirements as specified by the cooperating institution to ensure fulfillment of program objectives and/or competency within the discipline.*

## **MINORS**

A minor is an area of specialization where a student selects courses within a specific department to enhance his or her major or simply to take courses in an area of personal interest. The department offering the minor establishes the specific requirements for its minor. Once these requirements are met, the student earns the minor and the minor is then annotated on his transcript. The student must declare the minor prior to completing the coursework for the minor. A minor may not be earned in the same area as the major. A minor may be earned only in conjunction with a degree, and thus must be completed prior to the conferral of the degree. All minors require a minimum number of hours at the upper division level (300/400). A maximum of three minors may be earned, and no course may be used to satisfy more than two requirements (degree and/or minor). The following minors are available at Grace University.

### **Biblical Languages Minor**

A minor in biblical languages will provide the student with a solid foundation for studying the Bible in the original languages and is recommended for students intending to enter seminary or pursue related graduate studies. The minor includes the Greek grammar and exegesis sequence (FL 351 – FL 452) and two semesters of Hebrew Grammar (FL 461 – FL 462). No more than two classes will be accepted as transfer credit for this minor.

### **Business Administration Minor**

A minor in business administration requires a minimum of 18 semester credit hours. All courses counted toward a minor in business administration must be applicable toward a major in business administration. These hours must include BU 101, 300, 307 and 308, and six business elective credit hours. At least three of these business elective credit hours must be upper level. No more than six hours will be accepted as transfer credit.

### **Coaching Minor**

A minor in coaching requires a minimum of 18 credit hours. These hours must include the core courses of ED 203, PE 300, and PE 495, as well as either PE 301 or PE 350. Students may choose from the following to complete the minimum hours: PE 402, PE 411, PE 412, and PE 421. Students may not transfer the core courses.

### **Criminal Justice Minor**

A minor in criminal justice requires a minimum of 18 credit hours. These hours must include CJ 303, 304, PSY 401, 405, and SS 407 as well as at least 3 credit hours of courses from SS 325, 342 or PSY 342, 475. Students must have the psychology department’s permission prior to declaring a minor in criminal justice.

### **Education Minor**

A minor in education will provide the student with a well-rounded preparation in the basics of teaching and managing students in a variety of situations. The courses would provide a good background for those in other areas of studies who may be involved with students or even in adult training situations. There are 19 credit hours in the minor in education: ED 201, ED 202, ED 203, ED 302, ED 316, ED 402, and ED 311 or ED 315 or ED 481.

### **English Minor**

A minor in English will provide students a familiarity with enduring literary works and their authors and serve as a springboard to a lifetime of good reading. The English minor requires two foundational courses, HU 241 Western Literature 1 and HU 242 Western Literature 2, as well as 12 additional hours of upper division English or literature courses. No more than six hours will be accepted as transfer credit.

### **History Minor**

A minor in history requires a minimum of 18 credit hours. Students must take SS 331, SS 332, SS 341, SS 431, SS 432, as well as one additional upper level history course. No more than 6 hours will be accepted as transfer credit.

### **Intercultural Studies Minor**

A minor in intercultural studies requires a minimum of 18 credit hours. All courses counted toward a minor in intercultural studies must be applicable towards a major in IS. These hours must include SS 214, IS 321, IS 381, IS 405, TH 308 and at least 3 hours of 300 or 400 level IS electives. No more than 6 hours will be accepted as transfer credit.

### **Interpersonal Communication Minor**

A minor in interpersonal communication requires COM 201 and at least 15 additional hours of upper division communication studies courses. Students may choose from the following courses: COM 303, 306, 314, 316, 404, 405, 410, 414, 460, IS 381. Students may take COM 414 with instructor permission. At least 12 of the hours must be taken at Grace University.

### **Music Minor**

A minor in music requires a minimum of 24 credits in music, 12 must be upper division. MU 121 and MU 122 are required. No more than six transfer credits will be accepted.

### **Psychology Minor**

A minor in psychology requires a minimum of 18 credit hours. These hours must include PSY 201, 305, 401 and at least 9 credit hours of courses at the 300 or 400 level. Students must have the psychology department's permission prior to declaring a minor in psychology and no student will be allowed to take PSY 401 without department approval.

### **Social Science Minor**

A minor in social science requires a minimum of 18 semester credit hours. These hours may include any social science courses (at least 12 semester credit hours of 300 and 400 level courses and no more than 3 credits of history).

### **Theater Minor**

A minor in Theater requires THR 145, THR 301, THR 302, and THR 303. In addition, a student must take a total of 12 upper-division theater credits with a total of 18 credits in theater. A student may take as many production credits as they wish either for credit or noncredit. No more than 6 hours will be accepted as transfer credit.

## **Reserve Officers Training Corps (ROTC)**

The Air Force ROTC program, hosted through the University of Nebraska-Omaha, is open to both men and women and is designed to develop the skills and attitudes vital to the career professional Air Force officer. Students who want to participate in the Air Force ROTC program will have to travel to the University of Nebraska-Omaha for all Air Force ROTC classes and functions. Upon successful completion of the Air Force ROTC program and graduation from the University, cadets are commissioned Second Lieutenants, USAF. Instruction includes a two-year basic course (General Military Course-GMC) and a two-year advanced course (Professional Officer Course-POC). Cadets will also need to complete field training, which is attended the summer between a cadet's sophomore and junior year. Air Force ROTC scholarships are available to outstanding cadets.

Aerospace Studies, on all levels, are presented to Air Force ROTC students as professional courses, designed to enrich their overall academic experience in the University. The academic curriculum of Air Force ROTC consists of two distinct general courses:

- The General Military Course is a continuing freshman-sophomore course of two academic years. The Professional Officer Course is a junior-senior-graduate course of two academic years. The Air Force ROTC leadership laboratory activities, which are a part of each course, offer students many opportunities for practical leadership training. The GMC curriculum emphasizes the potential of aerospace power. Courses are designed to acquaint the student with aerospace power and the Air Force mission in support of our national defense. The courses are open to all full-time University students. Textbooks and uniforms are furnished at government expense. All students are provided leadership experience through participation in leadership laboratory activities. Students enrolled in GMC courses are not in the military service and assume no military obligation. Students with prior military service or high school ROTC experience may receive credit for portions of the GMC program.

- The POC curriculum emphasizes communicative skills, civil-military relations, leadership, human relations, problem solving, and decision making. Courses are open to students who have completed the GMC program, and attended field training course. Students not enrolled in the GMC program should contact Air Force ROTC as soon as possible to be tested and processed for the fall semester. POC cadets enlist in the Air Force Reserve and manage all leadership laboratory activities.

Grace students who want to participate in Air Force ROTC at UNO must register for the ROTC classes through UNO. For complete information on the Air Force ROTC program, contact the Professor of Aerospace Studies (PAS), 402-554-2318. You can also visit their website: <http://www.unomaha.edu/afrotc/>.

ROTC 0010	Leadership Laboratory
ROTC 1310	Foundations of the USAF 1
ROTC 1320	Foundations of the USAF 2
ROTC 2310	Evolution of USAF Air & Space Power 1
ROTC 2320	Evolution of USAF Air & Space Power 2
ROTC 3110	Air Force Leadership Studies 1
ROTC 3120	Air Force Leadership Studies 2
ROTC 4110	National Security Affairs 1
ROTC 4120	National Security Affairs 2

## Pre-Law Track

The American Bar Association prescribes no single path to prepare for a legal education. Students who are successful in law school, and who subsequently become accomplished professionals, come from many walks of life and educational backgrounds. Some law students enter law school directly from their undergraduate studies without having had any post-baccalaureate work experience. Others embark upon their legal education significantly later in life, bringing to their law school education the insights and perspectives gained from their life experiences. Legal education welcomes and values diversity and students will benefit from participating in the exchange of challenging ideas and different points of in the classroom.

As such, the American Bar Association does not recommend any specific undergraduate majors to prepare for a legal education. Students are admitted to law school from almost every academic discipline. Some may choose to major in subjects that are considered to be traditional pathways for law school, such as history, English, philosophy, political science, economics or business, or others may focus your undergraduate studies in areas as diverse as art, music, science and mathematics, computer science, engineering, nursing, psychology or education. Whichever major selected, students are encouraged to pursue an area of study that is intriguing and challenging, while taking full advantage of opportunities to develop and sharpen research and writing skills. Taking a broad range of difficult courses from demanding instructors is excellent preparation for legal education.

A sound legal education will build upon and further refine the skills, values and knowledge already possessed. The student who comes to law school lacking a broad range of basic skills and knowledge will face a difficult challenge. Analytic problem solving, critical reading, writing, oral communication and listening abilities, research skills, task organization and management skills, and public service and promotion of justice are among the important skills and values that should be acquired prior to law school that will provide a sound foundation for a legal education.

Pre-law students will eventually pick a major of interest and their advisors will assist them in ensuring that they establish a strong foundation of skills for law school. Recommended courses typically include EN 101, EN 103/203, COM 101, SS 304, SS 214, MA 201/211, HU 301/412 as part of the student's general education with COM 404/410, SS342D/ED203, and SS 407 taken as electives. This additional track of study may be taken by any major or student at the university. The following courses are recommended:

COM 101	Oral Communication *
COM 404	Persuasion
COM 410	Conflict Management
EN 101	College Composition 1 *
EN 103	College Composition 2 * or
EN 203	Technical Writing *
HU 301	Philosophy * or
HU 412	Apologetics *
MA 201	Algebra * or
MA 211	Statistics *
SS 214	Cultural Anthropology *
SS 304	Social Science Research *
SS 342D	Race, Ethnicity, and Diversity or
ED 203	Pluralism and Cultural Diversity
SS 407	Law and Society

\* In many cases these classes will already be required in the General Education area of the student's degree program.

# Course Descriptions

## COURSE NUMBERING

The subjects numbered 100-199 are normally for freshman, 200-299 for sophomores, 300-399 for juniors, and 400-499 for seniors. Enrollment in upper division classes (300-400) by freshmen is generally discouraged. Subjects with the letter C after the department prefix are offered by independent study. The University reserves the right to withdraw any subject and/or course in which there are insufficient students enrolled.

## COURSE ABBREVIATIONS

The curriculum offered at Grace University is organized in alphabetical order. Below are the subjects offered with the proper course abbreviations:

AC	Accounting	IS	Intercultural Studies
BS	Biblical Studies	IT	Information Technology
BU	Business and Technology	MA	Mathematics
CA	Camping	MU	Music
CJ	Criminal Justice	PE	Physical Education
CM	Christian Ministry	PSY	Psychology
COM	Communication	SCI	Science
ED	Teacher Education	SP	Sports Management
EN	English	SS	Social Sciences
FL	Foreign Language	TH	Theology
HU	Humanities	THR	Theater

## ACCOUNTING

### AC 201 Financial Accounting 3

The fundamentals of financial accounting are explored by setting up financial records with an emphasis on creating and understanding financial statements that are used in business and nonprofit organizations.

### AC 202 Managerial Accounting 3

The place of accounting in the manager's decision-making process is the essence of this course. Emphasis is on the development and use of accounting information for managerial decisions. Prerequisite: AC 201 or permission of the instructor.

## BIBLICAL STUDIES

### BS 100 Introduction to the Bible 3

This course is an introduction to the broad message of the Bible. It is designed to introduce the student to the major categories of the Bible, its big-picture messages, with attention paid to how the biblical texts unpack the mission of God in the world and how Jesus is at the apex of both creation and the re-creation in God's story. The course is especially aimed at students who have had little exposure to the nature and character of the Scriptures. Students who demonstrate proficiency on the Bible Exam may substitute a BS/TH elective for this course.

### BS 101 Old Testament Survey 4

This course is a general survey of the Old Testament books from Genesis to Malachi. It relates each book to the total scope of the Bible. This study provides a general understanding of the Old Testament books and prepares the student for further biblical study. Attention is given to such issues as authorship, chronology, geography, personal application, and the development of God's divine program.

### BS 102 New Testament Survey 4

This course is a general survey of the New Testament books from Matthew through Revelation. This study provides a general understanding of the New Testament books and prepares the student for further biblical study. Particular emphasis is given to authorship, date, recipients, background, distinctive features, personal applications, and the major contribution of each book. Prerequisite: BS 103.

### BS 103 Hermeneutics and Bible Study Methods 3

This course introduces and develops the literal-grammatical-historical approach to interpreting Scripture. Various interpretive schemes are examined to familiarize the student with different views. Through this, the student is guided into a proper handling of the Word of God, interpretive principles are explained, proper exegesis is instituted, and biblical applications are drawn as the basis for a lifelong study, practice, and ministry of the Scriptures. Various interpretive methods are developed so that the student will have more breadth of skills.



- BS 110 Spiritual Life and Evangelism 2**  
 This course involves a study of the biblical aspects of spiritual growth. Using selected portions of the New Testament, students consider how to "walk in the Spirit" individually, with other believers, and in the world. The course then explores how personal evangelism, its motives and strategies, flow out of a Spirit-filled life.
- BS 204 Gospels 3**  
 This course is a study of the four Gospels. The earthly ministry of Christ is discussed. Attention is given to the political, religious, biblical, and geographical backgrounds. A chronology of events and a harmony of the Gospels are established. Biblical passages are analyzed. The character and purpose of the Gospels and of the person and ministry of Christ is analyzed. Prerequisite: BS 103.
- BS 221 Geography of the Bible 2**  
 This course deals with the geography of the lands represented in the Bible and other ancient texts. Emphasis is on the interrelationship of history and geography involving settlement, economy, military, and communication in ancient Israel. Upon completion, a student will be able to correlate relevant archaeological, historical and biblical material with important sites, roads, and features.
- BS 302 Isaiah 3**  
 This course is an exposition of Isaiah. Particular attention is given to authorship, historical background, the suffering Savior, the coming Messiah, and millennial prophecies. Prerequisite: BS 103.
- BS 303 Joshua, Judges, and Ruth 3**  
 This course is an expositional study of these three Old Testament books. Special emphasis is given to historical background, synthesis, and literary continuity. These three books are studies in the context of the developing historical narrative of the Pentateuch as well as the remaining historical books. Prerequisite: BS 103.
- BS 305 Wisdom Literature 3**  
 This course is an exposition of selected portions from Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon. Attention is given to interpretive methodology and practical application. Prerequisite: BS 103.
- BS 306 Daniel and Revelation 3**  
 This course is an exposition of Daniel and Revelation. Attention is given to the premillennial, pretribulational interpretation of these two books. Additionally, emphasis will be given to the authorship, background, history, and development of interpretive skills. Prerequisite: BS 103.
- BS 307 Minor Prophets 3**  
 This course is an expositional study of the Minor Prophets. Emphasis is placed on the background, chronology, author, prophetic significance, and their unique contributions to canon. Prerequisite: BS 103.
- BS 310 Geographical and Historical Settings of the Bible 4**  
 A study of the physical features of the land of the Bible, stressing geographical factors affecting settlement and communication in the various regions. Preparatory map study and class previews provide the background to each trip in the field. Relevant archaeological, historical, and biblical material is correlated with sites, roads, and features in each region. Regions studied and visited include Galilee, Golan Heights, Judah, Samaria, Negev, Shephelah, Jordan and Jezreel Valleys, Benjamin, Sharon Plain, and Philistia. Courses are taken at Jerusalem University College.
- BS 311 1 Corinthians 3**  
 This course is a detailed exposition of this crucial epistle giving special emphasis to the divisions, disorder, and difficulties of the Corinthian church. Special consideration also is given to the nature of spirituality, as well as spiritual gifts. Prerequisite: BS 103.
- BS 313 Paul's Mission and Ministry 3**  
 No other believer has had more influence on the church than Paul. This class introduces the apostle, his background, life and ministry, and some of the main concerns he addresses in the letters he wrote to churches and colleagues. Prerequisites: BS 102, BS 103.
- BS 314 Pastoral Epistles 3**  
 This course is a detailed exposition of 1 and 2 Timothy and Titus that stresses the organization and discipline of the New Testament church, as well as the role of women in the church. Prerequisite: BS 103.
- BS 316 Genesis 3**  
 This course is an exposition of Genesis emphasizing the historical, doctrinal, and devotional features of the book. Prerequisite: BS 103.
- BS 318 General Epistles 3**  
 This course is an exposition study of James through Jude. It stresses the authorship, date, historical background, and unique contribution of each book to the canon. Prerequisite: BS 103.
- BS 320 Galatians and James 3**  
 This course is an expositional study, noting the problem of law versus grace. Paul's strenuous defense of pure grace and Christian liberty is given careful attention. The practical aspect of these doctrines is considered from the perspective of James. Prerequisite: BS 103.
- BS 322 Gospel of Mark 3**  
 This course is an expositional study of the second Gospel (Mark). Emphasis will be placed on Mark's understanding of Jesus Christ as the Son of God. Part of the class includes an examination of the centrality of the cross both in the life of Jesus and in the life of His disciples. Prerequisite: BS 102, BS 103.

- BS 323 Gospel of Luke 3**  
 This course provides an opportunity for further study of the Gospel of Luke, building upon prior coursework in New Testament Survey and Bible Study Methods. The focus of the course is on Luke’s particular contribution to the message of Jesus. Attention is given to Luke’s key ideas and emphases, shown by the overall structure of his narrative, unique material he includes, and recurring themes highlighted in his Gospel.
- BS 329 Bible Backgrounds 4**  
 This course is designed to study the history of the Ancient Near East, the cultures of those lands, or the material assets left behind that shed light on various portions of the Bible. Sources for this information include selected biblical passages and their associated literature, selected Ancient Near Eastern texts, and archaeological remains. The class may be conducted on site in the Land of the Bible.
- BS 343 Old Testament Archaeology 3**  
 A study of the history of the Ancient Near East during the Old Testament period with a special emphasis on the material culture revealed through archaeology. The general purpose of this course is to supply the student with the background necessary to study the Old Testament in its historical context. Prerequisite: BS 101.
- BS 344 New Testament Archaeology 3**  
 A study of the history and setting of the New Testament, from the Hellenistic Period through the beginning of the Church Age. The general purpose of this course is to supply the student with the background necessary to study the New Testament in its historical context. Prerequisite: BS 102.
- BS 351 Biblical Prophecy: An Integrated Approach 3**  
 The course begins with an exposition of Daniel, which creates the framework for understanding biblical prophecy, and then explores what the Major and Minor Prophets add to that framework, as well Jesus’ Olivet Discourse and select passages from 1 and 2 Thessalonians. The course ends with an overview of Revelation based on the constructed framework. Prerequisite: BS 103.
- BS 402 Hebrews 3**  
 This course is an expositional study emphasizing the supremacy and high priestly ministry of Jesus Christ. Prerequisite: BS 103.
- BS 405 Acts 3**  
 This course is a study of the most important 30 years that changed the history of the world. The students will study the book of Acts with an emphasis on the principles for interpreting and applying the text. There will also be a focus on developing a relevant doctrine of ecclesiology based on the book of Acts. Prerequisite: BS 103.
- BS 406 Romans 3**  
 This course is a study of the Book of Romans together with a consideration of the political and religious backgrounds of the writer and the readers. The analysis of the book also considers the doctrines of salvation, national Israel in the plan of God, and a practical application of His grace in the Christian life. Prerequisite: BS 103.
- BS 414 Background and Cultures of the Bible 3**  
 A study of the religious institutions, cultural practices, beliefs, geographical distinctives and chronological dimensions as they interplay with the Bible. Emphasis is placed on understanding cultural backgrounds as they contribute to the meaning of Scripture.
- BS 442 Psalms 3**  
 A study of Psalms with a special focus on the different levels of interpretation that have attempted to understand and apply this book of Scripture. Special emphasis will be given to understand the God focus of each psalm. The class will also examine the Psalms as a single book and deal with the purpose(s) of the final compiler of Psalms. Students will study representative Psalms from all the major genres of Psalms.
- BS 499 Directed Studies 1-4**  
 See Directed Studies description in the Academic Policies section.

## **BUSINESS AND TECHNOLOGY**

- BU 101 Introduction to Business 3**  
 An overview of the functions and environment of business, nonprofit, and intercultural organizations. The course also provides an overview of the disciplines within an organization.
- BU 200 Spiritual Foundations of Leadership 2**  
 This course provides a framework of servant leadership through the study of Jesus’ ministry. The student will learn the difference between leadership and management, together with discovering the tools to become successful leaders for the future.
- BU 300 Principles of Leadership and Management 3**  
 A study of leadership styles and skills. Emphasis is placed on motivational techniques and their effectiveness. Simulation activities assist in learning about management by objectives and resolving conflict. Leadership will be examined in the context of personal life, family life, church life, workplace life, and societal life. Prerequisites: EN 101, COM 101, BU 101.
- BU 301 Corporate Finance 3**  
 A basic financial management course introducing students to essential financial concepts such as the analysis of financial statements, the time value of money, stock and bond valuation, risk and return, capital budgeting and the cost of capital. The course will challenge students to use their practical knowledge to analyze the financials of a publicly traded company of their choice. Both national and international business finances are covered in the course. Prerequisite: AC 201, AC 202, BU 101.

- BU 302 Organizational Behavior 3**  
 This course covers the interactions of business organizations within the framework of applied social science. Communications, culture, motivation, perception formation, leadership, change processes, and learning theory will be included in the course of study.
- BU 305 Intercultural Finance 3**  
 An introduction to financial policies regarding the allocation, acquisition and flow of funds in an intercultural organization. This course integrates economics, accounting and finance in the context of managing the financial health of an organization that must comply with requirements from multiple countries. It addresses such areas as financial analysis and planning for a nonprofit organization, working capital management, the budgeting process and sources of financing such as grants and donations. Prerequisite: AC 202 and SS 202 or permission of the instructor.
- BU 307 Business Ethics 3**  
 This course examines ethics from a Christian worldview of the business world. Basic ethical theories are explored along with the integration of Scripture to develop a basis for ethical decision making. Specific ethical dilemmas found in the business world are examined through the use of case study analysis. Prerequisites: AC 201 and SS 201.
- BU 308 Personal Finance 3**  
 A practical study of personal/family financial decision making based on Scripture. Topics of study include financial stewardship, budgeting, giving, investing, retirement and the use of debt. Students will develop financial goals and personal budgets. Discussion will also include the use of various types of credit and insurance.
- BU 309 Advanced Personal Technology 3**  
 This course is designed to prepare the student to apply technology as a productive member of any type of organization. The course covers software skills in MS applications, information security, backup/recovery, simple system maintenance, social media and Internet best practices. The entire course includes the relevance and importance of a Christian worldview in the use of technology.
- BU 311 Human Resource Management 3**  
 A study of the practices, theories and laws involved in the human resource function. The course will use cases to examine recruiting, selecting, training, evaluating, promoting, and disciplining personnel within a business, nonprofit, or intercultural organization. It will also consider the elements of working with unions and other personnel organizations in international settings.
- BU 312 Principles of Marketing 3**  
 The basic considerations affecting the domestic and international marketing of goods and services. It also addresses the nature of marketing activities and marketing institutions, and the functions and responsibilities of an effective marketing system within the context of the economy.
- BU 313 Managing Organizational Change 3**  
 This course prepares participants to lead change initiatives within a variety of organizational settings. Students will explore change management through a systems approach as it relates to the structural, human resource, political and symbolic frames. Analysis will include contrasting organizational environments, assessing conditions that foster both acceptance and resistance to change, and discussing specific strategies for managing change. This course emphasized practical application of proven models of change management.
- BU 315 Social Entrepreneurship 3**  
 The course offers a close look at the theory and practice of social entrepreneurship in the private, public and nonprofit sectors. Some topics of discussion will include social enterprise, cause-related marketing; venture philanthropy and social return on investment. Students will gain practical knowledge of how to identify potential social venture opportunities; develop skills and competencies for creating, developing and implementing social entrepreneurship ideas; and examine ways of measuring the success and value of social entrepreneurial activity.
- BU 318 Professional Writing in Organizations 3**  
 This course is designed for students from all academic disciplines to prepare them to write in their future employment. Assignments will include completing practical projects commonly required in organizational settings such as business plans, project proposals/grants, progress reports, meeting minutes, process documentation, resumes and communication memos. The course will also address email and other types of electronic communication. Emphasis throughout the course is on effectively communicating ideas and information in a way that is compelling, factual and readable. Prerequisites: EN 101 and one of the following: EN 102, EN 103, EN 203.
- BU 320 Introduction to Finance 3**  
 This course is an introduction to finance targeted at nonbusiness degree students. This course offers a high-level introduction to accounting and finance. Subjects covered include basic financial terms, financial statements, ratios, the time value of money, budgeting and financial controls. The course is focused on providing students with a practical understanding of financial concepts found in for-profit and nonprofit businesses.
- BU 341 Organizational Management 3**  
 A study of basic business management including an analysis of business policies viewed from the standpoint of the functional characteristics of the management process and current ethics. This course explores the primary functions of planning, organizing, leading, and controlling from a biblical worldview and faith-based perspective.
- BU 342 Labor Relations 3**  
 This course will trace the history of labor/management relations from the industrial revolution into the modern age. It will cover the significant events and laws that have shaped the American labor union. Topics covered will include history of organized labor, labor law, collective bargaining, contract negotiation, and current labor union issues. Prerequisite: BU 311 Human Resource Management.

- BU 402 International Business 3**  
 This course examines the international dimensions of business such as industry globalization, development and implementation of international strategy, cross-cultural human resource management and ethical considerations unique to international business. Other areas impacting international business will also be examined including government action, finance and marketing.
- BU 403 Legal Environment of Business 3**  
 This course is designed to introduce the student to the legal and regulatory process in which business decisions are made. The application of legal constraints to management and associated management activities is examined as well as broad applications of regulatory law. In applying these concepts to business decisions regarding its basic function, special emphasis is placed on the ethical issues faced by a decision maker.
- BU 411 Management Information Systems 3**  
 This course examines needs analysis, development and operation of an information system in an organization. The course presents a view of information systems from a business user perspective as opposed to an information technology perspective. Emphasis is placed on understanding the business need for an information system, defining that need in business terms using Business Systems Engineering techniques, and ensuring that the system that is provided meets the needs using end-user testing techniques. The course also explores emerging technology and investigates ways to use the emerging technology in business. The major project involves working in group to build a web site. Prerequisites: BU 101, EN 101, IT 109.
- BU 412 Entrepreneurship and Small Business 3**  
 This course examines many aspects of the entrepreneurial business to gain an understanding of requirements necessary to start and run a new business. The course will cover the needs of the entrepreneur from legal, human resource, financial and marketing perspectives. Students will analyze case studies that highlight various aspects of entrepreneurship and will complete a “New Business Idea” paper. Outside speakers will be used to examine practical issues facing entrepreneurs today.
- BU 414 Compensation and Management 3**  
 This course will examine current theory and practice regarding compensation and performance issues. It will look at compensation strategy and programs and how they can be used to build and maintain high performance organizations. Topics covered will include job analyses, performance evaluations, wage and salary structures, benefit plans, incentive programs and legal considerations of compensation.
- BU 422 Production and Operations Management 3**  
 The management of operations variables and their part in the overall business strategy. Topics include: allocation of resources, inventory control, cost control, quality control, operations layout and standards development.
- BU 423 Nonprofit Finance & Managerial Controls 3**  
 This course is designed for students who may be interested in becoming directors and managers of nonprofits. It focuses on budgeting, interpreting data and making decisions based on financial information. This course is designed to assist participants in understanding and improving an organization’s financial management practices.
- BU 425 Fundraising and Resource Development 3**  
 This course provides a comprehensive overview for those entering the fundraising profession as well as those with limited experience who seek to expand their knowledge. Students are provided with an ethical foundation and are introduced to basic terminology and concepts in the field. Relationship building, the solicitation process, the psychological dynamics and the realities of asking for money are examined as students refine their skills through analysis of case studies and participation in role-playing exercises.
- BU 427 Legal and Regulatory Compliance 3**  
 The role of charitable, nonprofit organizations has become an increasingly important one in our society. The diversity and strength of the nonprofit sector is uniquely American and covers a wide range of institutions including libraries, museums, religious organizations, schools and colleges, hospitals and health care organizations. This course explores the laws and regulatory requirements of faith-based and non-faith-based organizations.
- BU 431 Business Internship 3**  
 The internship is designed to provide the student with work experience that will facilitate the integration of practice and theory, to give business majors insight into current policies, procedure and problems in all types of organizations. The experience will include interactions with the internship supervisor and with the supervising faculty member. This course should be taken by juniors or seniors. Prerequisite: Permission of the department.
- BU 456 Business Strategy and Planning 3**  
 This senior capstone course integrates functional areas of business with business policy in order to establish strategic direction of the firm. Concepts and analytical tools of business strategy will be examined. The course will be taught using contemporary readings, projects and case study analysis. Prerequisites: BU 101, BU 300, EN 101.
- BU 499 Directed Studies 1-4**  
 See Directed Studies description in the Scholastic Policies and Grading System

## **CAMPING**

- CA 300 Camp Management 3**  
This course provides an overview of the managerial responsibilities of a camp administrator, showing God's plan for Christian leadership vs. secular and covers site selection and development, facilities and equipment. This course is offered at Camp Forest Springs.
- CA 310 Camp Maintenance 3**  
This course provides a theoretical and practical approach to maintenance of grounds, equipment, and facilities. It covers such things as maintenance schedules, priority of the program, service and public image, record systems, inventory, special projects, and standards of excellence. This course is offered at Camp Forest Springs.
- CA 320 Promotion and Public Relations 3**  
This course surveys the methods and techniques of publicity used to gather a constituency or keep it informed through publications, types of printing, layout and design, media presentations, public image, personal contact, and mailings. This course is offered at Camp Forest Springs.
- CA 330 Food Service Management 3**  
This course provides experiential and classroom exposure to menu planning, nutrition, food purchasing, preparation of food, systems of serving, sanitation, budgeting, cost controls, standards, and supervision of personnel. This course is offered at Camp Forest Springs.
- CA 340 Camp Counseling 3**  
This is an introduction to counseling class that prepares the camp counselor for their ministry of counseling by providing counseling skills and techniques, scriptural support and perspectives of counseling, and typical camper characteristics. Techniques include role playing, and individual conferences. (Married students take 2 hours and single students take 3 hours.) This course is offered at Camp Forest Springs.
- CA 341 Camp Organization 6**  
This class covers the growth, significance, and current status of camping in relationship to American Camping Association and Christian Camping International. Students will develop an operating philosophy and an organizational system for a camp which explains the relationship of camper/staff organization and program supervisory techniques to the philosophy, in a comprehensive paper/project that presents the model of camp organization. This course is offered at Camp Forest Springs.
- CA 342 Camp Administration 3**  
This class provides a background in administrative structure and principles for camping leadership from a biblical perspective – the servant leader. Issues such as finance and business procedure, legislation, and legal matters, insurance, and personnel relations are discussed. This course is offered at Camp Forest Springs.
- CA 350 Camp Programming 4**  
This class deals with programming experience and theory for the year-round camp – youth camps, family camps, retreats, trip and travel camps, outdoor education, and special events. Instructor level skills are pursued thorough exposure to all recreational and leadership opportunities available at Camp Forest Springs. Students will be trained and instructed in a variety of program instruction areas including Bible teaching, archery, air rifles, waterfront, camping skills and winter sports. (Married students take 5 hours and single students take 4 hours.) This course is offered at Camp Forest Springs.
- CA 355 Camp-Church Relationships 1**  
This class covers the cooperation techniques and philosophy to enhance the ministry relationship between the camp and the church. This course is offered at Camp Forest Springs.
- CA 370 Camp Safety 1**  
This class focuses on the importance of a continual attitude of safety consciousness in all areas of work or program planning and implementation. It includes a multimedia first aid course. This course is offered at Camp Forest Springs.

## **CRIMINAL JUSTICE**

- CJ 303 Criminology 3**  
Survey of the nature and causes of crime and the effort of the criminal justice system to predict, prevent, modify, and correct this behavior. This course is open to PSY/CJ majors only.
- CJ 304 Criminal Justice System 3**  
This course examines three aspects of the criminal justice system. An examination of justice and its administration, an examination of policing in society and the relationship with society, and the history and evolution of corrections (institutional and community based) are examined. This course is open to PSY/CJ majors only.
- CJ 468 Criminal Justice Practicum 3**  
Providing the student with opportunities for supervised field experience, this course is designed to help the student use and further their skills in problem-solving, research, and case management within the professional setting of criminal justice and correctional institutions. A special fee for background check applies. Prerequisite: CJ 303 Criminology, PSY 401 Professional Ethics, and instructor approval.

## CHRISTIAN MINISTRY

CM 105 Ministry Foundations is a prerequisite for all CM courses for CM students. CM 105 is a prerequisite (or instructors permission) for all CM courses except CM 303 Fundamentals of Instruction and Mentoring, CM 301 Christian Education of Youth, CM 334 Women in Ministry, and CM 335 Men in Ministry. EN 103 College Composition 2 (or equivalent) is a required prerequisite for all ministry courses except CM 105 Ministry Foundations.

- CM 105 Ministry Foundations** 1  
Ministry foundations is designed for the first year of study for students pursuing or considering the Christian ministry degree. Offered every spring, this course will orient students to the basic ministry principles that will be the formational elements in the ministry degree. Special emphasis will be given to understanding the calling, character, and competencies of the minister.
- CM 300 Counseling Youth in Crisis** 3  
A basic exploration of adolescent counseling topics and crisis intervention strategies for adults working in youth ministry as non-counseling professionals. Topics and case studies include: addictions, violence and abuse, family crises, depression and grief, disorders, suicidal issues, pregnancy, and community crisis. Referral procedures to professional counselors are also addressed.
- CM 301 Christian Education of Youth** 3  
Taught from the standpoint of the youth worker in the local church. Acquaints the student with the nature and needs of early, middle and later adolescence. Specific attention is given to developing a philosophy of youth ministry and to correlating the total youth ministry of the local church. Prerequisite: CM 303.
- CM 302 Spiritual and Personal Formation in Ministry** 3  
A study of the minister's call and personal responsibilities to God, family, community, and ministry. It deals with such issues as personal devotions, finances, priorities and use of time, planning, administration and individual ministry.
- CM 303 Fundamentals of Instruction and Mentoring** 2  
Designed to acquaint the student with the dynamics and principles of the teaching-learning process and with methodologies that are age-appropriate. Students are given the opportunity to design a training module and write lesson plans. Basic relational skills necessary to mentor others while providing instruction or training is also addressed. Instruction and mentor settings will be evaluated based on formal, informal, and non-formal education categories. Prerequisites: BS 103, COM 101.
- CM 304 Youth Ministry Essentials** 3  
Taught from the standpoint of the youth worker in the local church. Acquaints the student with the essential skills needed for effective ministry to youth, parents, and adult volunteers. Specific attention is given to developing a programming strategy to reach youth and families in a local church. Prerequisite: CM 301, or instructor permission.
- CM 305 Spiritual Formation of Youth** 3  
This course is designed to develop an understanding of youth spiritual formation in the context of family, church, and culture. Specific attention is given to developing strategies to lead youth toward spiritual maturity.
- CM 310 Leadership and Discipleship in Youth Ministry** 3  
Designed to develop a philosophy and methodology for discipleship in youth ministries. Helping others develop cognitively, emotionally and spiritually is the thrust as the life of Christ and New Testament guidelines are applied to contemporary youth leadership. Prerequisite: CM 301 or Permission.
- CM 312 Christian Education of Children** 3  
A study of the child's characteristics and needs to develop a philosophy of ministry to children. Included in this study is the development of methods and materials to implement this philosophy.
- CM 320 Curriculum and Instruction** 3  
This course builds upon Fundamentals of Instruction and Mentoring for the professional within Christian Education. Particular emphasis is given to curriculum development and teaching skills for a variety of age levels and learning environments. Prerequisite: CM 303 Fundamentals of Instruction and Mentoring.
- CM 334 Women and Ministry** 3  
A gender-specific study targeting women's physical, mental, emotional, social, and spiritual needs, and parachurch organizations that support women and their families consistent with Scripture. The concept of gender-restrictive offices in local churches along with spiritual gift utilization outside of gender-restrictive offices will be discussed. Potential ministry opportunities for women and personnel requirements around the world will be highlighted. Restricted admission.
- CM 335 Men and Ministry** 3  
A gender-specific course addressing the development and leadership concerns of the role of men in the home, the church, and the world. It will also guide students in developing a philosophy of men's ministry in a church and/or parachurch setting. Restricted enrollment.
- CM 401 Christian Education of Adults and Family** 3  
Designed to aid students in examining the biblical idea and nature of adulthood toward developing a philosophy of adult ministry across the lifespan. Also the biblical idea and nature of the family will be studied toward developing a philosophy of family ministry. Prerequisite: CM 303.

- CM 403 Administrative Leadership 3**  
A study of the minister's leadership and administrative role in the church/parachurch setting. A biblical framework for administration. Leadership and church structure will be examined. Special emphasis is placed on strategic planning, mission/vision development, issues of change and conflict, team ministry development, ministry evaluation and other administrative and leadership relationships and tasks. Prerequisite: BU 300 Principles of Leadership and Management.
- CM 404 Introduction to Biblical Counseling 3**  
Designed to integrate Scripture, psychology and introductory counseling, the course focuses on the issues and problems of being a people helper.
- CM 407 Financial Stewardship in Ministry 3**  
This course will equip students to observe biblical principles of stewardship for effective and faithful mission and ministry. The major area of study is personal and ministry finance, including such issues as budgeting, debt, fundraising, taxes, and retirement.
- CM 411 Communicating God's Word 3**  
This course will introduce the student to the great principles of teaching and preaching God's Word. Prerequisite: COM 101 Oral Communication.
- CM 412 Advanced Preaching 3**  
This course builds on CM 411 and offers the student more opportunity to practice preaching skills. The focus of this class will be on preaching the different literary genre of Scripture. This class is designed for those who will have a primary ministry of pulpit ministry. Prerequisite: CM 411 Communicating God's Word.
- CM 414 Pastoral Internship 3**  
Practical experience in the pastoral field under the direct mentoring of a qualified local pastor and the program director. The student must participate in actual hands-on ministry as the local pastor involves him in such activities as preaching, visitation, board meetings, teaching, and administration. Normally this course is completed during the summer between the Junior and Senior years.
- CM 418 Pastoral Theology and Care 3**  
This course will theologically integrate the ministries of the pastoral office aiding students in developing a biblical pastoral identity. Pastoral ministries such as officiating weddings, funerals, baptism, the Lord's supper, and soul care will be addressed.
- CM 422 Church Planting 3**  
An examination of church planting from historical and contemporary sources with special emphasis on the competencies of the church planter. Systems and programs of church planting, particularly that have been fruitful in the American context, will be explored.
- CM 430 Christian Education Practicum 2 - 3**  
Designed to permit the senior Christian Education student to do either research or practical work in a particular area of interest. Time is spent in the classroom as well as on individual work in the selected area. Both research and practical work must be approved by the instructor. The student develops a written and an oral presentation of the work. Prerequisite: Permission of instructor.
- CM 442 Christian Education Internship 3**  
Designed to provide the student with direct leadership experience under supervision of a qualified minister of Christian Education in a local church or a qualified Camp Director in a Christian camp. Eight weeks of internship are required. This experience comes during the summer between Junior and Senior years. Students must carry a 2.0 GPA to be eligible for this course.
- CM 450 Senior Ministry CAP 1**  
Senior ministry CAP (Closure, Assessment, Plan) is designed for the final year of study for students in the Christian ministry program. Offered every spring, this course will help draw a sense of academic and relational closure to the bachelor's degree. It will also guide students through assessing and integrating their academic career and ministerial development with a view toward building a plan for their calling in ministry.
- CM 499 Directed Studies 1-4**  
See Directed Studies description in the Academic Policies section.

## COMMUNICATION STUDIES

- COM 101 Oral Communication 3**  
An introduction to communication and public address from a Christian perspective. Special attention is devoted to knowing the components that promote effective verbal communication and developing these through a wide variety of speeches. Prerequisite: ACT English score of 19 or higher or successful completion of EN 099.
- COM 201 Interpersonal Communication 3**  
This class examines the theories and development of interpersonal and helping skills. Principles of communication, relationship building and interpersonal growth within various contexts are covered.
- COM 251-352 Broadcast Practicum 0**  
Practical experience in broadcasting. Students have practical experience in broadcasting skills under the supervision of Communication faculty. Students are required to work on the staff of the campus FM radio station, in the areas of management, staff announcer, production, and music. Start positions are assigned by the student manager. A report of the student's progress becomes

part of the student's portfolio. Students are required to successfully complete one level before going on to the next level. Special fee for each practicum.

- COM 302 Sociology of Mass Communication 3**  
A sociological approach to the study of mass communications systems. The course focuses on the political and cultural factors that have shaped the mass communications system of a country. While the major focus is on the U.S. mass communications system, application is made to other countries throughout the course.
- COM 303 Public Relations Principles and Tools 3**  
Public relations plays an important role in the communication functions of companies, ministries, and nonprofit organizations. This course will review the history and process of public relations in modern culture. Students will write collateral materials and do persuasive writing for internal and external audiences using print, broadcast, and social media. Public relations research and planning will be practiced. Case studies relating to publicity, analyzing publics, selecting media, and message preparation will be evaluated.
- COM 306 Small Group Communication 3**  
This course provides the student with a theoretical and practical application with group participation and leadership. The effectiveness of group work is examined through the concepts of leadership emergence, norms and roles, cohesiveness, conflict, listening, and group structure.
- COM 307 Nonverbal Communication 3**  
This course introduces students to nonverbal communication. The course focuses on several components of nonverbal communication including touch, proximity, vocal quality, eye contact, facial expression, personal appearance, gesturing, and gender and culture differences in nonverbal behavior.
- COM 310 Journalism 3**  
This course will review the history of media in the U.S. and how it has evolved from pre-American Revolution to the 24-hour news cycle. The First Amendment and censorship will be discussed as it relates to religion and culture. Students will gain an understanding of the role media plays in culture and the symbiotic relationship between the media and businesses, organizations and the government. Students also will learn how to write for a variety of media outlets.
- COM 314 Gender Communication 3**  
This course explores the role of gender in communication processes. Students examine the personal and social nature of gender, including how it shapes communication and how communication creates, reproduces, sustains, and sometimes challenges and changes the meaning of gender. Attention is given to how gender impacts communication in the following contexts: friendships, family relationships, education, media, and organizations.
- COM 315 Intercultural Communication 3**  
This course examines the dynamic processes of establishing a relationship between culturally diverse individuals. Attention is given to how culture impacts communication in the following contexts: relationships, education, and organizations.
- COM 316 Presentational Speaking 3**  
The purpose of this course is to improve the presentational skills of student by delivering a variety of presentations. The course focus is not only the structural skills necessary to deliver a professional presentation, but also on the integration of the use of technology into the oral presentation. Prerequisite: COM 101 Oral Communication with a grade of "C" or higher.
- COM 332 Multi-Track Production 3**  
Focuses on the use of the multi-track recorder in spot, music and drama production. During the class, students have the opportunity to work on group and individual projects. Prerequisite: COM 331 or experience.
- COM 350 Broadcast Field Work 3**  
Supervised professional experience with a media organization. The student is required to work a minimum of 240 hours and complete a journal and an Applied Learning Paper outlining the experience. This course is normally taken during the summer between the Junior and Senior years. The field experience may either be in the U.S. or abroad and must be approved by the Program Director. Prerequisite: 3 broadcast practica. Students must carry a 2.0 GPA to be eligible.
- COM 404 Persuasion 3**  
This course examines the basic theories and techniques of influence. The class covers such concepts as attitudes, credibility, conformity, resistance to persuasion, structuring of messages, and ethics. Prerequisites: EN 101, COM 101, COM 201.
- COM 405 Family Communication 3**  
This course offers an in-depth analysis of various family units and family functioning. Topics such as family theories (i.e., systems theory, relational dialectics, and communication privacy management), specific family relationships types (i.e., sibling relationships, blended families, adoption, and parent-child relationships), and communication patterns in families are addressed. Current developments in theory and research in the area of family communication are also stressed. Prerequisites: EN 101, COM 101, COM 201.
- COM 410 Conflict Management 3**  
This course examines the process of communication within conflict situations. The course analyzes conflict on intrapersonal, interpersonal, group, and organizational levels. Prerequisites: EN 101, COM 101, COM 201.
- COM 412 Human Communication and Rhetoric 3**  
An overview of theories that address the rhetoric process of message construction and interpretation in interpersonal, group, public, and mass communication settings.



- COM 414 Professional Communication** 3  
This course trains students to recognize, understand, and perform communication in settings common to business and the professions. Instruction focuses on communication in professional settings, interviewing, resume writing, and career preparation.
- COM 450 Media Ethics and Law** 3  
An overview of the legal and ethical environment of print and electronic media. Prerequisites: Junior or Senior standing; students will need to have completed at least 15 hours of Communication courses prior to starting this class.
- COM 460 Internship in Communication Studies 1** 1-3  
The internship is designed to provide students will work experience related to the communication field. The experience will include interaction with the internship supervisor and with the supervising faculty member. This course should be taken by juniors and seniors. Prerequisite: Permission of the department.
- COM 461 Internship in Communication Studies 2** 1-3  
The internship is designed to provide students will work experience related to the communication field. The experience will include interaction with the internship supervisor and with the supervising faculty member. This course should be taken by juniors and seniors. Prerequisites: COM 460; permission of the department.
- COM 462 Internship in Communication Studies 3** 1-3  
The internship is designed to provide students will work experience related to the communication field. The experience will include interaction with the internship supervisor and with the supervising faculty member. This course should be taken by juniors and seniors. Prerequisites: COM 461; permission of the department.
- COM 490 Communication Studies Senior Integration** 1  
This course is designed to assess student integration of Biblical studies, General Education, and Communication Studies. This course serves as the capstone course for all Communication Studies majors. This course should be taken by graduating seniors. Prerequisite: Graduating Senior.
- COM 499 Directed Studies** 1-4  
See Directed Studies description in the Academic Policies section.

## EDUCATION

Enrollment in the following education courses is considered open enrollment and they may be taken prior to formal acceptance into the Teacher Education program: ED 112, ED 200, ED 201, ED 203, ED 212, ED 301, ED 302, ED 312, ED 316, ED 415.

- ED 112 Art in Elementary and Middle School** 3  
A study of the purpose of art education in the elementary and middle school programs. The student is presented with a survey of the history and philosophy of art and experiences art activities designed for elementary and middle schools. Attention is also given to basic principles related to line, shape, space, form, texture, and two-dimensional and three-dimensional design. It is designed to help classroom teachers not specializing in art education to understand the role of art in cultural development.
- ED 200 Orientation and Field Experience** 2  
A practical orientation to the Teacher Education program, state and ACSI teacher certification requirements, and completion of all program admissions documents. The prospective teacher also observes student behavior, teacher responsibility, and the execution of activities and methods in an elementary or middle school for a minimum of 25 clock hours. The orientation and field experience provide an informed basis on which the student can make decisions about teaching as a career.
- ED 201 Educational Psychology** 3  
A study in the psychological principles underlying learning and effective teaching, the effect of social and personality factors on the learning process, and the application of learning theory to teaching. The course is designed to build on knowledge gained in the General Psychology course requirement. Cross-listed as PSY 200.
- ED 202 Classroom Management** 2  
Intended to provide prospective elementary, middle school, and high school teachers with the opportunity to discuss the relationship between classroom management and effective teaching, to evaluate current theory in classroom management, and to analyze personal management styles and classroom planning to minimize wasted time and maximize student attention and discipline. Motivation theory is a significant aspect within this discussion of classroom management.
- ED 203 Pluralism and Cultural Diversity** 2  
A study of American pluralism and cultural diversity identifying issues of sensitivity to biases, and the perpetuation of biases in society especially in the use of language, textbooks, and other classroom materials. This course develops skills to encourage respect for human dignity, diversity, and personal rights without compromising convictions, focus on Constitutional rights, and enhance relationships particularly in the classroom.
- ED 212 Health and Physical Education in Elementary/Middle Schools** 2  
Studies methods and materials used in teaching physical education and health in elementary and middle schools. Emphasis is placed on principles of human development in terms of physiology. Consideration of personal, school, and community health problems are addressed along with a discussion on the debate over the education community's role in sex education.

- ED 300 Practicum in Education 1 0**  
 This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified middle or secondary school setting for the purposes of general exposure. Special fee.
- ED 301 Assessment, Tests, and Measurement 2**  
 Emphasizes the procedures for constructing tests, evaluating test validity and reliability, and applying proper testing principles to evaluating student progress. Basic statistical principles are also appropriate when using, analyzing, and interpreting test results; focus is also placed on standardized tests and their value in educational assessment.
- ED 302 Introduction to Special Education 3**  
 Designed to provide a survey of the areas of exceptionality in the field of special education. The course will identify significant changes that have occurred in the education and exceptional populations, learn methods of teaching students with handicapping conditions and alternative multidisciplinary team approaches, and provide an introduction to the various characteristics and classifications of handicapping conditions as defined by the Nebraska Department of Education.
- ED 311 Teaching Literacy in Elementary/Middle Schools 3**  
 Methods of teaching reading, composition, grammar, mechanics, oral communication, listening, spelling, and handwriting; emphasizes integrated learning and writing across the curriculum. Co-requisite: ED 313 Teaching Social Studies in Elementary/Middle Schools, and ED 321 Practicum in Literacy and Social Studies.
- ED 312 Teaching Science in Elementary/Middle Schools 3**  
 Examines content, materials, and instructional methods used to teach science in elementary and middle grades; emphasizes a process approach, hands-on laboratory experiences, and individual and cooperative learning; guides in the development of an activity file; and focuses on teaching the scientific method of research. Co-requisite: ED 314 Teaching Math in Elementary/ Middle Schools, and ED 322 Practicum in Science and Math.
- ED 313 Teaching Social Studies in Elementary/Middle Schools 3**  
 Examines content, materials, and instructional methods used in teaching social studies in elementary and middle grades; emphasizes active student involvement, individual and cooperative learning, and integration with the language arts by writing in the social studies classroom. Co-requisite: ED 311 Teaching Literacy in Elementary/Middle Schools, and ED 321 Practicum in Literacy and Social Studies.
- ED 314 Teaching Math in Elementary/Middle Schools 3**  
 This study builds on a philosophical base of mathematics, sequential learning processes, effective teaching methods, and learning activities appropriate for elementary and middle grade students; emphasis on meeting individual needs, using manipulatives, and teaching for transfer to real-life situations. Co-requisite: ED 312 Teaching Science in Elementary/Middle Schools and ED 322 Practicum for Science and Math.
- ED 315 Principles and Methods in Secondary Education 3**  
 An examination of instructional methodologies appropriate for 7th through 12th grade, educational principles necessary for effective student learning, student motivation, and classroom management. Emphasis is placed on best practices. Prerequisite: Admission to Teacher Education Program.
- ED 316 Instructional Technology 3**  
 Explores the various instructional technologies to enhance teaching. This course provides an introduction to instructional technology for elementary, middle grades and secondary educators. Special emphasis is placed on instructional software packages for classroom, computer learning centers, web design and internet resources. Special Fee.
- ED 321 Practicum in Literacy and Social Studies 0**  
 To be taken concurrently with ED 311 Teaching Literacy in Elementary/Middle Schools and ED 313 Teaching Social Studies in Elementary/Middle Schools, this practicum provides field experiences in elementary and middle schools related to teaching language arts and social studies. The practicum requires a minimum of 30 clock hours to integrate classroom theory and practice with elementary or middle school experience. Special fee.
- ED 322 Practicum in Math and Science 0**  
 To be taken concurrently with ED 314 Teaching Math in Elementary/Middle Schools and ED 312 Teaching Science in Elementary/Middle Schools, this practicum provides field experiences in elementary and middle schools related to teaching math and science. The practicum requires a minimum of 30 clock hours to integrate classroom theory and practice with elementary or middle school experience. Special fee.
- ED 331 Principles of Early Childhood Education 3**  
 This course is designed to provide the student with a background in the characteristics of young children aged birth to eight years. Also, the student will learn about types of programs, such as preschools, Head Start, day care centers, and other programs that provide services for the young child. The developmental appropriateness of the programs will be analyzed.
- ED 332 Methods in Early Childhood Education 3**  
 This course introduces and provides practical application in curriculum, planning, materials and developmentally appropriate pedagogy in ECE. Prerequisite: Students must be admitted to Teacher Education and have taken ED 331 Principles of Early Childhood Education or obtain Instructor permission.
- ED 333 Early Childhood Practicum 1**  
 This is the field experience component for the Early Childhood endorsement. Students will observe and participate in early childhood program settings. Special fee.

- ED 350 Practicum in Education 2 0**  
 This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified middle or secondary school setting for the purposes of general exposure. Special fee.
- ED 400 Practicum in Education 3 0**  
 This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified school setting for the purposes of exposure to specific instructional activity within a student's endorsement area(s). Special fee.
- ED 402 History and Philosophy of Education 3**  
 A historical and philosophical analysis of educational theorists and their contributions to current educational thought. Worthy of discussion are educational philosophies such as idealism, realism, pragmatism, existentialism, Marxism, analytical theories, and naturalistic theories and their proponents. The student develops the skills to analyze and evaluate the philosophical presuppositions in various educational philosophies, textbooks, methodologies, trends, or subject matter being used in the educational community. This course is designed to meet the ACSI philosophy of Christian school education requirements.
- ED 403 Coordinating Techniques 3**  
 This course is the study of cooperative programs in career and technical education with emphasis in the area of business. Comparison of philosophies of career and technical (vocational) and general education and their relation in the comprehensive school program is emphasized. The primary focus is the organization of cooperative programs, supervision techniques, functions of the coordinator, selection and placement of students, and the evaluation of training situations and vocational competencies.
- ED 413 Diagnostic and Remedial Reading Skills 3**  
 Designed to broaden the teacher's knowledge and skill in diagnostic and remedial reading techniques, this course includes examination of the administration and interpretation of diagnostic instruments, causes of reading problems, remedial techniques, special motivation factors designed for timid and troubled readers, and diagnostic and administrative procedures necessary for early referral of students with reading difficulties to other reading specialists.
- ED 415 Literature for Children Through Adolescence 3**  
 A survey of literature for children through adolescence with an emphasis on various genre of literature for children and adolescents. Surveys winners of the Caldecott, Newberry, and Golden Sower awards; providing creative experiences and reporting methodologies so students can express their understanding of the books. Discussion also focuses on motivation techniques to encourage readers to develop lifelong reading habits.
- ED 416 Content Reading Across the Curriculum 3**  
 This course offers teachers principle-based content literacy practices that foster independent, critical and active learners across the curriculum. The course explores foundational principles that connect content and literacy instruction in novel ways, empowering teachers to formulate their own pedagogical philosophies and contextually relevant strategies. In addition the needs of striving readers who are culturally and linguistically diverse will be explored through individually responsive instruction strategies and resources and talents that every reader brings to the classroom.
- ED 417 Middle School Ed Design and Operations 2**  
 Designed to provide educators with a background in the curriculum, history, and philosophy of the middle school. It investigates the organizational structure, team planning, collaborative techniques, and student advising roles that are unique to the middle grades in early adolescence.
- ED 420 Business Practicum 0**  
 This is a 30 hour practicum experience with a teacher overseeing a cooperative business education program. Special fee.
- ED 421 Practicum in Diagnostic Reading 0**  
 This practicum provides field experiences in elementary and middle schools related to teaching reading and literacy skills. The practicum requires a minimum of 30 clock hours to integrate classroom theory and practice with elementary or middle school experience. Special fee.
- ED 422 Practicum in Human/Cultural Development 0**  
 This 15-clock-hour practicum is designed to help students integrate classroom theory and practice with elementary and/or middle school experience. This practicum follows the completion of ED 112, ED 212, and MU 214. Special fee.
- ED 423 Practicum in Special Education 0**  
 This 15-clock-hour practicum is designed to help students integrate classroom theory and practice with elementary, middle school, and secondary experience in areas of special education. Practicum requires an exposure to the learning styles and pedagogy necessary to work with the wide range of special needs population in the classroom. This practicum follows completion of ED 302 Introduction to Special Education. Special fee.
- ED 424 Student Teaching Experience 12**  
 This capstone course, designed to integrate knowledge, skills, and experience, can only be scheduled after admission to student teaching. This requirement involves full-time teaching experiences in either one elementary or middle school classroom (within one's field endorsement area) or in a combination of classrooms (within one's field endorsement area) for at least 16 weeks. Placement must be in an accredited and/or approved school as defined by the Nebraska Department of Education. Detailed procedures and evaluations for this student teaching experience may be found in the *Grace University Student Teaching Handbook*. Prerequisites: Elementary and Middle School majors, ED 321, ED 322, ED 421, ED 423, ED 483; Secondary majors, ED 200, ED 201, ED 202, ED 203, ED 301, ED 302, ED 316. Special fee.

- ED 450 Practicum in Education 4 0**  
 This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified school setting for the purposes of exposure to specific instructional activity within a student's endorsement area(s). Special fee. \*Note: An additional 25 clock hours of field-based experience is scheduled within the Orientation and Field Experience course identified within the Teacher Education Professional Core.
- ED 451 Practicum in Physical Education 0**  
 This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified school setting for the purposes of exposure to specific instructional activity within the physical education area. Special fee.
- ED 481 English Language Learner Methods 3**  
 A course focused on exploring instructional methods and materials to teach English Language Learners (ELL). Methods and materials will be evaluated for age appropriateness and cultural sensitivity.
- ED 482 Assessment and Evaluation of English Language Learners 3**  
 Designed to acquaint educators with assessment instruments and evaluation procedures including language proficiency testing, entry and placement procedures, theories of second language acquisition, and selection, development, and evaluation of curriculum based on language proficiency.
- ED 483 English Language Learners Practicum 3**  
 A practical experience teaching English Language Learners in an age-appropriate setting under supervision. Prerequisite: Include ED 481,482, and foreign language competency.
- ED 490 Senior Integration for Teachers 1**  
 Designed to assess student integration of biblical studies, general education, and professional studies, this course serves as a capping course for Teacher Education degree programs. The course anticipates transition issues for seniors preparing to leave the university's undergraduate environment for employment and/or further training opportunities.
- ED 499 Directed Studies 1-4**  
 See Directed Studies description in the Academic Policies section.

## ENGLISH

*Students who score below 19 on the ACT English section are required to take EN 099. The instructor may make exceptions based on the writing sample. All entering freshmen who have not taken a college-level English course are required to take it at Grace University.*

- EN 099 Foundational Writing 3**  
 A foundational course designed to address writing challenges related to grammar, construction, process and organization. This seminar is required for students admitted with no previous credit in College Composition who scored less than a 19 on the English section of the ACT. Instructors may also recommend this course to students/advisees with significant difficulties in written communication.
- EN 101 College Composition 1 3**  
 This writing-intensive course immerses students in the conventions of academic writing and critical thinking. Prerequisite: ACT English score of 19 or higher or successful completion of EN 099. A grade of C or higher is required to enter professional programs.
- EN 102 Creative Writing 3**  
 Production of short stories, essays, skits, and poetry. Fiction, poetry, drama, and other literary forms are the focus of the course. Prerequisite: EN 101 or instructor permission.
- EN 103 College Composition 2 3**  
 This course builds on skills acquired in College Composition 1 and helps students understand the relationship between academic writing and the workplace. Emphasis is placed on rhetorical purpose and audience, clarity/coherence, and revising/editing. MLA and APA documentation formats will be reviewed, and attention is given to the following rhetorical approaches: illustration, cause/effect, comparison/contrast, and argumentation/persuasion. The course culminates in submission of the persuasive research writing project. Prerequisite: EN 101 with a grade of "C" or higher.
- EN 113 Interpretive Writing Evaluation 3**  
 Interpretation of writing and the evaluation of techniques used in writing poetry, fiction, and nonfiction are explored. Publisher and editorial requirements will also be investigated.
- EN 203 Technical Writing 3**  
 This course introduces students to the essential skills needed to produce written works with special attention being given to correctly preparing, publishing, and referencing technical documentation. This course will challenge students to define their audience, identify the purpose of their written communication and produce accurate and professional documents. Students will be familiarized with professional communication practices including: anticipating their audience's needs, biases, and prior knowledge; writing reports, resumes, and proposals; technical writing mechanics and style; and APA documentation style to conduct document research. Prerequisite: EN 101.

- EN 301      Advanced Creative Writing** **3**  
 This course is designed for students with a desire to pursue publication of their writing. Students will produce fiction, nonfiction and poetry in a workshop setting with a focus on submitting the pieces for publication. Advanced techniques in each genre will be used to build on skills students learned in Creative Writing. Prerequisites: EN 101, EN 102, and instructor permission.
- EN 318      Professional Writing in Organizations** **3**  
 This course is designed for students from all academic disciplines to prepare them to write in their future employment. Assignments will include completing practical projects commonly required in organizational settings such as business plans, project proposals/grants, progress reports, meeting minutes, process documentation, resumes and communication memos. The course will also address email and other types of electronic communication. Emphasis throughout the course is on effectively communicating ideas and information in a way that is compelling, factual and readable. Prerequisites: EN 101 and one of the following: EN 102, EN 103, EN 203.

## FOREIGN LANGUAGES

Biblical language courses may be used as Bible or Theology electives.

- FL 201      Elementary Spanish 1** **3**  
 This course is designed for "true beginners" of the language or students who have had less than two years in middle school and high school. Elementary Spanish 1 is not open to native speakers of Spanish or students with two (2) or more years of study in Spanish in high school, except by permission of the department or advisor.
- FL 202      Elementary Spanish 2** **3**  
 Continued study of Spanish; development of listening, reading, speaking, and writing skills; course conducted in Spanish. Elementary Spanish 2 is not open to native speakers of Spanish or students who have transfer credit for Elementary Spanish. Pre-requisite: FL 201 Elementary Spanish 1 earned through regular course enrollment, the MultiCAT Placement Test, or transfer credit.
- FL 301      Intermediate Spanish 1** **3**  
 Continued study of Spanish; development of listening, reading, speaking, and writing skills; readings based on Spanish culture; course conducted in Spanish. Intermediate Spanish 1 is not open to native speakers of Spanish. Pre-requisites: FL 202 Elementary Spanish 2 earned through regular course enrollment, the MultiCAT Placement Test, or transfer credit.
- FL 302      Intermediate Spanish 2** **3**  
 Reading of Spanish short stories, plays, and novels with attention to literary appreciation; development of basic language skills; course conducted in Spanish. Intermediate Spanish 2 is not open to native speakers of Spanish. Pre-requisites: FL 301 Intermediate Spanish 1 earned through regular course enrollment, the MultiCAT Placement Test, or transfer credit.
- FL 351      Greek Grammar 1** **3**  
 An introduction to Koiné Greek grammar. Emphasis is on basic vocabulary, verb forms, and case structure. Skills needed to learn a foreign language are addressed.
- FL 352      Greek Grammar 2** **3**  
 A continuation of Koiné Greek grammar. Emphasis is on mastery of vocabulary, verb forms, and case structure. Translation of first-century Johannine literature begins this semester. Prerequisite: FL 351 Greek Grammar 1.
- FL 373      Spanish Language and Culture** **9**  
 This is a 12 week intensive course in modern Spanish. Students will be placed in a class (maximum of 10 students) according to their competency in Spanish as determined by a placement exam. The class will emphasize written Spanish as well as oral expression and comprehension. Language is always found in a cultural context so the class will also help the students to understand and experience Spanish culture. Each student will take the DELE exam (Diploma of Spanish as a Foreign Language) at the end of the course. This course is offered through CLIC (*Centro de Lenguas e Intercambio Cultural* – Center for Languages and Cultural Exchange) International House, Sevilla, Spain as part of the EDGE Spain study abroad program.
- FL 401      Fact and Fiction: A Reading Course in Spanish** **3**  
 A developmental reading course designed to teach students appropriate strategies for reading Spanish as a second language and provide them with intensive reading practice on a variety of authentic texts, ranging from short journalistic texts (newspaper and magazine articles) to a longer literary text (short novel). The course is designed to prepare undergraduate students for the reading demands of upper level courses in Spanish and Spanish American literatures and cultures. Level of reading proficiency actually achieved by individual students will depend upon the learner's motivation, previous experience, and degree of engagement in course activities. The course is not open to native speakers of Spanish. Pre-requisites: FL 302 Intermediate Spanish 2 earned through regular course enrollment, MultiCAT Placement Test, or transfer credit.
- FL 402      Spanish Text: Conversation and Controversy** **3**  
 This is a Spanish course adopted to the Ecuadorian context and primarily intended to take full advantage of the Ecuadorian Immersion experience to increase fluency and accuracy. The course is not open to native speakers of Spanish. Pre-requisites: FL 302 Intermediate Spanish 2 earned through regular course enrollment, MultiCAT Placement Test, or transfer credit.

- FL 403      Advanced Spanish Grammar** **3**  
This is an advanced course in Spanish grammar which will prepare students for further work in Spanish, and will provide them especially with the background necessary for more advanced courses in Spanish linguistics. Pre-requisites: FL 401 Fact and Fiction: A Reading Course in Spanish, or Honors Intermediate Spanish II and the Spanish Listening and Reading Proficiency Exam (SLRPE).
- FL 404      Spanish Composition** **3**  
The purpose of this course is to examine writing processes, and to develop and increase students' proficiency in written expression in Spanish. Prerequisite: FL 403 Advanced Grammar (may be taken concurrently).
- FL 451      Greek Exegesis 1** **3**  
Based on the student's knowledge of Koiné Greek, the emphasis is on the transmission of the text and related text-critical issues. Refinement of grammar and syntax will be addressed. Translation and exegesis of first century Greek literature will be undertaken, especially in the Gospel of John. Prerequisite: FL 352 Greek Grammar 2.
- FL 452      Greek Exegesis 2** **3**  
Continued exegesis of first century Greek literature with special emphasis on passages with potential exegetical controversy or significance for the Christian life. Prerequisite: FL 451 Greek Exegesis 1.
- FL 453      Readings in Biblical Greek** **1-3**  
This course is designed to give the student practice in reading biblical Greek to increase fluency. Emphasis will be on reading larger sections of text. Selected portions of both the Greek New Testament and the Septuagint may be covered. The course is repeatable. Pre-requisite: FL 452 Greek Exegesis 2.
- FL 461      Hebrew Grammar 1** **4**  
The study of the essentials of Hebrew grammar, including the alphabet, vocabulary, and the major verb stems. The importance of accurate translation is emphasized.
- FL 462      Hebrew Grammar 2** **4**  
The practical demonstration and application of grammar, reading, and exegesis in the Hebrew Old Testament. Prerequisite: FL 461 Hebrew Grammar 1.
- FL 471      Introduction to the Septuagint** **3**  
A study of the Greek text of the Septuagint (LXX). Background and related historical issues will be surveyed, including important LXX manuscripts. Translation of various LXX passages will provide hands-on experience. Prerequisite: FL 452 Greek Exegesis 2 or instructor permission.
- FL 472      Ancient Inscriptions** **3**  
This course includes the study and translation of ancient inscriptions from the biblical period, particularly in Hebrew, Aramaic, and Greek. Particular attention will be focused on inscriptions that are of interest for the study of the Old and New Testaments or their backgrounds. Prerequisite: FL 452 Greek Exegesis 2 or FL 462 Hebrew Grammar 2, or instructor permission.

## **HUMANITIES**

- HU 100      Introduction to the Arts** **3**  
A survey of historic paintings, sculptures, and architectures along with a hands-on introductory exploration of basic principles of design, space, color, and texture in sketching, painting, and pottery. Music, theater, and cinema are also introduced as art forms. Field experiences are a critical part of this course. A Christian philosophy of art is addressed.
- HU 145      Musical Theater** **0-1**  
This course gives students training and instruction in musical theater. Students are given opportunity to prepare and perform a musical theater piece, either as a cast member or as crew. Pass/fail class.
- HU 113      Film Art** **3**  
This course introduces film theory, terminology, and technologies and focuses on the practical needs of the producer/videographer in a ministry context.
- HU 210      Introduction to Linguistics** **3**  
An introduction to the terminology and concepts of modern linguistics, with a view to developing insight into the linguistic phenomena of one's native language and beyond. Sound systems of languages (phonetics, phonology, and phonemics), word formation (morphology), sentence formation (syntax), and language meaning (semantics) are introduced. A history of the English language is included. The course is intended to develop a curiosity and enthusiasm for language and language learning.
- HU 301      Introduction to Philosophy** **3**  
An exploration the philosophical foundations of Christian theism and the biblical worldview, so that one may appreciate the intellectual and moral foundations of belief in God. After a brief review of logic, fundamental Christian beliefs are developed philosophically, with an emphasis on the nature of faith, the nature of persons, the existence and nature of God, and the structure and content of Christian ethics. The readings are drawn from classical and contemporary sources.
- HU 241      Western Literature 1** **3**  
A wide-ranging and representative survey of works drawn from the Western canon spanning Gilgamesh and the Greek epics through Shakespeare. Readings of excerpts and complete works, coupled with class discussions and written assignments, will provide students an understanding of and an appreciation for the great literary works of the Western world.

<b>HU 242</b>	<b>Western Literature 2</b>	<b>3</b>
A wide-ranging and representative survey of works drawn from the Western canon spanning Shakespeare through today. Readings of excerpts and complete works, coupled with class discussions and written assignments, will provide students an understanding of and an appreciation for the great literary works of the Western world.		
<b>HU 310</b>	<b>The Bible as Literature</b>	<b>3</b>
Primarily designed to increase one's understanding of the Bible and to assist in interpreting it by recognizing and coming to understand the literary forms and devices used therein. It should increase one's understanding of these literary forms and devices by seeing them exemplified in the Bible. Prerequisites: BS 101, BS 102, EN 101.		
<b>HU 312</b>	<b>Introduction to Orality</b>	<b>3</b>
The course will address both the theory and practice of communicating biblical literature through various oral methods. Prerequisites: BS 103, COM 101.		
<b>HU 313</b>	<b>Israel Bible Telling</b>	<b>3</b>
Students will learn the components of a good story and the art of an effective delivery as well as learn about the history and geography connected with the story. They will learn cultural insights that will allow them to tell the stories more vividly. This course occurs in Israel and has additional fees. There is a mandatory preparatory coursework and meeting time prior to travel. Prerequisite: BS 101 and BS 102.		
<b>HU 321</b>	<b>World's Living Religions</b>	<b>3</b>
Background descriptions on the world's religions as to classification, history and doctrines, comparing them with biblical Christianity. The study includes the origin of the concept and the origin of the principle characteristics.		
<b>HU 322</b>	<b>Survey of Religious Literature</b>	<b>3</b>
A reading-intensive course that spans the ages and range of world religions with an emphasis on Christianity. Selections from numerous fiction and nonfiction works will be read, discussed, and discerned with the objective of broadening the student's knowledge of and appreciation for religiously inspired writings in the hopes of sparking a lifelong love of edifying reading.		
<b>HU 323</b>	<b>Worldviews</b>	<b>3</b>
A course that equips students to adopt a consistently biblical worldview. Areas as diverse as anthropology, theology, politics and government, the arts, history, sociology, economics, entertainment, and civic responsibility are examined.		
<b>HU 324</b>	<b>Ecuador: History, Politics, and Culture</b>	<b>3</b>
This course provides an overview of the history, politics and mission movement in Ecuador.		
<b>HU 381</b>	<b>English Literature</b>	<b>3</b>
A survey of the major contributions to British literature by outstanding English writers.		
<b>HU 382</b>	<b>American Literature</b>	<b>3</b>
A survey of the major contributions to American literature by outstanding American writers.		
<b>HU 383</b>	<b>World Literature</b>	<b>3</b>
A survey that introduces readers to the rich diversity of fiction and nonfiction from geographic and cultural "worlds" both far and near. This reading and writing-intensive course considers literary works with attention paid to the histories of cross-cultural contact and exchange through which such literary traditions encountered and shaped each other.		
<b>HU 391</b>	<b>Major Authors</b>	<b>3</b>
An in-depth study of a major author or of one or more closely linked authors. Prerequisites: EN 101, HU 241, HU 242.		
<b>HU 392</b>	<b>Literary Periods</b>	<b>3</b>
The literature of a particular period is considered (e.g., Enlightenment, Victorian, Modern, etc.). Prerequisites: EN 101, HU 241, HU 242.		
<b>HU 393</b>	<b>Literary Genres</b>	<b>3</b>
A survey of works within a specific genre (e.g., poetry, drama, nonfiction, short story, etc.). Prerequisites: EN 101, HU 241, HU 242.		
<b>HU 412</b>	<b>Apologetics</b>	<b>3</b>
A biblically based, philosophically detailed defense and statement of Christian theism and belief in God. Topics include: the aims and methods of apologetics, the existence of God, religious language, the problem of evil, miracles and Scripture, the nature of science, and other contemporary topics relevant to showing the rationality of Christian belief. The readings are drawn from both classical and contemporary sources.		
<b>HU 414</b>	<b>Ethics</b>	<b>3</b>
Designed to build a Christian world and life view, biblical and general studies are integrated with current moral, intellectual, and social questions of the day.		
<b>HU 415</b>	<b>Literature for Children Through Adolescence</b>	<b>3</b>
A survey of literature for children through adolescence with an emphasis on various genre of literature for children and adolescents. Surveys winners of the Caldecott, Newberry, and Golden Sower awards; providing creative experiences and reporting methodologies so students can express their understanding of the books. Discussion also focuses on motivation techniques to encourage readers to develop lifelong reading habits.		

- HU 451 Literary Research Seminar 3**  
 This capstone course will include and incorporate subjects tailored to each student's literary interests and goals. The course culminates in a researched, journal-quality academic paper or project of equivalent rigor. This course also contains the English major's Senior Integration component. Prerequisites: HU 241, HU 242, and HU 391 or HU 392 or HU 393.

## **INFORMATION TECHNOLOGY**

- IT 101 Introduction to Basic Computing 3**  
 An introduction to the basic components and operation of microcomputers, including basic competencies in introductory applications (word processing, database management, spreadsheets, and electronic communications including mail merge). The course includes exploration of local area networks, wide area networks, and the World Wide Web. Competency can demonstrated by examination to substitute another course.
- IT 109 Foundations of Personal Technology 3**  
 Foundations of Personal Technology will teach students skills in Microsoft Office and other common computer applications to allow the student to successfully use a computer in a university setting together with basic skills needed in the workplace. The course will also introduce students to common computer operations tasks for file systems, data backup, and computer security.

## **INTERCULTURAL STUDIES**

- IS 201 Intercultural Ministry Practicum 1**  
 This practicum is designed to help students gain experience working in a structured cross-cultural environment in the Omaha metro area with people from one or more ethnic groups distinct from their own. Students will meet with a mentor as part of the ministry experience. Prerequisite: TH 203.
- IS 203 The Historical Expansion of the Church 3**  
 A biographical/geographical study of the history of the church's expansion from the First Century A.D. to the present. Emphasis is given to key places and individuals, methodology and organizations involved.
- IS 218 Intercultural Life and Ministry 3**  
 An overview of intercultural life and ministry responsibilities. This course will cover spiritual preparation, expectations and goals in ministry. Emphasis is placed upon understanding oneself and the challenges for relationships caused by differences in views about economics, power and decision making. The course will also discuss the challenges of the personal life of the cross-cultural worker. Prerequisites: TH 203.
- IS 303 Introduction to Urban Ministry 3**  
 An introduction to the study of ministry in the urban setting. The material is divided into three sections that include: (1) the history of the city; (2) the dynamics of the city including a comparison of the cities in the U.S. and other countries, the conflicts that result from racial and cultural diversity in the city, the social and economic structure of the city, the urban dilemma; and (3) how to minister in the city with its unique characteristics and problems.
- IS 312 Applied Contextual Missiology 3**  
 A critical and appreciative examination of recent and present-day cross-cultural ministry efforts, especially exploring the realities of applied faith within cultural contexts. Particular emphasis is placed on the theology, philosophy and practice of contextualization given historical, hermeneutical, sociological, cultural, political, economic, ethnic, and global realities. Case studies and field research pertaining to the study site are used to demonstrate the application of principles. Prerequisite: SS 214 and TH 203.
- IS 318 Intercultural Ministry Field Experience 3**  
 A field-based integration of theory and practice accomplished at study abroad site under the supervision of a missionary leader and the Intercultural Studies staff. Prerequisite: IS 201, IS 218, and TH 203. Students must carry a 2.0 GPA to be eligible for this course.
- IS 321 World's Living Religions 3**  
 Overview of the world's major religions as to classification, history and doctrines, and comparison with biblical Christianity. The study includes the origin of the concept of religion and its universality, philosophy and principle characteristics. Prerequisite: TH 203.
- IS 327 Islam and Christianity 3**  
 This course helps students to build a foundational understanding of Islam, including origins, beliefs, and view of the Qur'an. Relationships between Muslims and Christians will be considered, including Muslim perspectives on Christianity and Christian perspectives on Islam. In this biblically integrative course, students will also consider multiple sides of the debate regarding Muslim followers of Jesus.
- IS 344 Principles of Christian Community Development 3**  
 This introductory course will explore the history and goals of Christian community development. Students will consider the methods as well as theological and theoretical underpinnings for holistic, empowering and reconciliatory ministry in the least developed areas of the world.
- IS 381 Cross-Cultural Communication 3**  
 An in-depth consideration of the challenges that cultural orientation adds to the communication process. The course will examine the effects of culture on communication styles, communication in conflict, nonverbal communication, and implication for communicating God's Word. Prerequisites: SS 214 Recommended (not required).



- IS 401 Intercultural Ministry Practicum 2** 1  
This practicum is a continuation of IS 201 Intercultural Ministry Practicum 1.
- IS 402 Mission Research Seminar** 1-3  
Permits the student to do independent research on some subject within the scope of the total missions endeavor. The instructor provides guidance to the students in the process of their research projects. Students will make presentation of the findings of their research. Prerequisite: TH 203 and senior standing or permission of the Program Director.
- IS 405 Intercultural Relationships** 3  
Addresses the theory and challenges of relating across cultures. Special emphasis is placed upon the application of cultural aspects that make up worldview and how these impact both personal and organizational communication. Prerequisite: SS 214.
- IS 409 U.S. Foreign Policy and Missions** 3  
This course introduces the paradigmatic assumptions underlying the study of U.S. Foreign Policy. Students build on this foundation in understanding the aims of U.S. foreign policy, the role of military and economic policy in achieving national aims, and the impact of U.S. foreign policy around the world. This course especially considers contemporary extremism, the U.S. role in the Arab/Israeli conflict, and the role of U.S. foreign aid in achieving national policy goals. Students finally seek to understand the impacts of U.S. Foreign Policy on the work of the church and missions around the world.
- IS 412 The Contemporary World and Mission** 3  
A critical evaluation of significant movements affecting the contemporary mission enterprise. Emphasis is placed on partnership in missions, the present state of world evangelization, current cultural and generational trends, and attrition in missions. Careful consideration is given to the responsibility of the church and the missionary in the light of these trends. Prerequisite: IS 218, TH 203.
- IS 413 Intercultural Leadership and Followership** 3  
A study of leadership styles with special attention given to the cultural biases that prefer these styles. The course will investigate the potential for conflict when people of different styles work together. The course will also address various styles of motivation, social control, decision making, team building and succession strategies. The same cultural analysis will be applied for those who are asked to follow leaders of various styles. Prerequisites IS 405.
- IS 414 Church Planting Methods** 3  
A study of church planting methods and evaluations of movements that have recently emerged. Biblical principles will be examined and applied in evaluating past church planting works as well as the modern movement. Special attention will be given to evaluating the appropriateness of methods for different cultural settings.
- IS 415 Perspectives on the World Christian Movement** 3  
A biblical, historical and cultural analysis of the impact of the world Christian movement, with specific attention given to the strategies and the motivations for the global expansion of this movement.
- IS 499 Directed Studies** 1-4  
See Directed Studies description in the Academic Policies section.

## **MATHEMATICS**

- MA 090 Developmental Math** 3  
This course presents basic computational skills for either review or initial mastery by the students as well as basic algebra skills. Topics include fractions; decimals; the solutions of ratio, proportion, and percent problems; operations with integers; and basic study skills for mathematics problem-solving and estimation, include positive and negative real numbers, solving linear equations and inequalities, and applications of linear equations. NOTE: this remedial course does not transfer nor does it apply toward graduation.
- MA 200 Math Survey** 3  
This course explores arithmetic, algebra, geometry, measurement, probability, and basic statistics to develop quantitative literacy and mathematical competency. Mathematical thinking is developed, and problem solving and decision-making strategies needed for math literacy are emphasized.
- MA 201 College Algebra** 3  
This course covers fractional expressions; solving quadratic, fractional, polynomial, and radical equations; relations and functions; quadratic and polynomial functions; systems of equations and inequities; exponential and logarithmic functions; and matrices.
- MA 204 Applied Math** 3  
This course is designed to explore topics typically found in a finite mathematics course. It will include a study of numeration systems, geometry, measurement, growth, financial management, graphs, matrices, and linear programming.
- MA 211 Statistics** 3  
An introduction to basic statistical methods, including central tendency, parametric, and non-parametrical procedures (e.g., tests of association, correlation and comparison).
- MA 245 Calculus 1** 4  
This course is a study of calculus of a single variable. Topics will include functions, limits, differentiation and applications or integration of algebraic functions.

- MA 300 Inferential Statistics 3**  
 This course deals with distributions, introduction to measures of central value and dispersion, population and sample, the normal distribution, inference, single population, inference, two populations, and introduction to analysis of variance. Statistical packages on the computer will also be used in the course.
- MA 302 Foundations of Math 3**  
 This course is designed to explore topics typically found in a discrete mathematics course. It will include a study of problem solving, sets, logic, number theory, networks and graph theory, probability, and voting methods.
- MA 431 History of Math 3**  
 This course is designed to provide a summary of the history of mathematics. A close look at cultures and their influences on developing mathematics topics such as the first applications of counting and numbers in the ancient world through algebra will be discussed. Included will be discussions of women in the history of mathematics.

## MUSIC

Students may enroll in an ensemble for 0 hours credit at 25% of the tuition.

- MU 010-080 Performance Hour 0**  
 Performance hour is a twice monthly venue in which music majors perform for each other and hear performances by faculty and guest artists. The purpose of performance hour is to develop the student's artistry and musicianship. All music majors are required to enroll in performance hour. Graded on a Pass/Fail basis.
- MU 100 Voice Class 1**  
 Voice class is offered each semester. It is a course in singing for the beginning singer or for the singer who has never taken private lessons. Group instruction. Not for music majors specializing in voice. Special fee.
- MU 121 Music Theory 1 3**  
 A comprehensive study of basic music theory, including scales, intervals, chord identification and analysis. Provides a foundation for the integration of the following skills: analysis, historical knowledge, composition, sight reading, ear training, and performance.
- MU 121L Aural Skills 1 1**  
 Comprehensive training in sight singing and ear training. Should be taken in conjunction with corresponding Music Theory course.  
 A continuation of comprehensive study of music theory, score analysis, sight reading, ear training, and historical aspects of music.
- MU 122 Music Theory 2 3**  
 Provides a foundation for the integration of the following skills: analysis, historical knowledge, composition, sight reading, ear training, and performance.
- MU 122L Aural Skills 2 1**  
 Comprehensive training in sight singing and ear training. Should be taken in conjunction with corresponding Music Theory course.
- MU 131 Masterworks Chorus 0-1**  
 Enrollment is open to anyone. In the spring semester Masterworks Chorus joins with other Grace University ensembles to prepare and perform the Masterwork's Concert. Rehearsals are held once a week for two hours.
- MU 141 Grace Chorale 0-1**  
 Designed to teach excellence in choral singing. Many styles of sacred choral literature, including music of non-Western cultures are used to teach good singing technique, musicianship, and aspects of Christian ministry and music. The Chorale performs 15 to 20 concerts each year. Students are admitted following a satisfactory audition with the director. Generally, the student is expected to make a yearlong commitment to the Chorale.
- MU 151 Women's Chorale 0-1**  
 The Women's Chorale is open to women following a successful audition. Many styles of sacred choral literature are used to teach good singing techniques, musicianship, and aspects of Christian ministry and music. The Women's Chorale performs 10 to 15 concerts each year.
- MU 161 Concert Band 0-1**  
 An ensemble open to all students, by audition, who play a band instrument. Instruction and experience in ensemble playing is provided through rehearsals and performance opportunities.
- MU 171 Worship Band 0-1**  
 The Worship Band is open to all students who play guitar, drums, bass guitar, keyboards, or who sing, following a successful audition. Enrollment is limited. The Worship Band prepares music suitable for contemporary worship settings and leads worship in various venues including Grace LIFE and youth outreach events. Students will learn to read music charts and to improvise. This course is suitable for music majors who plan to be worship leaders and those who want music credit for General Studies.
- MU 181 Studio Band 0-1**  
 The Studio Band is an ensemble of student instrumentalists and vocalists who write and record music in a professional recording studio environment. Instruction in music composition/arranging, recording, producing, and mixing is provided through collaborative hands-on training in the studio. Enrollment is by audition only.

<b>MU 214</b>	<b>Elementary and Middle School Music Methods in Education</b>	<b>2</b>
	A survey of basic teaching techniques used by elementary and middle school teachers to address music concepts such as rhythm, beat, scales, voice development, music instrument identification, musical styles, music appreciation, and music's impact on cultural development. Designed for the classroom teacher not specializing in music education.	
<b>MU 214L</b>	<b>Practicum in Elementary Music</b>	<b>0</b>
	This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified elementary music setting for the purposes of general exposure to elementary music education. To be taken concurrently with MU 214. Special fee.	
<b>MU 220</b>	<b>Philosophy of Christian Music</b>	<b>3</b>
	Designed to help the student develop a Christian philosophy of music for life and ministry and worship.	
<b>MU 221</b>	<b>Music Theory 3</b>	<b>3</b>
	A comprehensive study of advanced theory, harmony, and analysis: there is a common practice period. Prerequisite: MU 122.	
<b>MU 221L</b>	<b>Aural Skills 3</b>	<b>1</b>
	Comprehensive training in sight singing and ear training. This course is usually taken in conjunction with corresponding Music Theory course.	
<b>MU 222</b>	<b>Music Theory 4</b>	<b>3</b>
	A comprehensive study of advanced theory, harmony, analysis, and late Romantic and Twentieth Century techniques. Prerequisite: MU 221.	
<b>MU 222L</b>	<b>Aural Skills 4</b>	<b>1</b>
	Comprehensive training in sight singing and ear training. This course is usually taken in conjunction with corresponding Music Theory course.	
<b>MU 223</b>	<b>Brass Methods and Materials</b>	<b>1</b>
	This class is designed to help prepare the music major to teach the playing of brass instruments in a school band/orchestra or private lesson setting, by learning the fundamentals of playing each instrument. This is accomplished by reading about and playing the instruments. Alternates with MU 325.	
<b>MU 224</b>	<b>Woodwind Methods and Materials</b>	<b>1</b>
	This class is designed to help prepare the music major to teach the playing of woodwind instruments in a school band/orchestra or private lesson setting, by learning the fundamentals of playing each instrument. This is accomplished by reading about and playing the instruments. Alternates with MU 326.	
<b>MU 230</b>	<b>Choral Methods and Materials</b>	<b>2</b>
	Designed to teach the student to select appropriate choral literature, conduct effective rehearsals, and build healthy singing technique in middle school and high school classes.	
<b>MU 230L</b>	<b>Practicum in Vocal Music</b>	<b>0</b>
	This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified middle or secondary instrumental music setting for the purposes of general exposure to instrumental music education. To be taken concurrently with MU 330. Special fee.	
<b>MU 303</b>	<b>Technology in Worship</b>	<b>2</b>
	The course gives an overview of technologies most prominent in contemporary church: sound reinforcement, lighting, media, projection. Students will learn hands-on how to effectively use all the available worship technologies in a God-honoring manner.	
<b>MU 304</b>	<b>Worship Leader</b>	<b>2</b>
	Personal, musical, and spiritual career development for the prospective worship leader. This course is a forum for students to study, observe and practice the art of leading worship.	
<b>MU 312</b>	<b>Piano Pedagogy</b>	<b>2</b>
	Principles, procedures and materials for teaching piano. Required for all music majors specializing in piano or organ.	
<b>MU 313</b>	<b>Conducting 1</b>	<b>2</b>
	Focuses on developing basic conducting techniques—posture, beat patterns, and expressive and stylistic techniques. Emphasis is on instrumental music. Alternates with MU 335.	
<b>MU 314</b>	<b>Conducting 2</b>	<b>2</b>
	Techniques are taught for developing and training groups in matters of tone quality, pitch and ensemble. Emphasis on choral music. Prerequisite: MU 313. Alternates with MU 336.	
<b>MU 325</b>	<b>String Methods and Materials</b>	<b>1</b>
	This class is designed to help prepare the music major to teach the playing of string instruments in a school orchestra or private lesson setting. Alternates with MU 223.	
<b>MU 326</b>	<b>Percussion Methods and Materials</b>	<b>1</b>
	This course is designed to teach the basics of percussion technique with a view to preparing the music major to teach percussion students. Many percussion instruments will be covered, but emphasis will be placed on the snare drum, timpani and keyboard percussion. Alternates with MU 224.	

<b>MU 330</b>	<b>Band Methods and Materials</b>	<b>2</b>
	Designed to teach students to select appropriate music, conduct effective rehearsals, and manage a band program in elementary, middle, and high school settings.	
<b>MU 330L</b>	<b>Practicum in Instrumental Music</b>	<b>0</b>
	This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified middle or secondary vocal music setting for the purposes of general exposure to vocal music education. To be taken concurrently with MU 230. Special fee.	
<b>MU 335</b>	<b>Survey of Music History and Literature 1</b>	<b>3</b>
	A historical approach to music literature from the ancient Greek and Roman period to the present. Students are tested in the following areas: general knowledge, score analysis, essay and listening analysis. Prerequisite: MU 121, MU 122. Alternates with MU 313.	
<b>MU 336</b>	<b>Survey of Music History and Literature 2</b>	<b>3</b>
	A historical approach to music literature from the ancient Greek and Roman period to the present. Students are tested in the following areas: general knowledge, score analysis, essay and listening analysis. Prerequisite: MU 121, MU 122. Alternates with MU 314.	
<b>MU 350</b>	<b>Children/Youth Choir Methods and Materials</b>	<b>2</b>
	The course is designed to train students to direct church or community children/youth choirs. Major emphasis is given to voice building philosophy and methods. In addition, the students learn to select materials and literature for various age groups and singing abilities, to administrate and organize a children's choir program, rehearsal techniques, and the role children's choir program can have in worship and in the church's Christian Education program.	
<b>MU 400L</b>	<b>Practicum in Music Education</b>	<b>0</b>
	This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified elementary, middle or secondary music setting for the purposes of general exposure. Special fee.	
<b>MU 410</b>	<b>Music Field Experience</b>	<b>3</b>
	Music students gain practical experience by working within their concentration of study.	
<b>MU 412</b>	<b>Senior Project</b>	<b>1</b>
	Designed as a capstone for all music students. Students will demonstrate competence, through a department approved project, within their concentration of study.	
<b>MU 420</b>	<b>Christian Worship: Principles of Design and Organization</b>	<b>3</b>
	A study of biblical principles of worship and of the biblical/historical patterns of worship. The course is designed to give students guiding principles for designing and organizing corporate worship.	
<b>MU 421</b>	<b>Contemporary Christian Music Arranging and Directing</b>	<b>2</b>
	The student learns to write arrangements for and to direct a contemporary music ensemble (piano, synthesizer, bass, guitars, drums, and vocalists). This involves adapting lead sheets or other sources for full rhythm section and singers. In addition, the students learn about available technologies, i.e., sequencing and sound systems. Instructors approval required.	
<b>MU 422</b>	<b>Choral and Instrumental Arranging</b>	<b>3</b>
	A three-unit course in music arranging. Unit 1: The study of ranges, timbre, and transpositions of orchestral and band instruments. Unit 2: The completion of orchestration exercises and projects for small and large instrumental ensembles. Unit 3: Arranging for many typical choral ensemble combinations, including piano accompaniments. Prerequisite: MU 121, MU 122, MU221-222.	
<b>MU 423</b>	<b>Worship Band Methods and Materials</b>	<b>2</b>
	The students learn and practice techniques for preparing and rehearsing musicians and singers in a worship band. This involves learning about available resources, selecting music, and learning how to write and prepare lead sheets, instrumental parts, and vocal parts.	
<b>MU 424</b>	<b>History of Church Music</b>	<b>3</b>
	A study of the development and use of sacred music through the Old and New Testaments and throughout church history including a study of hymnody as it relates to various periods of church history.	
<b>MU 426</b>	<b>Survey of Music Business and Technology</b>	<b>3</b>
	An introduction and overview of the different aspects of the music business and music technology. Topics include music industry, copyright, MIDI, sequencing, notational software, music promotion and marketing, computer assisted instruction in music, and music on the internet.	
<b>MU 499</b>	<b>Directed Studies</b>	<b>1-4</b>
	See Biblical Studies for description.	
<b>MU B200</b>	<b>Brass</b>	<b>1</b>
	See description listed under MU V200 Voice.	
<b>MU C200</b>	<b>Composition</b>	<b>1</b>
	See description listed under MU V200 Voice.	
<b>MU G200</b>	<b>Guitar</b>	<b>1</b>
	See description listed under MU V200 Voice.	
<b>MU O200</b>	<b>Organ</b>	<b>1</b>
	See description listed under MU V200 Voice. Prerequisite: Instructor permission.	

<b>MU P060</b>	<b>Basic Piano Fundamentals 1</b>	<b>1</b>
	Keyboard basics, intervals, major five-finger patterns, minor five-finger patterns, chord qualities, major scales in tetrachord positions, major scales, triads and inversions, primary chords in major keys, including dominant, dominant seventh and subdominant chords.	
<b>MU P070</b>	<b>Basic Piano Fundamentals 2</b>	<b>1</b>
	Minor scales in tetrachord positions, minor scales and triads of the key, primary chords in minor keys, the ii, vi, and iii chords, seventh chords, chromatic scale, whole-tone scale and blues scale, modes.	
<b>MU P080</b>	<b>Basic Piano Fundamentals 3</b>	<b>1</b>
	Review of keyboard basics, review of scales, triads and inversions, sonata form, primary chords, secondary chords, seventh chords, secondary dominants, musical style periods, theme and variations.	
<b>MU P090</b>	<b>Basic Piano Fundamentals 4</b>	<b>1</b>
	Review of scales, modulation to dominant and subdominant, three-part form, modulation to the relative major and relative minor, rondo form, German, Italian, French and Neopolitan sixth chords, ii-V7-I chord progression, modes related to major and minor.	
<b>MU P200</b>	<b>Piano</b>	<b>1</b>
	See description listed under MU V200 Voice.	
<b>MU Q200</b>	<b>Percussion</b>	<b>1</b>
	See description listed under MU V200 Voice.	
<b>MU S200</b>	<b>Strings</b>	<b>1</b>
	See description listed under MU V200 Voice.	
<b>MU V200</b>	<b>Voice</b>	<b>1</b>
	Applied music instruction is open to all students; it is required for music majors. Students who take applied music will study one-on-one with the instructor. A semester hour of credit is earned by satisfactorily completing 14 half-hour lessons. Two hours of credit are earned by completing 28 half-hour lessons or 14 one-hour lessons. All applied music students must satisfactorily perform a jury at the end of the semester. Jury performances are used to assess the student's achievement in his/her applied area. Music faculty sit on the jury. Students are advanced on the recommendation of the jury. Intermediate and advanced music majors are required to practice 1 hour daily 5 days a week. Beginning music students are required to practice 30 minutes daily 5 days a week. Music majors are required to take ten hours in their major applied instrument (e.g., voice, piano, trumpet, etc.). Special fees apply. Students must receive instructor's consent before enrolling in applied organ. Music majors who need to pass the piano proficiency requirement must take applied piano.	
<b>MU W200</b>	<b>Woodwinds</b>	<b>1</b>
	See description listed under MU V200 Voice.	

## **NURSING**

Course descriptions for nursing classes offered at Clarkson College can be obtained by contacting: Clarkson College, 101 S. 42nd Street, Omaha, NE 68131, 1-800-647-5500, [www.clarksoncollege.edu](http://www.clarksoncollege.edu).

## **PHYSICAL EDUCATION**

<b>PE 101</b>	<b>Introduction to Health and Wellness</b>	<b>2</b>
	Designed to orient the student to the importance of physical fitness by considering the scriptural injunctions regarding the body, learning how the body functions and what is harmful to it, and demonstrating how to improve the level of physical fitness. This course receives a letter grade. The course is required for all undergraduate programs.	
<b>PE 104</b>	<b>Healthy Lifestyles for Women</b>	<b>1</b>
	This PE class for women will provide a safe environment for the class members to make progress working toward aligning their spiritual health with their physical health in the area of weight management. Graded on a Pass/Fail basis.	
<b>PE 120</b>	<b>Introduction to Modern Dance</b>	<b>1</b>
	This course is an introduction to the major modern dance styles: modern, hip-hop, and swing. The course will focus on practical skill development and application of these styles. In addition, an appreciation for dance in its cultural context will be discussed. Personal practice hours outside of class will be a requirement for this course. Graded on a Pass/Fail basis.	
<b>PE 121</b>	<b>Introduction to Classical Dance</b>	<b>1</b>
	This course is an introduction to the major classical dance styles: jazz, tap, and ballet. The course will focus on practical skill development and application of these styles. In addition, an appreciation for dance in its cultural context will be discussed. Personal practice hours outside of class will be a requirement for this course. Graded on a Pass/Fail basis.	
<b>PE 200</b>	<b>Cardiovascular Training 1</b>	<b>1</b>
	Designed to use aerobic exercise to develop physical fitness. Graded on a Pass/Fail basis.	
<b>PE 210</b>	<b>Cardiovascular Training 2</b>	<b>1</b>
	Designed to continue the aerobic exercise program begun in Cardiovascular Training 1. Graded on a Pass/Fail basis.	

<b>PE 215</b>	<b>First Aid and CPR</b>	<b>2</b>
	Designed to assist teachers, coaches, and recreational personnel by providing them knowledge and skill in administering immediate temporary treatment in the case of an accident or sudden illness before the services of a physician are available. The course content and activities will prepare participants to recognize emergencies and make appropriate decisions for first aid care. This course teaches the first aid skills the citizen responder will need to act as the first link in the EMS system. This course also emphasizes the prevention of injuries and illness, with a focus on personal safety and health.	
<b>PE 220</b>	<b>Strength Training 1</b>	<b>1</b>
	Designed to develop general physical conditioning, with emphasis on muscular strength and endurance, through the use of weight training. Graded on a Pass/Fail basis.	
<b>PE 230</b>	<b>Strength Training 2</b>	<b>1</b>
	Designed to continue the weight training program begun in Strength Training 1. Graded on a Pass/Fail basis.	
<b>PE 231</b>	<b>Lifetime Sports</b>	<b>1</b>
	This course is designed to engage students in physical activity through lifetime sports such as volleyball, disc golf, basketball, and dodge ball. An in-depth study into each of these sports will take place through participation. Emphasis is placed on learning the rules and regulations of each sport as well as engaging in competitive, physical activity. Graded on a Pass/Fail basis.	
<b>PE 233</b>	<b>Backpacking</b>	<b>1</b>
	Backpacking experience in a small group environment that emphasizes safety, personal and ecological responsibility. Special fee. Graded on a Pass/Fail basis. Not open to first year students or RAs. Prerequisite: Good physical condition. Please note: The activity fee is nonrefundable.	
<b>PE 234</b>	<b>Rock Climbing</b>	<b>1</b>
	Introduction to the sport of rock climbing. Attention is given to proper climbing ethics, terminology, knots, and use of equipment. The class stresses safety and personal and ecological responsibility. Special fee. Graded on a Pass/Fail basis. Please note: The activity fee is nonrefundable.	
<b>PE 270</b>	<b>Intercollegiate Basketball</b>	<b>1</b>
	Participation in intercollegiate basketball (men and women). Graded on a Pass/Fail basis. A maximum of three hours of intercollegiate athletics is counted toward meeting the required hours in physical education.	
<b>PE 273</b>	<b>Intercollegiate Volleyball</b>	<b>1</b>
	Participation in intercollegiate volleyball (women). Graded on a Pass/Fail basis. A maximum of three hours of intercollegiate athletics is counted toward meeting the required hours in physical education.	
<b>PE 275</b>	<b>Intercollegiate Soccer</b>	<b>1</b>
	Participation in intercollegiate soccer (men and women). Graded on a Pass/Fail basis. A maximum of three hours of intercollegiate athletics is counted toward meeting the required hours in physical education.	
<b>PE 300</b>	<b>Care and Prevention of Athletic Injuries</b>	<b>3</b>
	Care and Prevention of Athletic Injuries will introduce the basic concepts of sports medicine, specifically Athletic Training. It will address the human musculoskeletal system, sports related injuries, and other sports medicine related topics.	
<b>PE 301</b>	<b>Exercise Physiology</b>	<b>3</b>
	A study of the major physiological systems of the human body and its acute and chronic responses to exercise. Includes application of physiological concepts to physical training and conditioning. This includes the application of physiological concepts of physical training.	
<b>PE 302</b>	<b>Motor Development</b>	<b>3</b>
	This course will help students describe and apply motor learning psychological/behavioral theory related to skillful movement, physical activity, and fitness. It will offer instructional techniques for the motor activities and development throughout the lifespan. Students will learn to analyze and correct critical elements of motor skills and performance concepts in the K-12 classroom. Students will demonstrate performance concepts related to skillful movement in a variety of physical activities.	
<b>PE 304</b>	<b>Health and Physical Education</b>	<b>2</b>
	Surveys the curricular materials and methods for teaching health and physical education on the elementary level. It also provides for the integration and correlation of health and physical education with general education.	
<b>PE 350</b>	<b>Biomechanics</b>	<b>3</b>
	This course is designed to introduce students to concepts of mechanics as they apply to human movement, particularly those pertaining to exercise, sports, and physical activity. The student should gain an understanding of the mechanical neurological and anatomical principles that govern human motion and develop the ability to link the structure of the human body with its function from a mechanical perspective.	
<b>PE 402</b>	<b>Teaching Basketball K-12</b>	<b>2</b>
	A practical study of basic developmental skills, training strategies, and competitive coaching strategies for basketball at the elementary, middle school, and high school level. Emphasis is placed on player motivation and official regulations of play.	
<b>PE 410</b>	<b>Adapted Physical Education</b>	<b>3</b>
	A study of problems as they relate to philosophy, procedures and practices, and organization and administration of physical education and physical activity programs for exceptional students. This course surveys movement problems associated with specific disabilities and provides the student with an opportunity to work with a child who has a disability.	

- PE 411 Teaching Soccer K-12** 2  
A practical study of basic developmental skills, training strategies, and competitive coaching strategies for soccer at the elementary, middle school, and high school level. Emphasis is placed on individual player and team motivation, and official regulations of play.
- PE 412 Teaching Volleyball K-12** 2  
A practical study of basic developmental skills, training strategies, and competitive coaching strategies for volleyball at the elementary, middle school, and high school level. Emphasis is placed on individual player and team motivation, and official regulations of play.
- PE 415 Measurement and Evaluation of Physical Education** 3  
This course is designed to present the theory and application of measurement and evaluation techniques commonly used in physical education and exercise science. An emphasis will be placed on the appropriate test selection, implementation, and the interpretation of the results with fundamental statistical procedures.
- PE 421 Teaching Baseball and Softball K-12** 2  
A practical study of basic developmental skills, training strategies, and competitive coaching strategies for baseball and softball at the middle school and high school level. Emphasis is placed on individual player and team motivation, and official regulations of play.
- PE 495 Concepts of Coaching** 3  
This course is designed to help educators develop a philosophy of coaching consistent with Judeo-Christian values that integrates an understanding of coaching psychology. Discussion of ethics as it relates to competition is included.

## PSYCHOLOGY

- PSY 101 General Psychology** 3  
Designed to introduce the students to the study of human behavior. Areas of study include: psychological research methods, developmental psychology, senses and perception, altered states of awareness, learning and conditioning, intelligence and testing, and the psychology of abnormal behavior. Each area of study is dealt with from a Christian perspective. Students interested in pursuing a Psychology major must earn a grade of "C" or better in PSY 101 to continue in the program.
- PSY 200 Educational Psychology** 3  
A study in the psychological principles underlying learning and effective teaching, the effect of social and personality factors on the learning process, and the application of learning theory to teaching. The course is designed to build on knowledge gained in the General Psychology. Cross-listed as ED 201. Prerequisite: PSY 101 General Psychology or may be taken concurrently with PSY 101.
- PSY 201 Interpersonal Communication** 3  
This class examines the theories and development of interpersonal and helping skills. Principles of communication, relationship building and interpersonal growth within various contexts are covered.
- PSY 203 Helping Relations and Change Processes** 3  
This course is designed to introduce the student to the interpersonal and helping relations counseling skills involved in effectively helping clients or consultees. Emphasis will be given to practice and acquisition of basic counseling and helping relations skills. Integration of psychological and biblical principles will be examined throughout the course. In addition, this course will provide an understanding of the processes that facilitate client or consultee change.
- PSY 211 Child and Adolescent Development** 3  
A study of the basic theories, principles, research findings and ideas about child and adolescent development from a psychological perspective, covering conception to adolescence. Factors which influence the child and adolescent are noted with regard to their effect on the child's physical, cognitive, social, and personality development. Pre- or co-requisite: PSY 101 General Psychology.
- PSY 212 Adult Development** 3  
An examination of the developmental processes that take place during normal adult life. The major theorists in this area will be examined and reviewed. An integration of spiritual maturity and adult life experiences will be made. Pre- or co-requisite: PSY 101 General Psychology.
- PSY 224 Psychology and Social Work** 3  
A study of the emergence of the social work profession, the student will gain an awareness and understanding of the breadth and depth of the social work profession to include skills, values, practice settings, client groups, helping services, career patterns, and practice methods. A special fee for background check applies.
- PSY 300 Introduction to Biblical Counseling** 3  
Designed to integrate Scripture, psychology and introductory counseling, the course focuses on the issues and problems of being a people helper. Special fee.
- PSY 302 Theories of Personality** 3  
A study of the major theories of personality. Emphasis is given to understanding the development, structure and dynamics of the various theories and evaluating them from a biblical context. Prerequisite: PSY 101 General Psychology, or instructor permission.
- PSY 303 Abnormal Psychology** 3  
A study of the etiology, diagnosis and treatment of abnormal behavior. The student is introduced to the DSM 5. Prerequisite: PSY 101 General Psychology.

- PSY 305 Multicultural Psychology 3**  
 A study of the cultural, social and economic factors that apply to specific cultural, ethnic and racial minority populations. Special attention will be given to African-American, Hispanic, Native American, and Asian cultures. Specific theories and methods when working with these groups will be addressed. Prerequisites: PSY 101, EN 203, PSY 201/203; may be taken concurrently . Students obtaining a minor in Psychology may take the course with instructor permission.
- PSY 306 Cognitive Psychology 3**  
 A study of the major principles, research methods, and empirical findings of cognitive psychology The course will consider such topics as learning, memory, attention, thinking functions and structures, and artificial intelligence. Prerequisite: PSY 101 General Psychology.
- PSY 311 Physiological Psychology 3**  
 A study of human physiology with special emphasis on the primary mechanisms that control emotional, cognitive, and behavioral functions.
- PSY 313 Lifespan Development 3**  
 This course will focus on the physical, cognitive, psychological and spiritual development processes which take place during childhood, adolescence and adulthood. The major theories will be examined and reviewed.
- PSY 321 Marriage and Family 3**  
 A description and analysis of the historical and contemporary American family is presented. Additionally, different models of marriage and family are presented from a cross-cultural perspective. A life-cycle perspective traces the development of marriage and family life from courting through early and middle years to latter life.
- PSY 322 Gender Issues 3**  
 This course examines the meaning, purpose, and consequence of gender to explore the institutions that structure gender relationships and identifies, and form the contexts that shape social life in the United States, other countries, and the Christian community. Particular attention will be given to how social institutions such as governments, the economy, family, mass media, religion, cultural traditions, etc., help to shape and enforce the definitions of femininity and masculinity. Additionally, a sociological, biological, and Biblical perspective of gender relationships will be explored.
- PSY 324 Criminology 3**  
 Survey of the nature and causes of crime and the effort of the criminal justice system to predict, prevent, modify, and correct this behavior.
- PSY 342 Poverty in American Society 3**  
 This introductory course presents a framework for understanding poverty and poverty issues within the United States. Students will consider the following: defining poverty; official measures of poverty; absolute vs. relative poverty; situational vs. generational poverty; race/ethnicity and poverty; causes of poverty; wealth distribution; the living wage movement; and the role of socialization in poverty. Students will also be introduced to various local, state, federal, and non-governmental responses to poverty.
- PSY 400 Social Psychology 3**  
 A study of the social and psychological processes of human interaction. Major topics to be covered include conformity, aggression, self-justification, persuasion, prejudice, attraction and interpersonal communication. Analysis of social behavior, including social cognition, attitude formation and change, conformity, prejudice, group processes, etc. Theory and research findings will be examined. Prerequisite: PSY 101 General Psychology.
- PSY 401 Professional Ethics and Issues 3**  
 A study of the standards of conduct and ethics as they apply to human services and chemical dependency counseling. These include: legal issues, client welfare, professionalism, counselor values and conflicts, dual roles, confidentiality, informed consent, professional development, burnout and self-care. Ethical codes of various professional organizations will be examined as well. Prerequisites: PSY 101, EN 203, HU301/412. Students obtaining a minor in Psychology may take the course with instructor permission.
- PSY 405 Deviant Behavior 3**  
 A theoretical analysis of the relation of deviant group behavior and subcultures to community standards of conventional behavior are expressed in law and norms. Additionally, a psychological perspective of deviant behaviors is explored as it relates to a psychosocial and biological perspective of deviance. Finally, issues of intervention and prevention are addressed and the role of the contemporary church is explored.
- PSY 406 Child Abuse and Neglect 3**  
 This course is designed to increase the level of awareness concerning child abuse and neglect. An awareness of the signs of abuse and neglect, reporting of abuse/neglect, treatment, prevention, and systemic factors will be addressed. Prerequisite: junior or senior status, or instructor permission.
- PSY 410 Spiritual Issues and Psychology 3**  
 This course provides an overview of the issues of faith and psychology. Models of integrative thought and practice are explored and evaluated. Prerequisites: PSY 101, TH 203, PSY 224. Students obtaining a minor in Psychology may take the course with instructor permission.
- PSY 411 Theories of Psychology and Psychotherapy 3**  
 This course will provide an introduction to the major theories and techniques of behavior change as related to psychology and psychotherapy. Client-related techniques focusing on establishing rapport will be practiced and evaluated. A critical evaluation of theory and techniques are stressed. Emphasis will be given to practice and acquisition of basic skills in psychology and psychotherapy. Prerequisite: PSY 101 General Psychology.



- PSY 412 Group Dynamics 3**  
An overview of the principles of group theory, dynamics and process, as applied to various therapeutic settings and problems. There is an experiential component of group exercises and interaction in the class.
- PSY 468 Practicum 3**  
The practicum provides the student with opportunities for supervised field experiences. This course is designed to help the student use and further their skills in problem solving, research, and case management within the professional setting of mental health agencies and institutions. A special fee for background check applies. Prerequisites: PSY 201/203, PSY 305, PSY 401; may be taken concurrently.
- PSY 473 Alcohol/Drug Assessment, Case Planning and Management 3**  
This course will cover the process of collecting relevant data about clients/client systems and their environment, and evaluating the data for making decisions regarding alcohol/drug disorder diagnosis, treatment and/or referral. Identifying and prioritizing client treatment goals and collaboration and coordination with other services, agencies, and resources to achieve those goals will be included. The student will also practice assessing and managing cases, including the development of sample case records, using the client's written record to guide and monitor services with emphasis on the development of the social history and intake, initial assessment, individual treatment plan with measurable goals and objectives, and documentation of progress and ongoing assessment.
- PSY 475 Medical and Psychosocial Aspects of Alcohol/Drug Use, Abuse and Addiction 3**  
This course will include the study of the physiological and sociological aspects of alcohol/drug use, abuse and dependence. The classification and basic pharmacology of drugs, basic physiology and the effects of drug use on the systems of the body, and alcohol and drug tolerance will be addressed. The course will also include etiological, behavioral, cultural and demographic aspects and belief systems about alcohol/drug use together with the processes of dependence and addiction including signs, symptoms and behavior patterns.
- PSY 477 Clinical Treatment Issues in Chemical Dependency 2**  
This course will include the study of treatment issues specific to alcohol/drug disorders, including dual diagnosis and the impact of physical and mental health disorders on treatment, historical and generation influences, the family disease concept and 12-step philosophies. Also covered are special populations and how they affect the assessment of, response to, and delivery of alcohol and drug treatment.
- PSY 490 Experimental Research 3**  
This course will give the student the opportunity to assimilate the knowledge they have gained through their course of instruction and apply that knowledge through field exercises as well as displaying their skills through the generating, developing and delivery of a research proposal. Prerequisites: PSY 101, EN 203, SS 304.
- PSY 499 Directed Study 1-4**  
See Directed Studies description in the Academic Policies section.
- PSY 4401-4419 Selected topics in Psychology 1-3**  
Each seminar module focuses on a specific, contemporary issue in the field of psychology.

## SCIENCE

- SCI 305 Introduction to Meteorology 3**  
This course in basic meteorology will include the nature of physical matter, composition of the atmosphere, the hydrological cycle, the physical properties of temperature, pressure, humidity, and movement of the atmosphere; satellite meteorology, solar effects, and severe weather. College algebra is recommended.
- SCI 310 Geographical and Historical Settings of the Bible 4**  
A study of the physical features of the land of the Bible, stressing geographical factors affecting settlement and communication in the various regions. Relevant archeological, historical, and biblical material is correlated with sites, roads, and features in each region. Regions studied and visited include Galilee, Golan Heights, Judah, Samaria, Negev, Shephelah, Jordan and Jezreel Valleys, Benjamin, Sharon Plain, and Philistia. This courses is taken in Israel through Jerusalem University College.
- SCI 341 Principles of Biology 3**  
An introductory course covering the organization of life, cell theory, cellular energy pathways, genetics, basic concepts of taxonomy, origins and a survey of the five kingdoms.
- SCI 341L Biology Lab 1**  
A two-hour weekly Biology Laboratory that includes microscope work as well as specimen dissection. Lab fee required. Co-requisite: SCI 341.
- SCI 342 Physical Science 3**  
An introductory course dealing with the interaction of matter and energy. It examines forms of energy such as mechanics, heat, light, sound, electricity, and magnetism. It introduces the disciplines of chemistry, physics, geology, meteorology, astronomy, and ecology.
- SCI 345 Ecology and Resource Conservation 3**  
A study of the interrelationships of organisms with their living and nonliving environment; includes populations, communities, ecosystems, and biomes with an emphasis on conservation of resources and biblical stewardship of the creation.

## **SPORTS MANAGEMENT**

- SM 121 Foundations of Sports Management 3**  
This introductory course emphasizes the management principles related to the business of sports. It includes personnel, programs, marketing, media, financial management and an overview of career possibilities in this growing field.
- SM 203 Sports and Athletic Administration 3**  
This course is designed to provide students with a basic understanding of the role of governance structures and management in sport organizations. Topics and issues discussed will include organizational theory, behavior, and governance structures used in amateur, professional, and international sport organizations, the issues encountered by managers of sport organizations, and how management techniques can be applied to effectively address these issues.
- SM 211 Sports Event and Facility Management 3**  
An in-depth study of the practices, procedures and operations of major event and facility management, including planning, funding, and managing these events. The main focus of these principles will be on sporting events and facilities, but can be applied to many different areas, including corporate and social events.
- SM 301 Sports Marketing 3**  
An in-depth study of the marketing practices, procedures and operations of professional, college and recreational sport organizations and enterprises. The course also examines the relationships that exist between the media and sport organizations as well as the technology they use. Students refine their marketing skills by examining the ways in which sport marketing organizations exercise promotions, marketing research, sponsorships and fund raising in the sport industry.
- SM 304 Sports Law 3**  
This course examines the legal issues prominent in the world of sport. The legal liability and responsibilities of coaches, athletic administrators, and sport managers at the professional, college and community levels will be addressed.
- SM 411 Sports Economics 3**  
Students examine the economic relationships surrounding professional and intercollegiate sport in the United States. Students develop a business plan for a professional sport franchise and manage the franchise through a number of economic environments, including salary caps, revenue sharing, insurance contracts, expansion and stadium/arena financing. They obtain a greater understanding of the market forces that shape professional leagues, the factors that determine player compensation and the relationship between economic forces and competitive balance in professional sports.
- SM 450 Sports Management Capstone 3**  
The objective of the capstone course is to provide each student with an opportunity to conceive and ultimately complete an effectively designed and fully developed sports management entrepreneurial project which clearly reflects the ability of the student to integrate acquired knowledge, attitudes, and skill set competencies attained through the course work of this program.

## **SOCIAL SCIENCES**

- SS 100 Seminar in Residence Life 1**  
A focus on preparing students for leadership roles on campus in Residence Life. Students are trained in leadership skills, listening skills, and other relationship building abilities. Prerequisite: Involvement in student leadership.
- SS 105 Leadership Seminar 1**  
Course will focus on the necessary skills to provide effective leadership on campus. Topics addressed will include understanding personal leadership styles, advanced listening skills, crisis intervention, mentoring and small group skills. Students will use these skills within the context of their current leadership role.
- SS 122 Sports in Society 3**  
This course examines the major issues and controversies of sport in society. Students will develop an appreciation of the ways sport in society contributes to analyzing and understanding human behavior in sports contexts; and a basic understanding of the theories and principles related to socio-cultural issues and ethics and morality in the sport industry.
- SS 201 Microeconomics 3**  
This course is a study in the principles of economics with an emphasis in microeconomics that studies how individuals and firms make decisions. Concepts covered will include supply and demand, elasticity, economics of the firm, impact of government behavior and international topics.
- SS 202 Macroeconomics 3**  
The study of macroeconomics deals with the study of the performance of the national and global economy. Through theory and practice, students will begin to uncover meaning hidden in the headlines, examine the interplay between policy decisions and economic outcomes, and analyze the effect of choices made in the personal interest versus those made in the social interest.
- SS 203 Human Geography 3**  
Human Geography is designed to introduce students to the study of humans and their interaction with the world in which we live. It will offer a basic look at how people both influence their environment and are influenced by it. The main focus is how places are changed by and create changes in those living there. To accomplish this it will connect concepts of physical geography to the humans who interact with them. This course will frame these ideas in the context of contemporary issues like the globalization of both economic and social customs.

- SS 214 Cultural Anthropology 3**  
A study of the basic principles and schools of thought of cultural anthropology. The course provides a basis for understanding and appreciating other peoples and their cultures so that students can adjust more readily and work more effectively in an ever-increasing multicultural world.
- SS 222 Principles of Sociology 3**  
An introduction to the study of society and culture, utilizing the research of the social scientist and interpreting it within a Christian framework.
- SS 232 African-American History 3**  
This course is designed to be an intense investigation of the history, experiences and circumstances of African Americans within the larger "American" context from colonial times to the present. It seeks to deal with both the perspectives and realities of the African-American experience and the larger realities of racial attitudes and behaviors within an American context.
- SS 241 Nebraska History 3**  
A study of Nebraska from its earliest records to the present. Special emphasis is placed on Native American cultures, as well as Nebraska's development within a regional and national context.
- SS 304 Social Science Research 3**  
Accessing, organizing, analyzing, synthesizing, and presenting data in the social sciences including surveys, participant observations, experimentation, quasi-experimental study, ethnographic study, and content analysis. Students learn to design empirical research (quantitative and qualitative) to acquire knowledge using scientific thinking. The course assumes a basic knowledge of statistics, and students are introduced to statistical software designed to enhance research analysis.
- SS 306 Small Group Communication 3**  
This course provides the student with a theoretical and practical application with group participation and leadership. The effectiveness of group work is examined through the concepts of leadership emergence, norms and roles, cohesiveness, conflict, listening, and group structure.
- SS 321 Marriage and Family 3**  
A description and analysis of the historical and contemporary American family is presented. Additionally, different models of marriage and family are presented from a cross-cultural perspective. A life cycle perspective traces the development of marriage and family life from courting through early and middle years to latter life.
- SS 322 Gender Issues 3**  
This course examines the meaning, purpose, and consequence of gender to explore the institutions that structure gender relationships and identifies, and form the contexts that shape social life in the United States, other countries, and the Christian community. Particular attention will be given to how social institutions such as governments, the economy, family, mass media, religion, cultural traditions, etc., help to shape and enforce the definitions of femininity and masculinity. Additionally, a sociological, biological, and Biblical perspective of gender relationships will be explored.
- SS 325 Organized Crime and Gangs 3**  
A course designed to trace the origins and historical development of the activities that have come to be known as "organized crime." These crimes are some of the most dangerous in American society and range from the commonly known offenses of gambling, shylocking and narcotics trafficking to the more subtle and sophisticated, less understood, but equally serious crimes of extortion, commercial bribery, and political corruption. Additionally, a survey of the nature and extent of violence in American society is covered. The focus is on patterns of violence across social groups, the causes, correlates of violence and violent behavior, and the programs/policies geared toward violence prevention and reduction. Particular attention is given to the history of gangs, gang and gang member characteristics, and gang life as a modern form of organized crime.
- SS 331 World Civilization 1 3**  
A survey of the history of selected civilizations from the origins of the first human civilizations to the Renaissance. It focuses on political, economic, social, cultural, and technological contributions of these civilizations, individually and collectively, to the modern world. A Christian philosophy of history is addressed.
- SS 332 World Civilization 2 3**  
This course surveys the history of selected civilizations from the Renaissance to the present. It focuses on political, economic, social, cultural, and technological contributions of these civilizations, individually and collectively, to the modern world. A Christian philosophy of history is addressed.
- SS 333 American Government and Politics 3**  
This course is designed to give students an overview of the American political system. The focus of this course will be on the design of American government, the players within that government (including the individual voter), political parties' influence on the government, and the way that government shapes the lives of the American citizen. This course will also discuss how we interact with government as Christian individuals in a secular society.
- SS 341 Church History 3**  
A chronological survey of the Christian church that gives special emphasis to theological development and change. May be used as an interdisciplinary Bible course.
- SS 342 Race, Ethnicity, and Diversity 2**  
Students will consider sociological and theological theoretical frameworks for understanding race, ethnicity, and diversity as it relates to the formation of in-groups and out-groups and the consequences that has in society, both positive and negative. Special theoretical

areas include: the Contact Hypothesis, stereotyping, identity development, and race vs. ethnicity. Students will also apply these frames to case study examples of racism and prejudice between various groups in American society.

- SS 351 History of Libraries 3**  
A survey of the development of libraries and related institutions, from antiquity to the modern period. The development of the book, literacy, and the library's impact in society will be examined, as well as the place of libraries in church history.
- SS 400 Senior Integration 1**  
Designed to assess student integration of Biblical studies, general education, and professional studies, this course serves as a capstone course for all Bachelor's degree programs. The course anticipates transition issues for seniors preparing to leave the university's undergraduate environment for employment and/or further training opportunities.
- SS 407 Law and Society 3**  
This course will examine the means by which society attempts to use criminal law to prevent harm to society. It examines the acts that are declared criminal and the punishment prescribed for committing those acts. The course also examines the philosophies and rationales that have shaped the current day substantive criminal law. It looks at the English Common Law and traces the historic evolution of substantive criminal law from its early origins.
- SS 431 American Civilization 1 3**  
A survey of American history from discovery by Europeans through the Civil War and reconstruction. The focus is on political, economic, social, cultural, and technological contributions of individuals and groups and their impact on modern America. Attention is placed on founding documents of the United States of America. A Christian philosophy of history is addressed.
- SS 432 American Civilization 2 3**  
A survey of American history from the Civil War to the present. The focus is on political, economic, social, cultural, and technological contributions of individuals and groups and their impact on modern America. Attention is placed on late twentieth century post-modern philosophy and its promotion of pluralism, relativism, and individualism in American culture. A Christian philosophy of history is addressed.
- SS 434 Global and Domestic Political Issues 3**  
This course is a look at the political issues that shape our world. Topics include nationalism, terrorism, immigration, slavery, climate/pollution, and cultural identity. Special emphasis is placed on how these issues are framed in a domestic American arena versus the global political stage. Students will also engage how their Christian worldview relates to these political issues.
- SS 443 Historiography 3**  
A critical study of the history of writing history and the concepts, contributions and controversies involved in the development of historical writing. Special attention is placed on the roles of evidence, interpretation and worldview in writing history. The skills involved in researching historical topics are also applied.
- SS 499 Directed Studies 1-4**  
See Directed Studies description in the Academic Policies section.

## **THEOLOGY**

- TH 200 Survey of Theology 2**  
This course is an introduction to all areas of Theology. The student is familiarized with the terms and concepts associated with theological study to form the base from which deeper study may occur.
- TH 203 Theology of Church Mission 2**  
This course evaluates ecclesiology from a personal and practical standpoint. The church is examined as an organism and as an organization. Emphasis is given to the believer's role in and responsibility to the church. The students also analyze the relationship of the gospel and the church to culture in this country and throughout the world.
- TH 301 Theology 1 3**  
This course is a study of systematic theology in regard to the issues of the Bible, God the Father, Christ, and the Holy Spirit.
- TH 302 Theology 2 3**  
This course is a doctrinal and theological survey of God's creation from original creation to eternity future. The following areas will be the subject of study: humankind, sin, salvation, angels, and the future. It covers the basic issues related to each of these topics and helps the student develop a framework of belief for evaluating other theological concepts.
- TH 308 Theological Issues in the Missions Context 3**  
A study of the areas of theology that are of particular interest to the world mission movement. This will include a theological study of the lostness of people and the idea of eternal punishment, spiritual warfare issues, economic disparity and the responsibility of the Christian, acceptable levels of risk and suffering in ministry, as well as the relationship between social responsibility and the Gospel. Prerequisites: BS 101, BS 102, BS 103.
- TH 316 Theology of Work 3**  
This course is designed to introduce the student to the biblical, theological, personal, and strategic perspectives of work. The course explores work through the rubric of Creation/Fall/Redemption/Consummation, the theology of vocation, personal vocational placement, and strategic initiatives to engage in meaningful, kingdom work. Finally, the course presents a complete understanding of the multiple applications of a business-as-mission mindset.

- TH 327 Islam and Christianity** 3  
Build a foundational understanding of Islam - its origins, beliefs, view of the Qur'an, as well as Muslim perspectives on Christians and Christianity. Learn how you can make friends and effectively share your faith with Muslims.
- TH 499 Directed Studies** 1-4  
See Biblical Studies for description.

## **THEATER**

- THR 145 Musical Theater Production** 0-3  
This course gives students training and instruction in musical theater. Students are given opportunity to prepare and perform a musical theater piece, either as a cast member or as crew.
- THR 201 Movement for Theater** 2  
An overview of basic movement techniques and best practices for the stage. Emphasis is on an exploration of an actor's physical performance and forming good stage habits.
- THR 202 Speech for Theater** 2  
Overview of vocal production. Exercises in warm ups, relaxation, breathing and proper vocal use for the stage. Emphasis placed on each individual's problems and potential.
- THR 303 History of Theater** 3  
A brief history of stage from classical Greek to modern day musical theater. Prerequisite: THR 201, THR 202.
- THR 311 Beginning Acting** 3  
An introduction to acting best practices and techniques. Students will develop their craft using character study, scene work and improvisation. Prerequisite: THR 201, THR 202.
- THR 312 Advanced Acting** 3  
Special problems in acting. A continuation of acting for beginners. Students will participate in in-depth character analysis and scene study. Prerequisite: THR 201, THR 202, THR 311.
- THR 313 Production/Directing for Theater** 3  
Explores the roles of director and producer in theater. Emphasis on text analysis as students stage short scenes, learn to recognize and solve common staging problems and work in different directing environments. Students will also develop criteria for assessing artistic and financial need in theatrical work. Prerequisite: THR 201, THR 202.
- THR 314 Design for Theater** 2  
An overview of design concepts in theater. Emphasis on script analysis and research for scenic, costume and lighting design. Prerequisite: THR 201, THR 202.
- THR 315 Stage Management Workshop** 1  
Explores the role of stage/production manager in theater. Students engage in hands on exercises to develop practical and collaborative skills essential to working as a stage/production manager. Core concepts include script analysis, problem solving, rehearsal management, and production timelines, budgeting and working with directors/designers. Prerequisite: THR 201, THR 202.
- THR 321 Drama for Youth Ministry Workshop** 1  
An investigation into using drama as a tool to minister to youth. The course will provide an overview on acting, directing, and managing youth ministry drama teams. Prerequisite: THR 201, THR 202.
- THR 322 Drama for Worship Workshop** 1  
Exploring the uses and effects of drama in worship. Class includes the writing and performing of Christ centered skits and presentations. Prerequisite: THR 201, THR 202.
- THR 323 Working with Children in Theater Workshop** 1  
The course focuses on how to use drama to minister to children in performance and presentation settings. Emphasis is placed on what drama can teach children, and techniques for working with children. Prerequisite: THR 201, THR 202.
- THR 331 Acting for Singers Workshop** 1  
Performance based workshop culminating in a showcase of concepts learned. Ensemble, duet and solo work performance included. Prerequisite: THR 201, THR 202.
- THR 332 Scene Study Workshop** 1  
Advanced scene work. Students work with a partner or group to present scenes from theater. Students use concepts learned in movement and speech to build believable characters and relationships. Prerequisite: THR 201, THR 202.
- THR 401 Play Writing** 3  
Students study the art of creating a performance from the beginning. Study will focus on creative plot design and basic skit writing using improvisation and collaboration. Prerequisite: THR 201, THR 202.
- THR 406 Technical Production** 3  
Introduction to the equipment, terms and procedures employed in the creation of scenery, sound, and lighting for the stage. Prerequisite: THR 201, THR 202.

# *Directories*

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Kris J. Udd, Ph.D.  
Registrar

Patricia James, M.A.  
Assistant Registrar

Mike Wulbecker, M.S.  
Director of Online Learning

Terry Johnson, M.A.  
Director of Christian Formation and Servant Leadership Training

Paul A. Roberts, M.L.I.S.  
Library Director

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Chief Financial Officer  
Deb Osmanson  
Assistant Vice President of Administration  
Anita L. Rodriguez, M.A.  
Director of Finance  
Ray Miller  
Director of Financial Aid  
Ali Hamze  
Food Service Manager, Pioneer College Caterers

## **OFFICE OF STUDENT SERVICES**

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Vice President of Student Life and Donor Relations  
Jeff Banks, Th.M.  
Dean of Men  
Tara Rye, D.Ed.Min.  
Dean of Women

## **OFFICE OF UNIVERSITY DEVELOPMENT**

Eric Wendt  
Marketing Representative  
Trevor Franz  
Marketing Representative Assistant

## RESIDENT FACULTY

**Susan E. Alford**, Professor of Teacher Education; Director, Teacher Education Program

B.S., Wheaton College; M.S., University of Nebraska at Omaha; Ph.D., University of Nebraska at Lincoln  
*Grace University, 1994*

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*Grace University, 2012*

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B.S., Millersville University; M.A., Lehigh University; Th.M., Dallas Theological Seminary; Ph.D., University of Nebraska at Lincoln  
*Grace University, 1983*

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*Grace University 2013*

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*Grace University, 1993*

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*Grace University 2013*

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*Grace University, 2002*

**Gary R. Peterson**, Assistant Professor of English; Director, Department of General Education; Director, English Program

B.A., State University of New York; M.A., Grace University  
*Grace University, 2008*

**Richard A. Ramsey**, Associate Professor of Christian Education; Director, Christian Ministries Program

B.G.S., Indiana University Southeast; M.Div., Ph.D., Southern Baptist Theological Seminary  
*Grace University, 2004*



**Paul A. Roberts**, Library Director

B.A., M.A., Columbia International University; M.L.I.S., University of South Carolina  
*Grace University, 2017*

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B.S., The Ohio State University; M.S., University of Northern Colorado; M.A., Grace University  
*Grace University, 2005*

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B.A., Grace University; Th.M., Dallas Theological Seminary; D.Miss., Biola University  
*Grace University, 2012*

**Kris J. Udd**, Associate Professor of Biblical Languages and Archaeology; Director, Humanities Program; Registrar

B.A. Calvary Bible College; Graduate Studies, Jerusalem University College; M.Div. Grace Theological Seminary;  
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*Grace University, 2004*

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*Grace University, 2007*

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B.A., Tabor College; M.M.E., Wichita State University; D.M.A., University of Missouri-Kansas City  
*Grace University, 1991*

## **Adjunct Faculty**

**Joshua N. Austin**, Percussion

B.A. University of Nebraska, Omaha; *Grace University 2007*

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A.B. Northwestern College; Th.M., Dallas Theological Seminary; *Grace University, 1977*

**Stephanie A. Burdic**, Teacher Education

B.A., University of Northern Colorado; M.S., University of Nebraska at Omaha; *Grace University, 2000*

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B.R.E., Grand Rapids Baptist College; M.A., Grace Theological Seminary; Th.M., D.Min., Dallas Theological Seminary; *Grace University, 1996*

**Robert S. Gall**, Psychology

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**James M. Hayes**, Biblical Studies

A.A., Mt. San Antonio College; B.S., Grace University; M.A., Grace University; *Grace University, 2007*

**Teresa Heil**, Music

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**Amy J. Hurley**, English

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**Thomas A. Orange**, Teacher Education

A.A., Grand Rapids Junior College; B.S., Calvin College; B.A., Grand Rapids Baptist College; M.S., University of Kansas; Doctoral Studies, University of Nebraska at Omaha; *Grace University, 1999*

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B.S., Southern Illinois University at Edwardsville; M.Ed., University of Nebraska at Lincoln; Graduate Studies, Kansas State University; *Grace University, 2004*

**Don L. Pahl**, Pastoral Ministries

B.A., Grace University; M.Div., D.Min., Denver Seminary; *Grace University, 2005*

**Joyce L. Reimer**, Music

B.S.M., Grace College of the Bible; M.M., University of Nebraska at Lincoln; *Grace University, 1994*

**Anita L. Rodriguez**, Business and Accounting

B.S., City University; M.A., Washington State University; *Grace University, 2004*

**Carla A. Standerford**, Apologetics and Philosophy

B.S.N., University of Nebraska Medical Center; M.A., Biola University; *Grace University, 2012*

## ALUMNI ASSOCIATION

The University strives to help Grace alumni stay connected with Grace. The purpose of the Association is to maintain communication between the alumni and University, to promote fellowship among the alumni, to foster prayer and support for the University and one another, and to encourage alumni to uphold the spiritual, evangelistic, and academic emphasis of the University. Alumni are a vital part of the continuing excellence that is Grace University. More information about the Alumni Association and its activities can be found on the web site at [www.GraceUniversity.edu/Alumni](http://www.GraceUniversity.edu/Alumni).

## GRADUATION RATE

The current graduation rate, based on the Fall 2008 entering class, is 54%. This 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 the length of study because of employment needs, family issues, or academic achievement goals. For a more complete analysis by demographic factors, contact the Academic Dean.

## PLACEMENT RATE

The 2015 Spring graduating class reported the following objectives:

Do you have a job? Yes - 81% No - 19%

Do you have a job in the field you are graduating in? Yes - 46% No - 54%

Placement Response Category	Percentage of Graduating Seniors Responding
Pursue Travel	1%
Pursue Additional Education	13%
Pursue non-employment activities (i.e., marriage, volunteer opportunities, etc.)	10%
Pursue employment in my vocational/professional field	52%
Pursue employment based on location, compensation, or other reasons than by vocation or professional field	4%
Already employed in my vocational/professional field	18%

For a complete placement report, contact the Academic Dean.

## TITLE II: HIGHER EDUCATION ACT REPORT

Contact the Academic Dean for a copy of the report.

## EQUITY IN ATHLETICS DISCLOSURE ACT REPORT

Because Grace students do not receive funds for athletic scholarships, the University is not required to submit an EADA Report; however, we do voluntarily submit the report data to the U.S. Department of Education. While a complete report can be reviewed by contacting the Academic Dean, a brief summary of varsity sports demonstrating equity in athletics at Grace is listed below:

Gender	Sport
Men & Women	Basketball
Men & Women	Soccer
Women	Volleyball

## CERTIFIED PUBLIC ACCOUNTANT'S AUDIT REPORT

Each year the University's financial records are audited by an independent certified public accounting firm. The results of this report are available for review. Contact the Dean of Student Services for a copy of the report.

## CAMPUS SECURITY REPORT

Each year, in accordance with Higher Education Act requirements, the Student Development Office publishes a Campus Security Report regarding security policies, procedures, and crime statistics. Contact the Dean of Student Services for a copy of the report.

## INSTITUTIONAL ASSESSMENT REPORT

Each year the Faculty prepares a report evaluating the effectiveness of the institution in student learning and in other areas of institutional research and assessment. The evaluation is based on assessment of the stated goals and objectives of the University. The results of this report are available for review. Contact the Academic Dean for a copy of the report.

## ADVANCED PLACEMENT EXAMS (AP EXAMS)

Grace University participates in the Advanced Placement Program of the College Entrance Examination Board. Credit may be awarded to students who perform satisfactorily in certain college level courses in secondary school and who receive a score of "3" or higher on the Advanced Placement Examinations. The amount of credit granted (if variable) and where the credit fits in a respective student's program requirements will be determined by the Registrar.

A total of 15 hours of credit can be earned through examinations such as AP, CLEP, and Challenge Exams. Credit can only be offered in fields of studies that are equivalent to those offered or approved by the University. The University follows the ACE credit recommendations as listed in this chart. Credit earned by AP examination is not counted toward residency requirements for graduation.

<b>Examination</b>	<b>Minimum Grade for Awarding Credit</b>	<b>Number of Semester Hours</b>
Art History	3	3
Biology	3	4
Calculus AB	3	3
Calculus BC	3	6
Chemistry	3	4
Computer Science A	3	3
Computer Science AB	3	6
Economics: Macro	3	3
Economics: Micro	3	3
English Language & Composition	3	3
English Literature & Composition	3	3
Environmental Science	3	3
European History	3	3
French Language	3	6
French Literature	3	3
German Language	3	6
Government & Politics: Comparative	3	3
Government & Politics: United States	3	3
Latin: Virgil	3	3
Latin Literature	3	3
Music Theory	3	3
Physics B	3	4
Physics C: Mechanics	3	4
Physics C: Electricity & Magnetism	3	4
Psychology	3	3
Spanish Language	3	6
Spanish Literature	3	3
Statistics	3	3
Studio Art: Drawing	3	3
U.S. History	3	6
World History	3	6

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) is used to establish credit in certain college courses. A total of 15 hours exam-based credit can be earned through examinations such as AP, CLEP subject examinations, and Challenge Exams; however, no credit is allowed for CLEP general exams. Credit can only be offered in fields of study that are equivalent to those offered or approved by the University. For CLEP exams that are approved by the University, minimum raw score requirements for credit and credit hours approved per course are listed below. Credit earned by CLEP examination is not counted toward residency requirements for graduation. If the course has been taken by audit, or if the student has already completed one semester of a year-long course sequence such as English, credit is not given by CLEP examination. For additional information contact the Academic Office. The University is a CLEP Test Center, and its code number for the CLEP examination report is 6248. See below for a listing of CLEP Subject Exams accepted by Grace University.

## CLEP EXAMINATIONS FOR COLLEGE CREDIT

<b>CLEP Subject Exams Offered and Accepted by Grace University</b>	<b>Minimum Acceptable Test Score</b>	<b>Amount of Credit Awarded</b>
<b>Composition and Literature*</b>		
American Literature	50	3
Analyzing and Interpreting of Literature	50	3
College Composition	50	6
College Composition Modular (no essay)	50	3
English Literature	50	3
<b>Foreign Languages</b>		
French Language 2 semesters	50	6
German Language 2 semesters	50	6
Spanish Language 2 semesters	50	6
<b>Social Sciences* and History*</b>		
American Government	50	3
Educational Psychology, Introduction to	50	3
History of the U.S. I (Pre-1865)	50	3
History of the U.S. II (Post-1865)	50	3
Human Growth and Development	50	3
Macroeconomics, Principles of	50	3
Microeconomics, Principles of	50	3
Psychology, Introductory	50	3
Sociology, Introductory	50	3
Western Civilization I (Ancient Near East to 1648)	50	3
Western Civilization II (1648 to present)	50	3
<b>Science* and Mathematics*</b>		
Algebra (College)	50	3
Biology	50	4
Calculus	50	3
Chemistry	50	3
Pre-Calculus	50	3
<b>Business</b>		
Accounting, Principles of	50	3
Business Law, Introductory	50	3
Information Systems and Computer App.	50	3
Management, Principles of	50	3
Marketing, Principles of	50	3

*\*Science, Mathematics, Social Science, History and Literature exams, in addition to the CLEP Subject Exam in Information system and Computer Applications can also be used as General Education electives.*

# ***Our Doctrinal Statement***

The following is the unabridged doctrinal statement of the University and provides the basis for doctrinal agreement. Each member of the Board of Trustees, Administration, and Faculty is required to subscribe annually to the doctrinal statement. Copies of this document are available from the President's Office.

## **ARTICLE I**

### **The Scriptures**

We believe... That "all Scripture is given by inspiration of God" (2 Tim. 3:16), accepting unreservedly the writings of the Old and the New Testaments as the infallible Word of God (Jn. 17:17; 1 Thess. 2:13; Ps. 119:89).

...That it is divine revelation, given by the Holy Spirit to holy men of God (2 Pet. 1:21; Acts 1:16; Jn. 16:3; 1 Cor. 2:13); verbally inspired in all its parts (Ex. 4:15) and therefore wholly without error as originally given of God (Matt. 5:18; Jn. 10:35); altogether sufficient in itself as our only infallible rule of faith and practice (2 Tim. 3:16, 17; Rom. 15:4; 1 Cor. 10:11) and everywhere centering in, and pointing to, the Person and work of our Lord Jesus Christ of Whom all Scripture testifies (Lk. 24:27, 44; Jn. 5:39; Acts 17:2-3; 18:28).

## **ARTICLE II**

### **The Godhead**

We believe... That God is spirit (Jn. 4:24), eternally existing in three Persons, the Father, the Son and the Holy Spirit (Matt. 28:19; 2 Cor. 13:14).

...That these three are one God (Mk. 12:29), Who is perfect, infinite and eternal in His being, holiness, love, wisdom and power (Ps. 18:30; 147:5; Deut. 33:27; Ps. 135:6); absolutely separate from and above the world as its Creator (Gen. 1:1), yet everywhere present in the world as the Upholder of all things (Ps. 139:1-10; Ps. 104); self-existent and self-revealing (Jn. 5:26; Matt. 11:27).

...That each of the three Persons is worthy of equal honor, obedience and worship (Jn. 1:1-3; Acts 5:3-4; Jn. 5:23).

## **ARTICLE III**

### **God The Father**

We believe... That, although God is the Creator of the universe and of the human race (Gen. 1:1, 26, 27; 2:7, 21, 22; Acts 17:28, 29), He is the Father only of those who accept the Lord Jesus Christ as their personal Savior (Jn. 1:12, 13; Gal. 3:26; 1 Jn. 3:2).

We do not believe in the universal Fatherhood of God, nor the universal Brotherhood of man (Jn. 8:42-44; 1 Jn. 5:12).

## **ARTICLE IV**

### **Jesus Christ**

We believe... That the Lord Jesus Christ, the Second Person of the Triune God (Matt. 28:19), the Eternal and Only-begotten Son of God (Ps. 2:7; Jn. 1:18; 8:58), came into the world, as provided and purposed by God, and as pre-announced in the prophecies of the Scriptures (1 Pet. 1:10; Acts 2:23; Gen. 3:15), that he might become the Redeemer of a lost world (Lk. 19:10).

...That without any essential change in His divine Person (Heb. 13:8), He was conceived by the Holy Spirit (Matt. 1:18; Lk. 1:35), became a man through the miracle of the Virgin Birth (Matt. 1:23), received a human body and a sinless human nature (Jn. 1:14; 2 Cor. 5:21; 1 Pet. 2:22; 1 Tim. 3:16; Heb. 2:14, 17; 1 Jn. 3:5) and thus continues forever as both true God and true Man (Col. 2:9; Rev. 22:16), one Person with two natures (Rom. 1:3-4; 1 Tim. 2:5).

...That as a Man He was in all points tempted as we are, yet without sin (Heb. 4:15; Jn. 8:46).

...That as the perfect Lamb of God (Jn. 1:29) He gave Himself in death upon the Cross (Matt. 20:28; Phil. 2:8), shedding His own precious Blood (1 Pet. 1:18-19), bearing there our sin (1 Pet. 2:24) and suffering its full penalty of divine wrath as our substitute (Isa. 53:5-6; Gal. 3:13).

...That He arose from the dead and was glorified in the same body in which He suffered and died (Jn. 20:25-28; Acts 2:32, 33).

...That as our great High Priest He ascended into heaven (Heb. 4:14; Acts 1:9), there to appear before the face of God as our Advocate and Intercessor (Heb. 7:25; 9:24; 1 Jn. 2:1).

...That He will come again (Acts 1:11), first to receive from the earth His own (Jn. 14:3), and then to establish His righteous kingdom upon the earth (Acts 15:14-16).

## **ARTICLE V**

### **The Holy Spirit**

We believe... That the Holy Spirit, the Third Person of the Trinity (Matt. 28:19), is the divine Agent in nature, revelation and redemption (Gen. 1:2; Ps. 104:30; 1 Cor. 2:10; Tit. 3:5).

...That, though omnipresent from all eternity, He took up His abode in the world in a special sense on the Day of Pentecost, dwelling in each and all believers (Acts 2:1-4), baptizing them into one body, the Church of Christ (1 Cor. 12:13).

...That He will never take His departure from the Church (Jn. 14:16; Eph. 1:14), but is ever present to testify of Christ, seeking to occupy fill the believer with Him (Jn. 15:16; 16:14).

...That His abode in the world, in this special sense, will cease when the Church is completed, and when Christ comes to receive His own (2 Thess. 2:7; Jn. 14:16; Rev. 4:5).

...That in this age certain well-defined ministries are committed to Him, such as: the restraining of evil in the world to the measure of the divine will (2 Thess. 2:7); the convicting of the world with respect to sin, righteousness and judgment (Jn. 16:8-11); the regenerating and cleansing of all believers (Jn. 3:5; Tit. 3:5); the indwelling of all who are saved (Rom. 8:9; Jn. 14:16, 17); the anointing of believers to teach them all truth (Jn. 16:13; 1 Jn. 2:20, 27); the sealing of believers unto the day of redemption (Eph. 1:13, 14; 4:30);

the continued filling for guidance, power and service of those among the saved who are yielded to Him, and who are subject to His will (Eph. 5:18; Acts 4:31); and the bestowal of spiritual gifts upon the members of Christ's body according to His own will (1 Cor. 12:1, 8-11).

## **ARTICLE VI**

### **Creation and Fall of Man**

We believe...That man was the direct creation of God (Gen. 2:7; 18-22), spirit and soul and body (1 Thess. 5:23), and not in any sense the product of animal ancestry (1 Cor. 15:39), but made in the image and likeness of God (Gen 1:26, 27).

...That through personal unbelief and disobedience to the revealed will of God man fell (Gen. 2:17, 3:11), became a sinful creature (Mk. 7:21-23), lost his spiritual life (Eph. 4:18), became "dead in trespasses and sins" (Eph. 2:1), lives under the righteous judgment and wrath of God (Rom. 1:18; Jn. 3:36) and became subject to the power of the devil (Acts 26:18; Col. 1:13).

...That this spiritual death, or total depravity of human nature (Jer. 17:9; Rom. 7:18), has been transmitted to the entire human race (Gen. 5:3; Rom. 5:12), Jesus Christ only being excepted (Lk. 1:35), so that all are sinners both by nature and by practice (Eph. 2:3; Rom. 3:23) and are essentially and totally unable of themselves to gain recovery or salvation (Rom. 3:20; Jer. 13:23; Jn. 1:13; 2 Cor. 4:4).

## **ARTICLE VII**

### **Salvation Through Grace by Faith**

We believe...That our salvation is the free gift of God's grace (Rom. 6:23; Eph. 2:8).

...That we are justified solely on the ground of the shed Blood of our Lord Jesus Christ (Rom. 3:24; Heb. 9:22) who was made sin for U.S. by His substitutionary death on the Cross (2 Cor. 5:21; 1 Pet. 2:24).

...That salvation is received only by personal faith in the Lord Jesus Christ (Acts 16:31; Jn. 3:16).

...That it is neither merited nor secured, in part or whole, by any virtue or work of man (Rom. 4:4, 5; Jn. 6:28, 29), for no repentance, no confession, no feeling, no sincere efforts, no good resolutions, no submission to any rules or ordinances of any church can add in the least to the value of the Blood of Christ, nor be added in any sense to believing as a condition of salvation (Eph. 2:8, 9; Isa. 64:6; Gal. 3:11; Col. 2:13, 14).

...That this salvation has a threefold aspect: salvation from guilt and penalty of sin justification; salvation from the power of sin – sanctification; salvation from the presence of sin – glorification (Tit. 2:11-13; Heb. 9:24, 26, 28; Phil. 3:20, 21; Rom. 8:23), and includes the whole man – spirit, soul and body (1 Thess. 5:23).

...That true believers have as a present possession the gift of eternal life (1 Jn. 5:10-12), a perfect righteousness (Rom. 3:22), sonship in the family of God (Jn. 1:12; 1 Jn. 3:1, 2), every spiritual resource needed for life and godliness (Eph. 1:3; 2 Pet. 1:3) and deliverance from all condemnation (Jn. 5:24).

...That in view of this completeness in Christ (Col. 2:10) and the abiding, sanctifying presence of the Holy Spirit (Jn. 14:16, 17; Tit. 3:5), it is in no way required by God to seek a "second work of grace" (Gal. 3:3).

...That apart from Christ there is no possible salvation (Jn. 14:6; Acts 4:12; 13:39).

## **ARTICLE VIII**

### **Sanctification**

We believe...That sanctification, which is a setting-apart unto God, is threefold:

That it is already complete for every person because his position toward God is the same as Christ's position (Heb. 10:10, 14; 1 Cor. 6:11, RV).

...That while the standing of the believer is thus perfect "in Christ", his present state is as imperfect as his experience in daily life, and there is therefore also a progressive sanctification wherein the believer is to "grow in grace" and to be "changed" by the unhindered power of the Holy Spirit (2 Cor. 7:1; 3:18; 2 Pet. 3:18).

...That, lastly, the child of God will yet be fully sanctified in his state, as he is now sanctified in his standing, when he shall see his Lord and "shall be like Him" (Jn. 3:2; 1 Thess. 3:13; 5:23).

## **ARTICLE IX**

### **Assurance**

We believe...That, because of the eternal purpose of God towards the objects of His love (Eph. 1:4; 2:6, 7) because of His freedom to exercise grace towards the meritless on the ground of the propitiatory Blood of Christ (Rom. 5:8-10; Jn. 10:28), because of the very nature of the divine gift of eternal life (Jn. 5:24; 1 Jn. 5:13), because of the present and unending intercession and advocacy of Christ in heaven (Heb. 7:25; 1 Jn. 2:1), because of the abiding and sealing presence of the Holy Spirit in the hearts of all who are save (Jn. 14:16; Eph. 1:13, 14) we, and all true believers everywhere, can have a firm assurance of our salvation (Heb. 6:18, 19).

We believe also, however... that since God is a holy and righteous Father (1 Pet. 1:15, 16), and cannot overlook the sins of His children (Hab. 1:13), He will, when His children persistently sin and fail to judge themselves (1 Cor. 11:31), chasten them and scourge them in infinite love (Heb. 12:6) in order that He may at last present them blameless before the presence of His glory (1 Cor. 11:30, 31; Eph. 5:25, 26; 1 Cor. 5:5).

## **ARTICLE X**

### **The Church**

We believe...That the Church is the mystical Body and Bride of the Lord Jesus Christ (Col. 1:18; Rev. 21:9), which He began on the Day of Pentecost (Matt. 16:18; Acts 2:47), and will complete at His second coming (1 Thess. 4:16, 17; Rom. 11:25).

...That all true believers of this dispensation, irrespective of membership in the organized local churches of earth, have been baptized into this Body of Christ by the Holy Spirit (1 Cor. 12:12, 13; cf. 1:2).

...That the members of this one Body should wherever possible, assemble themselves together into local churches for worship, prayer, fellowship, and teaching (Heb. 10:25; Acts 2:42), and for the observance of the ordinances of baptism and the Lord's Supper (Matt. 28:19; 1 Cor. 11:23-26).

...That it is the solemn duty of its members to "keep the unity of the Spirit in the bond of peace" (Eph. 4:3), rising above sectarian differences (1 Cor. 3:3,4), and loving one another with a pure heart (1 Pet. 1:22).

...That the first and foremost mission of the Church in the world today is to witness for Christ among the nations (Matt. 28:19, 20; Mk. 16:15; Acts 1:8).

## **ARTICLE XI**

### **The Blessed Hope**

We believe...That the Second Coming of Christ (Heb. 9:28) will take place in two stages, the first being the Rapture (1 Thess. 4:13-17) when He comes as the "Morning Star" (Rev. 22:16), in the air (1 Thess. 4:17) to receive His own (Jn. 14:3) and the second being the Revelation (2 Thess. 1:7,8) when He comes as the "Son of Righteousness" (Mal. 4:2) to the Mount of Olives (Zech. 14:4) to be received by repentant Israel (Zech. 12:10);

...That, according to the Word of God, the next great event in the fulfillment of prophecy will be the pre-Tribulation coming of Christ (Rev. 3:10,11) in the air to receive to Himself His own, both those who have fallen asleep and those who are alive and remain unto His coming (1 Thess. 4:13-17; 1 Cor. 15:51, 52; Jn. 11:25, 26);

...That this is the "blessed hope" of the Church (Tit. 2:13), an event for which we should constantly be watching, the time being unrevealed but always imminent (Mk. 13:32-37; Rev. 22:12,20);

...That this event will be followed by the judgment of the believer's works for reward at the Judgment Seat of Christ (Rom. 14:10; 2 Cor. 5:10; 1 Cor. 3:11-15) a judgment which may result in the loss of rewards, but not the loss of salvation (1 Cor. 3:11-15) and by the Marriage of the Lamb just before the Lord returns in glory (Rev. 19:7-9).

## **ARTICLE XII**

### **Christ's Glorious Appearing**

We believe...That the world will not be converted previous to the Second Coming of Christ, but is day by day ripening for judgment (Lk. 17:26).

...That this dispensation will end with a fearful apostasy in the professing Church (1 Tim. 4:1; 2 Tim. 4:3, 4; 2 Thess. 2:11, 12) which during the Great Tribulation (Matt. 24:21), will be headed by a personal Antichrist (2 Thess. 2:3, 4; 1 Jn. 2:18).

...That God's righteous judgments will then be poured out upon the world (Rev. 6:1-18:24).

...That at the close of this period (Matt. 24: 29, 30) the Lord Jesus Christ will personally, visibly, and gloriously descend from heaven (Rev. 1:7; 19:11-16) with the Church (Zech. 14:5; Jude 14) and His holy angels (2 Thess. 1:7) to bind Satan in the bottomless pit (Rev. 20:1-3), judge the living nations (Matt. 25:31-46), restore to Israel her land (Deut. 30:3-5; Ezek. 37:21; Isa. 11:11, 12), establish His glorious and literal kingdom over all nations for a thousand years (Acts 15:16; Rev. 20:4-6), lift the curse which now rests upon the whole creation (Isa. 11:6-9; Rom. 8:19-23), and bring the whole world to the knowledge of the Lord (Isa. 11:9; Hab. 2:14).

...That at the end of the thousand years, Satan shall be loosed for a short season to deceive the nations (Rev. 20:7-9).

...That the unsaved dead shall then be raised, judged according to their works, and cast into the Lake of Fire prepared for the devil and his angels (Rev. 20:11-15; Matt. 25:41).

...That, as the Son of David (Lk. 1:32), Christ will finally deliver up the Messianic Kingdom to God the Father, in order that He, as the Eternal Son, may reign with the Father in the New Heaven and the New Earth eternally (1 Cor. 15:24-28; Rev. 21:1).

## **ARTICLE XIII**

### **The Future Life**

We believe...That the spirits of the SAVED at death go immediately to be with Christ in heaven (2 Cor. 5:8; Phil. 1:21-23), where they abide in joyful and conscious fellowship with Him until He comes for His own (1 Thess. 4:14), when their bodies shall be raised from the grave and changed into the likeness of His own glorious body (1 Cor. 15:25-58; Phil. 3:20, 21), and in that state forever to enjoy the presence of the Lord (1 Thess. 4:17) and to reign with Him on Earth (Rev. 5:10; 20:6) and throughout eternity (Rev. 22:5).

...That the spirits of the UNSAVED at death descend immediately into Hades (Lk. 16:23; Num. 16:33) where they are kept under conscious punishment and misery (2 Pet. 2:9, RV), until the judgment of the Great White Throne after the Millennium (Rev. 20:11), at which time Hades will deliver up its dead (Rev. 20:13) and their bodies shall be raised from the grave (Rev. 20:5); they shall be judged according to their works (Rom. 2:3-6; Rev. 20:12), and be cast into the Lake of Fire (Rev. 20:15; 21:8), not to be annihilated (cf. Rev. 19:20; 20:10), nor ultimately restored (Rev. 22:11), but to be punished with final and everlasting destruction away from the presence of the Lord (2 Thess. 1:9).

## **ARTICLE XIV**

### **Angels, Fallen and Unfallen**

We believe...That God created an innumerable company of sinless, spiritual beings, known as angels (Col. 1:16; Heb. 12:22).

...That one, Satan, a personal being of the highest rank (Ezek. 28:12-19) through pride (1 Tim. 3:16) and unlawful ambition (Isa. 14:12-15) rebelled against God and fell, thereby becoming completely depraved in character (Jn. 8:44) and the leader of a large host of evil angels and demons who followed him in his fall (Rev. 12:9; Matt. 12:24, RV; Jude 6).

...That a great company of angels kept their holy estate (Mk. 8:38), and are before the throne of God (Rev. 5:11) from whence they are sent forth as ministering spirits, to minister to the heirs of salvation (Heb. 1:13, 14).

...That Satan was judged at the cross (1 Jn. 3:8) and through subtlety led our first parents into transgression (2 Cor. 11:3), accomplishing their moral fall (Gen. 3:1-7), and, as the "god of this world," subjecting them and their posterity to his own power (2 Cor. 4:4).



...That Satan was judged at the cross (Jn. 16:11; Col. 2:15), and, although that judgment was not immediately executed, he will ultimately be “cast into the lake of fire and brimstone” where, together with the fallen angels and all the unsaved, he will be “tormented day and night forever and ever” (Rev. 20:10,15; Jude 6).

## **ARTICLE XV**

### **The Christian’s Walk**

We believe...That the believer is called with a holy calling (2 Tim. 1:9) to walk not after the flesh, but after the Spirit (Rom. 8:4) and so to live in the power of the indwelling Spirit, that he will not fulfill the lust of the flesh (Gal. 5:16-18).

...That as the flesh with its fallen Adamic nature in this life is never eradicated (Rom. 7:23; 1 Jn. 1:8; 1 Ki. 8:46; Phil. 3:12), it needs to be kept by the Spirit in constant subjection to Christ (Rom. 6:11-13; Eph. 4:22-24; 1 Cor. 10:12; 2 Cor. 10:5).

...That good works are in no sense the procuring cause of salvation (Eph. 2:8-10), but are its proper evidence and fruit (1 Jn. 3:9-10; Tit. 2:14; Matt. 7:16-20).

...That since our citizenship is in heaven (Phil. 3:20, RV), we as the children of God should live a consistent, separated Christian life (Rom. 12:2; 2 Cor. 6:14-17; Eph. 5:11), and abstain from all worldly amusements and unclean habits which defile mind and body (1 Thess. 5:22; 1 Pet. 2:11; Rom. 13:14; 1 Cor. 6:19, 20), and from such worldly practices as: the swearing of oaths (James 5:12), affiliation with secret societies (2 Cor. 6:14), using courts from settling disputes between believers (1 Cor. 6:1-8), taking personal vengeance and participating in carnal strife (Rom. 12:17-21; 2 Cor. 10:3, 4), and divorce as forbidden by the Lord (Matt. 19:9; Rom. 13:9).

...That the believer should keep the Word of the Lord (Jn. 14:23), seek those things which are above (Col. 3:1, 21), walk as He walked (1 Jn. 2:6), be careful to maintain good works (Tit. 3:8), and especially accept as a solemn responsibility the duty and privilege of bearing the Gospel (1 Cor. 5:19; Jn. 15:16), remembering that a victorious, fruitful life is possible only to those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Him for His service (Rom. 12:1, 2).

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Grace University  
Adult Degree Completion  
Program Catalog  
2017 – 2018

**Academic Excellence • Life Change • World Impact**

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# ***ACADEMIC CALENDAR***

## **FALL TERM 2017**

August 3, Thursday		Faculty/Staff Conference
August 28, Monday		Adult Degree Completion Fall Semester Begins
September 4, Monday	Labor Day	No Classes/Administrative Offices Closed
September 30, Saturday		Fall Enrollment Snapshot Date
October 27, Friday	Fall Break	Administrative Offices Closed
November 1, Wednesday		Refund of Institutional Aid May Be Requested
November 20-23, Mon-Thurs	Thanksgiving	No Adult Degree Completion Classes
November 23-24, Thurs-Fri	Break	Administrative Offices Closed
November 27, Monday		Spring Registration Opens
December 14, Thursday		Adult Degree Completion Fall Term Ends

## **SPRING TERM 2018**

January 9, Tuesday		Adult Degree Completion Spring Term Begins
January 15, Monday	Martin Luther King Day	No Classes/Administrative Offices Closed
March 30, Friday	Good Friday	Administrative Offices Closed
April 3, Tuesday		Registration Opens for Summer and Fall
April 5, Thursday		Refund of institutional aid may be requested
April 19, Thursday		Adult Degree Completion Spring Term Ends
May 4, Friday		Honors Convocation/Baccalaureate 10:30 A.M.
May 5, Saturday		Commencement 2:00 P.M.

## **SUMMER TERM 2018**

May 1, Tuesday		Adult Degree Completion Summer Term Begins
May 28, Monday	Memorial Day	No Classes, Administrative Offices Closed
August 16, Thursday		Adult Degree Completion Summer Term Ends

## **Catalog Limitations**

This catalog describes policies, programs, and procedures of Grace University and the Adult Degree Completion Program that are in effect at the time of its preparation, May 2017.

Grace University and the Adult Degree Completion Program reserve the right to change any rules and regulations at any time, including those relating to admissions, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase tuition or other fees similarly is reserved. All changes are effective at such time as the proper authorities determine and may apply not only to prospective students, but also to those who are already enrolled in the University.

The provisions of the catalog are not, and should not be construed to be, a binding contract between students and the University.



# ***CORRESPONDENCE DIRECTORY***

Direct your questions or requests for information to the following University officials:

## **EXECUTIVE OFFICE**

William Bauhard, M.S. • Chief Executive Officer  
Tom Roche, M.B.A. • Executive Vice President

## **ACADEMIC RECORDS, TRANSCRIPTS**

Kris Udd, Ph.D. • Registrar  
Patricia James, M.A. • Assistant Registrar

## **CAREER DEVELOPMENT AND SERVICES CENTER**

C. James Santoro, M.S., M.A., M.A. • Dean, Adult Degree Completion

## **ADULT DEGREE COMPLETION ADMISSIONS AND STUDENT SERVICES**

Katelin Knust, B.S. • Admissions Counselor & Academic Advisor

## **ADULT DEGREE COMPLETION FACULTY CONTACT**

Aileen Hennings • Program Support Manager

## **ADULT DEGREE COMPLETION POLICY, EDUCATIONAL POLICY, PROCEDURES, AND FACULTY**

C. James Santoro, M.S., M.A., M.A. • Dean, Adult Degree Completion

## **FACILITIES**

Deb Osmanson, M.A. • Assistant Vice President of Administration

## **LIBRARY AND LEARNING RESOURCES**

Paul Roberts, M.L.I.S. • Library Director  
Charity Udd, B.A. • Assistant Librarian

## **ONLINE LEARNING**

Mike Wulbecker, MEd. • Director of Online Education & Educational Technology

## **SCHOLARSHIPS AND FINANCIAL AID**

Ray Miller, B.S. • Director of Financial Aid

## **STUDENT ACCOUNTS**

Mary Roeder, B.S. • Accounts Receivable Specialist

# GENERAL INFORMATION

## Our Mission

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Grace University exists to develop servant leaders for the home, the church, and the world through excellence in biblically-integrated education and through life change in a personal, discipling environment, all for the glory of God.

## Our Past

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### 75 YEARS BY THE GRACE OF GOD

Grace University was born in prayer as a group of ten pastors and leaders met in Omaha, Nebraska, on June 1, 1943 to pray and plan for a college-level institution that would be fundamental in doctrine, vitally spiritual in emphasis, and interdenominational in scope. The need for such Bible-centered education became increasingly apparent to these evangelical pastors and leaders. A number of them shared this common concern with each other during the commencement activities at the Oklahoma Bible Academy in Meno, Oklahoma in 1942. So in the providence of God, they selected Omaha as a central location for the meeting that led to the founding of Grace Bible Institute.

From June 1 through September 8, 1943, the Lord opened doors and removed obstacles in such unusual ways that all were convinced that this new venture of faith was from God. At the dedicatory service on September 8, 1943, Dr. C.H. Suckau, chairman of the Board of Directors and later a president of the college, mentioned seven specific answers to prayer:

1. Location—the Lord definitely led the original group of men to Omaha on June 1 and opened doors for them.
2. Temporary Facility—the Presbyterian Theological Seminary was made available for use without any financial obligation other than its upkeep.
3. Incorporation—the laws of Nebraska were such that incorporation under the existing laws was impossible. But these laws were revised just as the founders were faced with the alternative of having to locate Grace Bible Institute in some other state.
4. Faculty—the college opened with a complete staff of teachers, having received the consent of the last needed faculty member by telegram that very afternoon at 3:00.
5. Student Body—a total of 18 students registered on the first day (and five more a few days later).
6. Funds—in a short time, the Lord's people sent in more than \$7,000 in gifts.
7. Permanent facility—the Lord preserved Stuntz Hall for Grace Bible Institute. On September 8, the Board of Directors signed a purchase contract for the building in the amount of \$25,000.

In his book, *The Story of Grace*, Paul Kuhlmann documents many of the miraculous answers to prayer evident during the first 35 years of the University's history. It is a testimony of God's gracious provision and direction. The student enrollment grew rapidly in the early years and by 1949 it had reached 331. The diversity of the student body in recent years indicates its interdenominational nature and widespread appeal to students who desire a Bible-centered college education.

In his book, *Committed to the Vision: 50 Years by the Grace of God*, Harold J. Berry gives highlights of each presidential administration and focuses attention on those who have served Grace University 25 years or more. The Board of Trustees, Advisory Council, administrators, faculty, and staff provide a rich spiritual heritage for the University.

Academic programs have been expanded and upgraded to reach each generation; the administrative structure has been revised and the faculty has grown in size. Most significantly, the University has remained vigilant in upholding the fundamentals of the faith maintaining, without reservation, that the Bible is the inspired Word of God. In 1976, when a change of name was considered, Grace Bible Institute became Grace College of the Bible.

The physical plant has been expanded through the construction and purchase of additional facilities. The expansions include Suckau Chapel (basement, 1949; main floor, 1957); Schmidt Hall (1962); Harold D. Burkholder Center (1967), which includes the Jim Classen Gymnasium (2003); and the Donald J. Tschetter Academic Building (1975).

In 1977, the University purchased the St. Catherine's Hospital Center for Continuing Care. This acquisition added nearly 2.7 acres to the campus and doubled facility space, making it the largest and most significant property

acquisition in the history of the University. Three sections—Stanford Hall, Rieger Hall, and Waldo Harder Hall—have been used as dormitory facilities. A fourth section houses administrative offices, conference rooms, and classrooms. A fifth section houses the faculty offices and music rooms. Each facility expansion was an adventure of faith and a distinct answer to prayer.

In 1993, President Neal McBride proposed that Grace consider a new identity as Grace University. During the 1993-94 academic year, a feasibility study for restructuring was accomplished. In May 1994, the Trustees formally adopted restructuring as Grace University, which consisted of three colleges: Grace College of the Bible, Grace College of Graduate Studies, and Grace College of Continuing Education. On July 1, 1995, the institution's new corporate identity as Grace University became official. In late Fall 2013, the College of Continuing Education merged with the College of Graduate Studies and officially became Grace University School of Professional & Graduate Studies.

In 2003 the Jim Classen Gymnasium was dedicated, providing physical fitness and athletic opportunities to the campus community. With this construction, the Duerksen Center was renamed the Harold D. Burkholder Center, and the dining commons was named in honor of Vernon Duerksen.

## Our Present

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The core values of academic excellence, life change, and world impact continue to shape the vision of Grace. During the past 70 years, more than 8,000 students have studied at Grace University. Many of our alumni are actively involved in full-time church-related ministries. Many are serving in cross-cultural and international missions, in pastoral ministry, in Christian education, in music, and in Christian radio and telecommunications. Others impact the marketplace for Christ as educators, business people, farmers, ranchers, and public servants.

The oversight of Grace University is vested in a strong, spiritually minded Board of Trustees, representing various denominations. A variety of advisory teams assist in guiding various operations within the University. The Grace University Foundation Board of Trustees works closely with the University Development Department in friend building, fund raising, and investment management. The Grace University Parents Association (GUPA) works with the President's Office regarding institutional and student support. The Alumni Association, a vital advisory group, connects our strong heritage with our ongoing mission of preparing men and women as servant leaders for the home, the church, and the world.

Throughout its history, Grace University's leadership has been marked by vision and faith. The following have served as presidents: Paul Kuhlmann (Acting, 1943), Dr. C.H. Suckau (1944-1950), Dr. H.D. Burkholder (1950-1955), Dr. Joseph W. Schmidt (1955-1960), the Rev. D.J. Unruh (Interim, 1960-1961), Dr. Waldo E. Harder (1961-1971), Dr. Robert W. Benton (1971-1984), Dr. Warren E. Bathke (1984-1993), Dr. Neal F. McBride (1993-1997), Dr. James P. Eckman (1997-2012), and Dr. David M. Barnes (2012-2016), Mr. Bill Bauhard (Interim, 2016-present).

## What Makes Our Education Different

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*The education offered at Grace University differs from a secular liberal arts education or even a Christian liberal arts education in a number of ways. Students should note the following differences that make us distinctive:*

### **ACADEMIC FOCUS**

Grace University broadens a student's education by using Bible and Bible-related courses as a foundation for professions and vocations with general education and MLA studies serving an integrative role. There are thousands of educational institutions across America, but Grace is one of a select few who are committed to God and his Word. Luke 6:40 says that a student, when fully trained, will be like his teacher. At Grace, you know your instructors believe God's Word; they also have the academic credentials, experience in their respective disciplines, and are disciple-makers.

As believers in Jesus Christ, we acknowledge many reasons for studying God and His Word. Yet from their thorough study of the Bible, which is the best-selling book in history, Grace University graduates understand the Bible's relevance in shaping Western society and culture, with influence in areas such as science, law, and politics, and the Bible's significance in shaping the values of the founders of our great country. It can be understood that the

Bible is, quite frankly, the most important document in world history. Our graduates are distinguished through this education and are ready to be leaders in their homes, their churches, and the world.

### **INTEGRATION OF KNOWLEDGE AND SKILLS**

At Grace University, the Bible is the integrating dynamic of our curriculum. All students in the Adult Degree Completion Program will complete coursework in both textual Bible and professional areas of study. Students are required to integrate their thinking about the world (General Education) and their understanding of the Word (Scripture and Theology). This core helps students form a unified Christian worldview and philosophical perspective on life.

The integrated foundation of Biblical Studies, General Education, and Professional Studies provides for the development of leadership and lifelong learning skills that are not limited to vocational responsibilities.

### **PERSONAL SPIRITUAL LIFE**

Grace University places heavy emphasis upon Christian formation and ministry skill development regardless of the vocational direction a student has chosen. Christian formation includes a lifestyle of daily quiet time to read Scripture, meditate, pray, and pursue a worshipful focus on God. Christian formation also includes developing a Christ-honoring lifestyle which includes self-discipline, ethical decision-making, and abstaining from behavior and attitudes that Scripture calls sin. Ministry skill development includes development of one's ability to share one's faith with others, to speak about and teach Scripture publicly in a variety of ministry settings, and to engage in Christian worship with sensitivity to various traditions and styles.

### **FACULTY COMMITMENTS**

Like other institutions of higher education, Grace University prides itself in its faculty and the academic freedom each has in accomplishing his/her duties in the classroom, research, and community service. What distinguishes our faculty is not only their academic qualifications and achievements, but also their desire to devote these achievements to Christ, their local churches and global missions, and the theological position of Grace University. Many private colleges are Christian in name, but their faculty promotes a worldview that is anything but Christian. At Grace University, faculty members view their teaching responsibilities as being supportive of the values of the home and of the church. Faculty members see themselves as key role models for students of godliness as well as scholarship. Our faculty members do not see it as their role to undermine a student's confidence in Scripture or personal faith; rather, our individual and collective role is to encourage students and help integrate faith, the Word, and values into all aspects of life.

In summary, this means that students who complete bachelor level programs at Grace University should be Christ-like, mature, responsible individuals who have basic knowledge of Scripture and the world, and have skill in integrating this knowledge. They are equipped, motivated, and dedicated to being servant-leaders with the skills to accomplish the tasks in their chosen field, yet willing to go anywhere and do anything when challenged by the Lord. Ultimately, they will become servant leaders for the home, the church, and the world.

## **What We Believe**

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As a Christ-centered educational institution, Grace University consciously recognizes and submits itself to the Scriptures. The University does not require students to agree with all the nuances of its Doctrinal Statement, but we do arrange our curriculum around certain Biblical tenets of the faith. Grace identifies these seven primary doctrines as the following:

- The Trinity.
- The Full Deity and Humanity of Jesus Christ.
- The Spiritual Lostness of the Human Race.
- The Substitutionary Atonement and the Bodily Resurrection of Christ.
- Salvation by Faith Alone.

The Physical and Visible Return of Christ.  
The Authority and Inerrancy of Scripture.

Faculty will teach with the full Doctrinal Statement in mind, but welcome warm dialogue with students of varying backgrounds.

Members of the Board of Trustees, the Administration, and the Faculty are required to annually affirm, in good conscience, the Institutional Doctrinal Statement, which is found at the end of this catalog.

## **Student Characteristics**

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Because of our institutional mission, we believe education should reach beyond vocational skills and training. We believe it is important to develop all students in character and leadership skills so that they can be servants in the home, the church, and the community/world in which they live. The characteristics listed below identify key character traits of a servant leader. Our faculty members encourage the development of these characteristics in every graduate.

### **A BIBLICALLY LITERATE STUDENT**

A Grace graduate is a Christian who knows Scripture and can interpret and apply it to life situations as well as integrate it into their chosen career field. The Grace graduate is able to systematize that Biblical knowledge into theological propositions and communicate those propositions to others in relevant ways.

### **A CRITICAL THINKER**

A critical thinker searches for and promotes truth in all disciplines of human knowledge. A critical thinker is one who, while critically analyzing the world, makes wise choices in life integrating literacy about the world with literacy of Scripture. A Grace graduate is a Christian who observes the world (general revelation) and who knows, interprets, and assesses the merits and limitations of the various belief and value systems developed throughout history.

### **AN OBEDIENT DISCIPLE**

A Grace graduate is a Christian who acts consistently with the commands of Scripture, who demonstrates a submissive heart under the authority of appropriate leadership, and who is always in relationship with a local fellowship of believers. The obedient disciple understands that all levels of authority are God-ordained and seeks accountability for personal and professional behavior.

### **AN ENGAGING CITIZEN**

A Grace graduate is a Christian who engages culture, attempting to promote a Biblical perspective on life, family, law, justice, mercy, and societal governance. As an engaging citizen, the Grace graduate seeks to understand the role of citizens in the home, church, and world. As a citizen, a graduate works to bring Kingdom values to each of those arenas and provide public service to those in need.

### **A COMPASSIONATE LEADER**

A Grace graduate is a Christian who can lead a team to accomplish a mission or task, exercising the skills to cast and communicate vision, select and train team members, delegate authority, empower and motivate team members, provide accountability structures, evaluate the success of the mission or task, and function as an ethical professional. A compassionate leader follows a Biblical model of servant leadership, expressing compassion and care, never threatening or abusing a position of leadership, always encouraging and building up those who are serving or who are being served.

### **A GLOBAL CHRISTIAN**

A Grace graduate is a Christian who understands God's view of the world and its need for divine instruction and redemption. Grace graduates take personal responsibility for communicating these things to all who will listen. A global Christian graduating from Grace seeks to understand culture and find diverse, relevant, multicultural, and international communication strategies to accomplish the tasks to which every Christian is called. These communication skills are transferable to all dimensions of life.

## AN EQUIPPED PROFESSIONAL

A Grace graduate is prepared to enter his or her chosen profession with confidence and competence.

## Institutional Goals and Objectives

Three core values shape the goals and objectives of Grace University – academic excellence, life change, and world impact. Recognizing that Christian education is a process rooted in the Bible and directed by the Holy Spirit, the University establishes goals and objectives for its Adult Degree Completion program. By graduation, students in the program should give evidence of:

1. A comprehensive working knowledge of the Bible, including Bible doctrine;
2. A growing love for Christ and His people;
3. Being a world Christian with a growing awareness of and involvement in God’s worldwide program of redemption;
4. A Christian worldview that integrates General Education studies with Biblical truth;
5. An ability to serve Christ effectively;
6. A Christian value-system that is reflected in Christian character, attitudes, decisions, and actions;
7. An ability to function at a level of competency within their chosen area of study (i.e., Certificate, Associate Bachelor, or Master level);
8. A commitment to lifelong spiritual, intellectual, emotional, relational, and physical health.

## Philosophy of Christian Education

Grace University is committed to a Christian philosophy of education. This means that every facet of the University program is conditioned and directed by a Christ-centered, Biblical perspective. Questions relative to the meaning, purpose, and goals of education are answered in the light of Scripture. The following statements briefly present the University’s Christian philosophy of education.

1. Ultimate reality is found beyond man in the Triune God who created and now sustains all things.
2. Mankind is morally depraved and is dependent upon and answerable to a holy God. Every human has the capacity to know God.
3. The Bible, God’s inerrant, authoritative revelation to man, provides the essence of truth.
4. Disciplined, empirical study in all disciplines is valuable and helps to develop perspective, knowledge, attitude, and skill. It is always wise to examine the presuppositions and worldviews that influence researchers in the sciences and the creative aspects of the various arts.
5. The objective of Christian Education is to glorify God through salvation, maturation, and service.
6. The Bible is the core and integrating factor for the entire curriculum.
7. The teacher and student are both significant in the educative process with the Holy Spirit being the chief source for both.
8. Each faculty member is committed to excellence, theological soundness, and spiritual fervor, no matter under which academic discipline he or she teaches.
9. The University is committed to the local church as the primary agency through which God works.
10. Alumni are considered a strategic force within the home, the church, and the world.

This dynamic philosophy of education has been affirmed since 1943. The University’s current leadership is as deeply convinced today, as were the founding fathers, that the Bible is the only dependable lens through which all knowledge must be viewed in the search for truth. Grace University remains committed to offering an education that is distinctively Biblical.

# Accreditation

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Grace University is a private, not-for-profit, co-educational institution of higher education offering undergraduate and graduate programs leading to several Associate, Bachelor, and Master degrees. Grace College of the Bible is the academic unit within Grace University that offers Associate and Bachelor degrees. Grace School of Professional & Graduate Studies is the academic unit that offers accelerated Bachelor degree programs and Master degree programs.

The University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and School. Refer to address information below. Regional and professional accreditation assures students and the public that the University has clearly defined goals, and that these goals, to a reasonable degree, are accomplished in student's lives. Graduate schools and evangelical seminaries generally recognize the Bachelor degree earned at Grace. In addition, universities and colleges normally transfer credits for equivalent subjects when students transfer from Grace to another institution.

Grace University is accredited, on probation, by:

- The Higher Learning Commission, North Central Association  
230 South La Salle Street, Suite 7500  
Chicago, IL 60604  
(800) 621-7440  
www.ncahlc.org  
Last ten-year reaffirmation: 2009

Grace University is listed in:

- The current edition of Accredited Institutions of Postsecondary Education and Programs published for Council on Higher Education Accreditation (CHEA) by the American Council on Education (ACE).
- The current edition of the Higher Education Directory.

Grace University is approved by:

- The United States Department of Justice for the education of foreign students.
- The Nebraska State Department of Education for the education of veterans and/or other persons eligible for Veterans Administration benefits.
- The Nebraska Department of Education as a standard institution of higher education offering teacher education programs leading to certification within the state of Nebraska.

Grace University is a member of:

- American and Nebraska Associations of Collegiate Registrars and Admissions Officers
- Association of Christian Schools International
- Christian Adult Higher Education Association
- Christian Library Consortium
- Christian Camping International
- Council for Adult and Experiential Learning
- Evangelical Training Association
- Nebraska Association of Colleges of Teacher Education
- Nebraska Council for Teacher Education

Grace University has articulation agreements and special academic relationships with the following institutions and organizations:

- Bellevue University; Bellevue, Nebraska (Cooperative Programs)
- Camp Forest Springs; Westboro, Wisconsin (Camping Ministry Program)

- Clarkson College; Omaha, Nebraska (Nursing Cooperative Program)
- Creighton University; Omaha, Nebraska
- Iowa Western Community College; Council Bluffs, Iowa
- Jerusalem University College; Jerusalem, Israel
- Metropolitan Community College; Omaha, Nebraska
- Nebraska Christian College; Papillion, Nebraska
- University of Nebraska at Omaha; Omaha, Nebraska

## Facilities

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Grace University is in beautiful Omaha, Nebraska, situated in the historic Dahlman Association neighborhood and located approximately six blocks from the downtown business district. The campus is approximately halfway between the Old Market District and the Henry Doorly Zoo and Aquarium and has seen more than \$11 million in new construction, remodeling, and renovation upgrades in recent years.

Currently, the campus has dormitory rooms for traditional undergraduate students within Harder Hall, Rieger Hall, Stanford Hall, and Schmidt Hall. Several apartments on campus are also reserved for married students. The campus also has modern classrooms of various sizes, the remodeled Grewcock Library within the Tschetter Academic Building, learning labs for music students, and curriculum labs for students pursuing education degrees. Suckau Chapel serves as our space for campus gatherings including our daily chapel services for traditional undergraduate students. The Jim Classen Gymnasium, with double NCAA approved courts for tournament play and seating for 800, was dedicated in August 2003. The Donovan Glanzer Strength Training Center is located in the Harold D. Burkholder Center. The Administration Building houses faculty and staff offices as well as additional classrooms. In addition, the Fall 2014 semester marked the grand re-opening of the Grace Counseling Center in the property located near 8<sup>th</sup> and Dorcas Streets. More commonly known as “South Campus”, this facility is also home for the graduate faculty and students that are a part of the College of Professional & Graduate Studies.

The Grewcock Library has a collection of more than 49,000 volumes, 25,000 electronic books, and 15,000 print and electronic journals. In addition, access is provided to a number of databases in the fields of religion, education, business, and psychology through EBSCOhost and other databases. Instruction on the use of library resources is made available to the students by the library director. The Grewcock Library can access millions of resources from around the world via inter-library loan. There are computers for students to use as well as a wireless network throughout the library.

The University has invested heavily in providing a fast and stable network to serve the campus. The Grace University Department of Information Services provides network, computer, telecommunications, and technical support services to meet the ever-changing needs of our University community. The University also maintains a Microsoft software license allowing all faculty, staff, and students common access to current license versions on school computers. Email and Internet access are available to all faculty and students through the University network. Access to the network is available in any of our computer labs as well as every classroom, office, and dormitory room.

## STUDENT LIFE

### Services

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#### **ADVISING**

Each Adult Degree Completion student will work with an academic advisor who can guide that student through course selection, course sequencing, and program requirements so the student can complete his/her program.



### **GRACE CAREER SERVICES**

Career counseling and testing is conducted by the Psychology Department through Grace Career Services. Every student has access to a battery of career assessments (fees may apply). Students are strongly encouraged to use these professional assessments during the first semester of their final year. Students may be encouraged to explore other online assessments as well.

### **PROFESSIONAL COUNSELING**

The University recognizes that during the college years, students may need some professional counseling related to personal and relational aspects of life. The College of Graduate Studies Counseling program provides services for all students, spouses, and children. The student may wish an outside referral or the faculty may determine that a referral to a peer may not be ethical; the graduate counseling faculty will gladly offer referrals to outside providers of counseling services. Grace University does not accept responsibility for referred services, including financial obligations, and students are to be smart consumers when making choices about accepting referrals. At times, students on University probation may be referred to professional counseling as a component of a remediation plan. The University practices all relevant and legal guidelines with respect to confidentiality.

The Grace University Counseling Center has a two-tiered counseling and fee structure. As part of their student practicum, graduate-level counseling students work under the direct supervision of licensed faculty to serve clients. Graduate-level counseling students provide excellent counseling services at no cost to Grace students and a minimal fee for community members. The mission of the counseling center is to: assist individuals, couples, and families with processing the challenges they face in life from a Judeo-Christian Worldview.

### **PLACEMENT OFFICE**

The University operates a placement service through Grace Career Services. The University also advises individuals seeking placement to contact other resources such as monster.com, accessomaha.com, careerlink.com, jobleads.org, christianjobs.com and jobsinaflash.org.

### **ACADEMIC RESOURCE CENTER (ARC)**

The Academic Resource Center (ARC) is available to provide a variety of academic support services to enhance your educational experience at Grace University. Students may access these services free of charge. Student tutors are trained to provide assistance with specific areas of study. More information is available at [www.graceu.edu/arc](http://www.graceu.edu/arc).

### **HEALTH OFFICE**

Medical care for minor illness is provided through the Student Health Office for all students. More serious cases are referred to specialists or hospitals.

### **MOTOR VEHICLE POLICY**

All students must register their motor vehicle(s) through the Student Development Office and must abide by University regulations governing the use of vehicles. Also, in compliance with Nebraska laws, vehicle owners must carry liability insurance and have a valid operator license.

## **Standards of Conduct**

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Grace University recognizes that evangelical Christians often have differing perspectives in relation to lifestyle standards. Positive exhortations are fairly well known (love, kindness, generosity, good deeds, etc.). And negative commands are generally clear as well: immorality (1 Thess. 4:3); drunkenness (Eph. 5:18); lying (Prov. 6:16-19); revenge (Rom 12:17), and other such Biblical mandates. Where the Bible clearly states a standard, the University seeks to adhere to that standard. Violation of such community standards will be considered as possible grounds for dismissal. But for many, lifestyle issues often go beyond the more obvious commands of the texts. In areas where the Scriptures do not seem to speak directly, the following principles may be helpful:

**CHRISTIAN LIBERTY.** Grace appeals to a sanctified conscience in areas of “gray issues.” It avoids legalism, and allows for grace mixed with gentleness and servant-oriented deference in matters of choice (Rom. 14:10-12).

**CHRISTIAN TESTIMONY.** Basic behavior motivated by Christian love and courtesy is appropriate toward all people, whether they are Christ followers or not. 1 Cor. 9:19 suggests we are slaves to all men, especially those who do not yet believe (cf. 2 Cor. 6:3,4a). But how such freedom is exercised is often culturally relative. Examples of “gray areas” among believers might include smoking, drinking, modest dress, speech, and media usage. Students are encouraged to consider how their behavior might be used to move people toward Christ—all the while recognizing that some decisions in this area may be counter-intuitive.

**CHRISTIAN LACK OF OFFENSE.** Grace University desires its students to treat all brothers and sisters in Christ with grace and wisdom. Individual differences and offenses are to be handled, whenever possible, according to the principles seen in Matt. 18:15-17. Knowing that there will always be some individuals who tend to rub us the wrong way, care is urged on the part of all Adult Degree Completion students to not cause others, especially younger believers, to stumble (Rom. 14:13-19).

**FIREARMS AND WEAPONS.** To provide the safest possible environment for members of the Grace University community, no weapon of any kind is permitted on campus. Weapons are not permitted in class under any circumstances (e.g., a prop for a speech). Weapons include, but are not limited to the following:

Firearms – any device capable of, designed to, or that may readily be converted to expel a projectile through a barrel by using the energy generated by an explosion, burning substance, CO2 cartridge, compressed air, etc. Excluded from this category are paint ball guns (discussed below).

Swords, spears, switchblades, and all knives with a blade exceeding 3.5 inches (legal length in the city of Omaha).

Crossbows, bows, and arrows.

Martial arts weapons including those used for training purposes.

Paint ball & soft air pellet guns – these may not be used on University property.

Use of these guns within a building is strictly prohibited. Failure to comply will result in immediate confiscation of the gun, a fine of \$100, and/or other disciplinary action.

**HARASSMENT.** Grace University views any form of harassment as inconsistent with Biblical teaching. Harassment is defined as verbal, physical, written or mental abuse, threats, or stalking. It may include a persistent pattern of behavior directed at another individual that distresses, frightens, or is in some way inappropriate or threatening. This could also include teasing, bullying, or making fun of a person in any form. No person should be discriminated against based on gender, age, race, disability, or other factor beyond the control of the individual. This type of conduct is contrary to the values of the University community and will be subject to disciplinary action (see Reporting Procedure below).

All forms of sexual harassment – verbal, physical, or visual – are inconsistent with the Bible, which demands respect for the dignity and worth of all human beings. Harassment of students or University employees is also considered illegal sex discrimination and is in violation of Title IX of the 1972 Education Act for Students. Students in violation are subject to disciplinary action. Sexual harassment may take many forms, including, but not limited to:

Verbal abuse, including unwelcome sexually-oriented communication, in person or online,

Subtle pressure or requests for sexual activity,

Unwelcome touching (e.g. patting, pinching, hugging, repeated brushing against

one’s body),

Requesting or demanding sexual favors accompanied by either implied or overt threats or implied or overt preferential treatment, or

Sexual assault.

Harassment is normally the result of repeated acts of inappropriate sexual behavior that have been clearly addressed but the individual refuses to change his or her behavior. It is recognized that some forms of behavior need only occur once to be considered harassment or even illegal on its face. If the decision is made to dismiss a student for these offenses, there may be certain circumstances in which the student will not be readmitted.

Reporting Procedure. Any student who believes s/he has been harassed or discriminated against should do the following:

Directly inform the person engaging in harassment or discrimination that such conduct or communication is offensive and must stop.

If the aggrieved student does not wish to communicate directly with an offending person because of the nature of the harassment, or if direct communication with the offender has been ineffective, the student should report the alleged misconduct. The following illustrates where the complaint should be directed:

Offending Person	Complaint Directed
Student	ADC Program Office
Staff member	Staff members supervisor
Faculty member	Dean of Professional & Graduate Studies

The aggrieved student may choose to file, with the appropriate supervisor or dean, a formal, written complaint against the offending student, staff, or faculty member. The signed, written complaint should include (1) a description of all the actions that have occurred, (2) specific details as to time(s) and place(s), and (3) a list of witnesses, if any. No disciplinary action will be taken against the alleged offender unless the person bringing the complaint consents to be identified to the alleged offender. Care and concern for the victim and fairness to the alleged offender will guide the procedure. In all cases, confidentiality will be maintained to the extent possible except as required by applicable law.

**Initiations & Hazing.** Initiations and hazing are strictly prohibited by Grace University. For more information regarding the Nebraska Anti-Hazing Law, see the Student Development Office. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation, admission, affiliation, or continued membership of any organization. Initiation is defined as any activity or ritual used as a means to gain membership into, affiliation with, or show allegiance to a group or organization. In the event of an initiation, any damages to personal or private property, as well as any health care expenses (physical or mental) that are incurred as a result of the initiation, will be charged to the individual(s) responsible for the initiation. These individual(s) will also be subject to disciplinary action. Hazing will result in one or more of the following: probation, suspension, dismissal, compensation for damages, and reporting of violators to appropriate local and/or state authorities.

**ALCOHOL, DRUGS, AND TOBACCO.** To create a safe environment for personal growth and well-being, Grace University is an alcohol, drug, and tobacco-free campus.

## ADMISSIONS AND REGISTRATION

### Admissions Requirements

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Grace University welcomes applications for admission from prospective students who possess the qualifications the University deems necessary for those anticipating marketplace professions and Christian ministry careers.

The Adult Degree Completion Program selects its students based on information received from the application form and college transcripts. For students interested in the Ministry Studies program, a ministry reference form is also required.

#### **STATEMENT OF NONDISCRIMINATION**

Grace University is committed to the principles of Equal Opportunity as defined under federal and state law. It does not discriminate unlawfully on the basis of race, color, national/ethnic origin, gender, age, individual disability, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs and activities.

#### **CHRISTIAN CHARACTER**

Candidates for admission in all Adult Degree Completion programs sign a statement affirming their willingness to abide by the University's lifestyle expectations.

Candidates for admission into the Adult Degree Completion Ministry Studies program must give evidence of a personal relationship with Jesus Christ. To assure some degree of spiritual maturity, normally the University expects that candidates have consistently walked with Christ for at least one year. The lifestyle and relationships of each candidate should reflect this commitment to Christ and reflect a commitment to obeying the mandates and directives found in Scripture.

#### **ACADEMIC QUALIFICATIONS**

Candidates for admission will have completed at least a high school education with a GPA of 2.0 or above. Candidates for admission who have completed some college credit will also have done so with a GPA of 2.0 or above. All candidates for admission would have the opportunity to complete general education courses in an accelerated format through the Adult Degree Completion Program.

**Exception:** Recognizing that life experience may bring maturity, if a prospective Adult Degree Completion student has less than a 2.00 GPA and supplemental records reflect that the student is capable of performing at the college level, the student may be admitted at the discretion of the Acceptance Committee.

# Application Process

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As a faith-based educational institution, Grace University has a statement of faith as part of its institutional mission. Applicants are encouraged to review Grace University's doctrinal statement. To qualify for admission to the Adult Degree Completion Program *onsite*, the following completed forms must be submitted:

- Application for Admission
- Ministry Reference Form (for Ministry Studies students only)
- Official High School Transcripts or GED Scores
- Official College Transcripts

To qualify for admission to the Adult Degree Completion Program *online*, the following completed forms must be submitted:

- Application for Admission
- Ministry Reference Form (for Ministry Studies students only)
- Official High School Transcripts or GED Scores
- Official College Transcripts
- Verification of computer competency for coursework

These forms can be obtained from the Adult Degree Completion Admission Office by calling (402) 449-2826 or by visiting the University web site at [www.graceuniversity.edu](http://www.graceuniversity.edu). In some circumstances, transcripts can be unofficial at the time of admittance but official copies must be received prior to a student's third course.

Students already enrolled in Grace University's College of the Bible (traditional undergraduate college) who wish to apply for admission to Adult Degree Completion must also complete the above process. Additionally, any traditional undergraduate student who wishes to explore the opportunities available to Adult Degree Completion students with the ADC advisor must complete the TUG to ADC interview paperwork and seek approval from their traditional undergraduate advisor. Traditional undergraduate students should recognize that the Adult Degree Completion acceptance committee holds high regard for the referral from their traditional undergraduate advisor.

## **RE-ADMISSION**

Students who drop out for two or more semesters must complete an application for readmission. Students wishing to re-enroll after an absence of three or more years must complete a new set of application forms. Grace University retains paper copies of application forms (transcripts included) for five years after the date of last attendance.

Grace University will re-admit veterans who leave the institution to perform military service and grant the same academic status as the last semester of enrollment. Students must give advance notice of their deployment or, if no advance notice is given, submit proof of service. This policy will not apply to veterans with a length of absence from the institution of six years or more, to veterans receiving a dishonorable or bad conduct discharge, or to those who are sentenced in a court-martial.

## **LIMITED ENROLLMENT APPLICANTS**

For admission purposes, the following students are considered limited enrollment applicants by the University:

- Those enrolling in less than 21 credit hours total.
- Those auditing a class.

Students, after verifying with the Adult Degree Completion Admissions Office that they are limited enrollment applicants, must complete the following requirements:

- Adult Degree Completion Limited Enrollment Application
- High School transcript (auditing students are exempt from this requirement)
- College transcript (auditing students are exempt from this requirement)

This form is available in the Admissions Office or online. If, at any time, the student wishes to enroll in a degree program, the student must follow the normal admission procedure and adhere to Grace's standards for Adult Degree Completion students. Federal financial aid is not available to limited enrollment students.

## **ADMISSIONS REQUIREMENTS FOR APPLICANTS WHOSE FIRST LANGUAGE IS NOT ENGLISH**

- Any applicant whose first language is not English is required to take the TOEFL (Test Of English as a Foreign Language), no matter the age or residency status of the applicant.
- Applicants who have lived in an English-speaking country for several years will not be considered exempt from the above requirements if English is not their first language.

## **INTERNATIONAL STUDENTS**

For an international, non-resident alien (defined as any person holding a foreign passport) to enroll at a school in the United States, that person must obtain an F-1 (student) visa. The F-1 visa cannot be obtained without the form I-20 Certificate of Eligibility, which is issued by the Registrar's Office. There are four major requirements that the applicant must meet before the Registrar's Office can issue an I-20.

1. *Proof of ability to pay.* The student must demonstrate that he/she has sufficient resources to pay for tuition and living costs. This can be in the form of personal funds (as shown on a bank account record), school funding (scholarships, on-campus employment), or sponsorship (organization, relative, or friend).
2. *English language proficiency.* This is normally demonstrated through acceptable scores on the TOEFL test, which is one of the criteria for admission to Grace University. Minimum scores are as follows: Internet Based (iBT) = 81, Computer Based (CBT) = 217, Paper-based (PBT) = 550. Grace University's TOEFL code is 6248. The Test of Written English is not required for students applying to the Adult Degree Completion Program. Transferring international students (who are already studying at another U.S. institution) may show English language proficiency by completing an English Composition 1 course from an accredited college or university with a grade of "C" or higher.
3. *Admission to a Grace University degree program.* The student must be admitted into a degree program at Grace University in order to process the I-20. This includes the submission of an application for admission and submission of all academic transcripts with English translation. Transferring international students must also show that they are currently in status with no pending INS issues and do not owe money to any American college or university. This information is provided using the "International Student Transfer Clearance Form," which may be obtained from the Registrar's Office.
4. *Proof of Health Insurance coverage.* The student must submit proof of health insurance coverage. Although we do not endorse particular insurance companies, the following companies offer health insurance for international students.
  - International Student Organization, [www.isoa.org](http://www.isoa.org).
  - Compass Benefit Group, [www.compassbenefit.com](http://www.compassbenefit.com).

For further information on international student admissions, contact the Admissions Office or the Registrar's Office.

## **Registration**

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The Registrar furnishes complete instructions concerning class enrollment procedures. Though the course registration process is now fully available online, students enrolling for the first time must contact the Adult Degree Completion Academic Advisor before beginning the registration procedure.

Students are considered registered only after the payment of all charges is made or other financial arrangements are approved.

After the beginning of the semester, students may change their schedules or programs after contacting the Adult Degree Completion Academic Advisor. Financial aid status may be affected if a student chooses to drop any course or courses during a semester.

## **ACCOMPLISHING ADDITIONAL CREDIT**

Once a student is enrolled in the Adult Degree Completion Program, additional credits can be earned toward graduation by completing any of a number of options. These options should be discussed with the Adult Degree Completion Advisor.

- Traditional course options
  - Undergraduate day courses at Grace University.
- Adult Degree Completion Elective Courses
  - Each semester, several elective courses are offered in the Adult Degree Completion schedule. In addition, any other onsite or online Adult Degree Completion course can also be used as an elective provided that course is not a requirement in the student's chosen major.

- Independent studies and online courses. Contact the Adult Degree Completion Office for details.
- Prior Learning Assessments (maximum of 36 credit hours)
  - Petition for Credit - Professional Schools/Training/Certifications on a case-by-case evaluation. Applies only to general electives.
  - College Level Examination Program (CLEP) exams or DSST exams.
  - Prior Learning Assessment (PLA Course)—A class which a student can enroll in to document their professional and personal life experiences and appeal them for college credit.

## FINANCIAL INFORMATION

Grace University is a private, not-for-profit institution that seeks to keep tuition rates and fees as affordable as possible. Listed below is the established financial information for the Adult Degree Completion Program in the 2017-2018 academic year.

### Scholarships and Grants

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Detailed information regarding financial aid is available from the University's Financial Aid Office at (402) 449-2810 or at [www.graceuniversity.edu](http://www.graceuniversity.edu).

Applicants must meet the general admissions requirements. The amount of financial aid granted by the University is determined by the Financial Aid Office within guidelines established by the University Scholarship and Financial Aid Committee. Decisions of the committee are final. Applicants and continuing students seeking any form of financial aid should be aware that pertinent financial data may be required in the financial aid application process. Failure to provide financial information can significantly impact funds available; falsification of documents is punishable by federal law.

#### TITLE IV FINANCIAL AID FOR UNDERGRADUATES

##### **FEDERAL PELL GRANTS**

To be eligible for a Federal Pell Grant, students must submit The Free Application for Federal Student Aid (FAFSA) which is available at [www.fafsa.gov](http://www.fafsa.gov). The amount of the grant is determined by the results of the family financial statement and the amount of money allocated by Congress. Students who already have a Bachelor's degree are ineligible for a Pell Grant. The University's identification number is 002547.

##### **DIRECT STUDENT LOANS**

Grace University is qualified to process federally insured loans (Federal Direct and Parent Loan for Undergraduate Students - PLUS) under the U.S. Department of Education. PLUS loans require the approval of the lending institution selected by the parents.

##### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS**

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates (non-traditional included) with exceptional financial need - that is, students with the lowest Expected Family Contributions (EFCs) - and gives priority to students who receive Federal Pell Grants. A FSEOG does not have to be repaid.

##### **FEDERAL WORK-STUDY**

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to course of study.

##### **TUITION PAYMENT PLAN**

The University offers a Tuition Payment Plan for the "out-of-pocket" portion of the student's bill. This plan is administered by Tuition Management Systems, Inc. (TMS) in Warwick, RI. Every registered student will be contacted

directly by TMS and offered a Tuition Payment Plan. Students in all programs are encouraged to take advantage of this opportunity.

### **WISDOM IN FINANCIAL PLANNING FOR EDUCATION**

Students anticipating entering vocational ministry professions need to think carefully about how to finance their education. Those who plan to enter vocational ministry can anticipate salaries that are typically lower than many other vocations. Wise students should be aware of burying themselves under too much debt. Students always should be alert to scholarship opportunities. Other options for students may be to take classes at a slower rate or consider seeking financial assistance from his/her local church. It is worth noting that some mission and/or support-based organizations require that employees/appointees be debt free.

### **SATISFACTORY PROGRESS REQUIREMENTS FOR FINANCIAL AID**

The student must maintain satisfactory progress to maintain eligibility for Title IV financial aid. Students on scholastic probation are eligible for Title IV financial aid for the ensuing semester. Refer to the Financial Aid Policies below for details related to GPA minimums.

Students on scholastic probation are eligible for Title IV financial aid for the ensuing semester. However, the GPA must be raised to the required level during the probationary semester if the student is to maintain eligibility for Title IV financial aid. Detailed policy information is available from the Financial Aid Office.

### **FINANCIAL AID POLICIES**

Financial Aid applicants are considered for financial assistance based upon individual need and enrollment status. To receive financial assistance as a full-time student, the student must be enrolled for a minimum of 12 semester hours each semester. Because Adult Degree Completion students generally enroll for 9 credits each semester, federal Pell Grants and other federal financial aid will be awarded on a pro-rated basis. To maintain full-time eligibility, the student must have successfully completed a minimum of 12 semester hours each semester. Students who receive aid on half-time (6-8 hours per semester) or three-quarters time (9-11 hours per semester) must annually complete a minimum of nine or 15 hours, respectively, during the award year.

To achieve successful completion of credit hours, the student must maintain:

- A minimum grade point average of 1.5 after the first semester.
- A minimum grade point average of 1.75 after two or three semesters.
- A minimum grade point average of 2.0 after four semesters and thereafter.

Failure to maintain these grade point averages results in the student being placed on academic probation. A student placed on academic probation according to the above scale is eligible to receive Title IV aid for the ensuing semester. However, if the student's grade point average is not raised to the required level during the probationary semester, the student is not eligible until the necessary grade point average is attained.

Students are eligible to receive financial aid for a total of:

- Six years (12 semesters) while completing a bachelor program.
- Three years (6 semesters) while completing the two-year programs leading to associate degrees.
- Three semesters while completing a one-year certificate program.

Adjustments can be made in each of these categories for part-time students.

Students retaking a course have the hours counted for financial aid only if:

- The grade received for the first attempt was an "F" and the course is required for graduation.
- The student is enrolled at least half time (at least six semester hours).
- A course in which a grade of "D" was received is retaken and counted for tuition cost only if it is not a part of the six hours.



Any student who was overpaid in the last award year must repay the amount of overpayment before additional grants can be received.

### **ACADEMIC ELIGIBILITY TO RECEIVE FINANCIAL AID**

The determination of a student's eligibility to continue to receive financial aid is made by the Academic Appeals Committee. The Academic Appeals Committee meets to consider the continuance of students as soon as the probation list is furnished by the Registrar's Office. The Academic Appeals Committee waives the satisfactory progress requirement for a student who experiences undue hardship as a result of special circumstances. Such cases might include injury to the student, illness of the student, the death of a relative of the student, or other extenuating circumstances.

- Any student placed on academic probation or financial aid probation is notified by the Academic Dean.
- Any student whose financial aid is terminated is notified in writing by the Director of Financial Aid. The decision to terminate financial aid is made by the Academic Appeals Committee.
- Any student who wishes to appeal the termination of financial aid must do so in writing to the Academic Appeals Committee.
  - A written appeal by the committee to the Academic Dean for the reinstatement of the student is made within two weeks.
  - The appeal should include reasons why the student should be considered for reinstatement.
  - The decision reached on the appeal is communicated to the student in writing within two weeks of the date of the appeal. The decision is also sent to the Financial Aid Office.

Transfer students must meet the same basic requirements for financial aid. Required grade point average is based on classes taken at Grace.

### **DISBURSEMENT PROCEDURES FOR FEDERAL FINANCIAL AID**

Pell Grant: This grant is applied to the student's account at the beginning of each semester.

Direct and PLUS Loans: The loans are applied to the student's account at the beginning of each semester. Notices are mailed to each student when their loan proceeds arrive. Students have 14 days from the date of the notification during which to decline the aid. Funds come by electronic funds transfer (EFT) and are credited to the student's account.

State Grants and Outside Scholarships: These forms of aid are applied to the student's account once Grace has received the award from the funding source.

### **CREDIT BALANCE REFUNDS**

#### **Institutional Scholarships and Grants:**

Grace University institutional scholarships and grants will be applied to the student's account but will not be earned or available for refund until the semester is 60% complete. The student may ask for a refund after the funds have been applied by filling out an online refund request form. The student is eligible for a refund if the payments, loans, scholarships, and/or grants for the semester are more than the charges for the current semester plus any previous unpaid balance. If a refund check is not cashed within 120 days, the check will be voided and the refund amount will be added back into the student's account.

#### **Federal Loans and Grants:**

The University will refund any credit balance requested by the student and all Title IV Student Financial Aid (SFA) credit balances within 14 calendar days after the student's request or the date the Title IV SFA credit balance occurs. (For more details or a copy of the federal refund policies, contact the Financial Aid Office).

**State Grants and outside scholarships:**

These will be credited to the student's account once Grace has received the money. If this creates a credit balance, the student may request up to the amount of that credit balance as a refund.

**Refund Requests:**

After institutional scholarships and grants have been applied to the student's account, students will receive an email with instructions on how to determine if a refund is available and, if desired, how to request a refund of the excess credit balance. It is always an option to leave the extra and apply it as a pre-payment to a future term. After requesting a refund, the student will receive an email reply noting the date the refund check will be available.

**Advances on Scholarship Monies:**

There are no advances on scholarship monies. This is due to the fact that Grace University aid is not earned or applied to a student's account until after the semester is 60% complete.

**DELINQUENT ACCOUNTS**

A former student with a balance due will receive a billing statement once a month from the Accounts Receivable Specialist. Late fees will be added monthly per published university policy.

## Satisfactory Academic Progress Policy

**GENERAL INFORMATION**

In accordance with federal regulations, Adult Degree Completion (ADC) students must maintain satisfactory academic progress (SAP) in order to receive federal funding. The Grace University Financial Aid Office monitors students' progress with regard to both "Qualitative" and "Pace" standards at the end of every semester a student receives financial aid. The following guidelines describe Grace University's policies and procedures pertaining to this regulation:

**Qualitative Standard**

Institutional academic standards must be met in order to maintain good standing. To be eligible to continue in college and to receive federal funding an ADC student must maintain the following minimum cumulative grade point averages:

**BACHELOR DEGREES**

- 1-15 hours: 1.5 Minimum Cumulative GPA
- 16-40 hours: 1.75
- 41+ hours: 2.0

For a student who is enrolled in a program that is longer than two academic years, the student must have achieved a GPA of at least 2.0 by the end of the second academic year.

A student may repeat any course once in an attempt to improve a grade of C+ or below. While both grades will appear on the student's transcript, only the better grade will be used in computing the grade point average.

**Pace Standard**

Degree or certificate-seeking students must successfully complete at least 67% of the cumulative credit hours attempted at Grace at the end of each evaluation period (at the end of the spring semester every year).

- To earn credit hours at Grace, a student must receive a grade of A, B, C, D, or P (where appropriate). All other grades do not earn hours.

- Classes from which a student withdraws after the drop/add period count as *attempted but not earned* hours. Withdrawing from classes after the drop/add period will negatively affect students' ability to satisfy the hours earned standard.
- Acceptable transfer credits (transfer credits that apply toward the program in which one is enrolled) count as both attempted and earned hours.
- For repeated coursework taken at Grace, both the repeated and the original attempt count as attempted credit hours, while only successfully completed courses will count as completed.

Students may not exceed 150% of the program requirements measured in credit hours attempted. For example:

- Students working toward a Bachelor's degree requiring 124 credit hours may not exceed 186 attempted credit hours.
- Students working toward an Associate Degree requiring 64 credit hours may not exceed 96 attempted credit hours.
- Certificate programs will be monitored according to the hours required for the certificate.

### **Financial Aid Warning**

Students who fail to make satisfactory academic progress (either Qualitative or Pace standards) in any given semester are placed on **Financial Aid Warning** status during the next semester in which they receive financial aid at Grace. Students who reach the maximum time frame of 150% of the program are not eligible for Financial Aid Warning; they are ineligible for further federal financial aid for that degree.

ADC students who fail to make satisfactory academic progress will be evaluated at the end of the warning period (no longer than a single semester of classes). Failure to meet SAP requirements after the warning semester or term will result in financial aid **disqualification**.

### **SATISFACTORY PROGRESS REQUIREMENTS FOR FINANCIAL AID**

The student must maintain satisfactory progress to maintain eligibility for Title IV financial aid. Students on scholastic probation are eligible for Title IV financial aid for the ensuing semester. Refer to the Financial Aid Policies below for details related to GPA minimums.

ADC students on scholastic probation are eligible for Title IV financial aid for the ensuing semester. However, the GPA must be raised to the required level during the probationary semester if the student is to maintain eligibility for Title IV financial aid. Detailed policy information is available from the Financial Aid Office.

### **FINANCIAL AID POLICIES**

Financial Aid applicants are considered for financial assistance based upon individual need and enrollment status. To receive financial assistance as a full-time student, the ADC student must be enrolled for a minimum of 12 semester hours each semester. Because Adult Degree Completion students are generally enroll for 9-10 credits each semester, federal Pell Grants and other federal financial aid will be awarded on a pro-rated basis. To maintain full-time eligibility, the student must have successfully completed a minimum of nine semester hours each semester for two consecutive semesters or a total of 18 semester hours each award year. Students who receive aid on half-time (6-8 hours per semester) or three-quarters time (9-11 hours per semester) must annually complete a minimum of nine or 15 hours, respectively, during the award year.

To achieve successful completion of credit hours, the student must maintain:

- A minimum grade point average of 1.5 after the first semester.
- A minimum grade point average of 1.75 after two or three semesters.
- A minimum grade point average of 2.0 after four semesters and thereafter.

Failure to maintain these grade point averages results in the student being placed on academic probation. A student placed on academic probation according to the above scale is eligible to receive Title IV aid for the ensuing semester. However, if the student's grade point average is not raised to the required level during the probationary semester, the student is not eligible until the necessary grade point average is attained.

Students are eligible to receive financial aid for a total of:

- Six years (12 semesters) while completing a bachelor program.
- Three years (6 semesters) while completing the two-year programs leading to associate degrees.

- Three semesters while completing a one-year certificate program.

Adjustments can be made in each of these categories for part-time students. Students retaking a course have the hours counted for financial aid only if:

- The grade received for the first attempt was an "F" and the course is required for graduation.
- The student is enrolled at least half time (at least six semester hours).
- A course in which a grade of "D" was received is retaken and counted for tuition cost only if it is not a part of the six hours.

Any student who was overpaid in the last award year must repay the amount of overpayment before additional grants can be received.

### **ACADEMIC ELIGIBILITY TO RECEIVE FINANCIAL AID**

The determination of a student's eligibility to continue to receive financial aid is made by the Academic Appeals Committee. The Academic Appeals Committee meets to consider the continuance of students as soon as the probation list is furnished by the Registrar's Office. The Academic Appeals Committee waives the satisfactory progress requirement for a student who experiences undue hardship as a result of special circumstances. Such cases might include injury to the student, illness of the student, the death of a relative of the student, or other extenuating circumstances. Any student:

- Placed on academic probation or financial aid probation is notified by the Vice President of Academic Affairs.
- Whose financial aid is terminated is notified in writing by the Director of Financial Aid. The decision to terminate financial aid is made by the Academic Appeals Committee.
- Who wishes to appeal the termination of financial aid must do so in writing to the Vice President of Academic Affairs

### **FINANCIAL AID APPEALS & FINANCIAL AID PROBATION**

Students who have been disqualified may **appeal** to request a **Financial Aid Probation** period. Financial Aid appeals must be submitted on a Grace University SAP Appeal Form that is provided by the Financial Aid Office (and included within this policy) with the disqualification letter. (Information in this regard will also be available from the Academic Office.) The request for Financial Aid Probation will be reviewed and a written response will be provided to the student. Financial aid eligibility may then be reinstated for a defined period, with the expectation that all SAP standards will be met after that period of **Probation**. Upon review, if all SAP standards are not being met during the **Probation** timeframe, the student will then become ineligible for aid. If the student's appeal is denied, they will receive notification from the financial aid office.

#### **Academic Probation**

An ADC student's academic standing is determined by his or her grade point average. When a student's grade point average drops below that specified minimum cumulative grade point average, he/she is placed on scholastic probation and may remain in school only by special permission of the Academic Review Committee. Notification of probationary status will be sent by the Academic Review Committee. Students will receive one letter, which also will include information from the Financial Aid Office pertaining to how their probationary status will affect financial aid for the duration of the probationary period (**Financial Aid Warning**).

For a veteran enrolled in Adult Degree Completion program, Veterans Administration (VA) benefits are generally withheld when a veteran is placed on scholastic probation. Title IV benefits are withheld according to the guidelines presented under the Title IV Financial Aid for Undergraduates information.

NOTE: Transfer students must meet the same basic requirements for financial aid. Required grade point average is based on classes taken at Grace.

To create an environment of academic responsibility and support, the following standards, classifications, and requirements related to academic progress, probation, and student accountability are utilized:

#### **Standards of Probation**

Bachelor Degrees

<u>Hrs. Completed</u>	<u>Min. Cum. GPA</u>	<u>Academic Warning</u>
1 – 15 hours	1.5	1.50 – 1.75
16 – 40 hours	1.75	1.75 – 1.99

41+ hours      2.00      2.00 – 2.25

## **ADULT DEGREE COMPLETION PROGRAM ACADEMIC ACCOUNTABILITY CLASSIFICATIONS**

### **Academic Warning**

- Implemented to address the notification and support needs of pre-probationary students.
- Students in danger of academic probation based on the minimum cumulative GPA categories.
- **Recommendations:** Increased advising and academic support resources.

### **Academic Probation**

- Students who fall below the minimum cumulative GPA for related hours that they have completed at Grace University.
- Students remain at the institution but must raise their cumulative GPA within one semester (or show satisfactory academic progress within a given semester or semesters as stipulated in their notice of academic probation).
- **Recommendations:** Increased advising and academic support resources.

### **Academic Suspension**

- Students who are unable to show satisfactory academic progress after one semester of academic probation.
- **Requirements:** Written request for readmission, as well as demonstration that the student has met any readmission requirements outlined at the time of their suspension (i.e., ELL coursework, etc.). Students would re-enter on academic probation.

## **APPEALS PROCESS**

ADC students would be required to appeal any academic discipline decision in writing **within two weeks of notification**. The appeal should include reasons why the student should be considered for reinstatement. Any appeals must be directed to the Vice President of Academic Affairs. Appeals are reviewed by the Academic Review Committee and the decision reached on the appeal is communicated to the student in writing within two weeks of the date of the appeal. The decision is also sent to the financial aid office.

## **FINANCIAL AID REINSTATEMENT**

Students who have been disqualified or granted a Financial Aid Probation period may reestablish eligibility by taking Grace classes which bring the cumulative GPA back to 2.0 or above and successfully complete 67% of credit hours attempted. A student may request **in writing** that financial aid eligibility be reinstated. If financial aid disqualification is due to reaching the maximum time frame of 150%, financial aid eligibility cannot be reinstated without an approved appeal.

Students who have questions about the satisfactory academic progress policy for financial aid recipients or any of the procedures may contact financial aid at (402) 449-2810 or [gufinaid@graceu.edu](mailto:gufinaid@graceu.edu).

**Grace University**  
**Satisfactory Academic Progress (SAP) Appeal Form**

Expectations for academic performance and/or progress are spelled out in degree catalogs, student handbooks, and in the “Adult Degree Completion Satisfactory Academic Progress Policy.” (Students should be aware of these expectations.) Guidelines for access to federal financial aid are also spelled out in those documents. **Academic Probation** and **Financial Aid Warning** calculated from a student’s Grade Point Average (GPA) and Pace (percentage of attempted classes that are earned toward a degree).

**Academic Probation** and **Academic Suspension** have consequences related to availability of federal financial aid. While Grace University spells out its guidelines for Academic Probation and Suspension, students should be aware that the Financial Aid Office is guided by similar (but not always identical) policies with regard to its ability to offer federal financial aid to students.

Federal Regulations authorize financial aid administrators to **Appeal** a Financial Aid Suspension notification for students who have failed to meet the standards of Satisfactory Academic Progress (SAP) due to extenuating circumstances. Federal policy suggests such circumstances may include, but are not limited to, serious illness or injury, death in the immediate family, or other special circumstances beyond the student’s control. **Academic Probation** and **Financial Warning** may not be appealed (unless there is an error in data entry); Academic Suspension and Academic Probation may be appealed through the same form.

In order to have an appeal considered, you must submit this form to the office of the Vice President of Academic Affairs. An appeal may pertain to two types of situations.

1. For many, an appeal may be sought immediately upon notification of suspension; such an appeal must be submitted no later than 30 days after the date on your denial letter.
2. For some, re-entry at the end of a designated time period requires an appeal notice, and the same form below should be used accordingly.

Please return this form to: Grace University, Office of Academic Affairs, 1311 S 9th St, Omaha, NE 68108.

**Depending upon which category above applies, please answer the following questions:**

1. Explain in detail why you did not meet the minimum SAP standards. You may include any documentation you feel will support your appeal.
  
  
  
  
  
  
  
  
  
  
2. What changes have you made that will ensure that you will be able to meet the SAP standards in the future? If you have not been taking classes at Grace University due to suspension, please articulate any pertinent information from that period that may influence our assessment for academic success at Grace in the future. (For example, you could produce a transcript of success in classes from a community college or another institution during the last few months.)
  
  
  
  
  
  
  
  
  
  
3. What actions will you be taking to improve your performance, and what specific classes do you expect to take so as to improve your GPA and raise it to an appropriate level?

**This last section must include an Academic Recovery Plan** that indicates specific courses to be taken (or re-taken) as well as minimum targets for GPA for the next semester so as to bring you into SAP standards. (It is strongly recommended that you make use of your program advisor, and gain their approval, to develop this plan.)

**Please note:** Information provided will be evaluated by the Academic Office and the Financial Aid Office. Policies at work in the Financial Aid Office could disallow the continuation of aid, even if the Academic Office (through committee review) believes it is best to rescind the Suspension notification.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Student)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Advisor, when possible)

# Adult Degree Completion Cost of Attendance

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## **ADULT DEGREE COMPLETION TUITION AND FEES:**

ADC Tuition (online or face-to-face)	\$423 per credit hour
ADC Tuition (active duty military only*)	\$262 per credit hour
Independent Study Courses	\$262 per credit hour
Independent Study Course Fee (in addition to tuition)	\$94 per credit hour
Directed Study Course Fee (in addition to tuition)	\$94 per credit hour
Prior Learning Assessment Transcript Post Fee	\$100 per credit hour
Portfolio Fee (one time)	\$95
Student Services Fee	\$100 per semester
Audit Fee	\$75 per credit hour
Graduation Fee (one time)	\$225
Late Registration Fee (returning students only)	\$25

\*Active duty members of the United States Military, National Guard Reserve, and Coast Guard who are enrolled in the Adult Degree Completion Program are eligible for this discounted tuition rate.

## **ADULT DEGREE COMPLETION REFUND SCHEDULE**

### **THE FIRST COURSE**

A new student, in the first course of their first semester in Adult Degree Completion, who withdraws may receive a percentage refund based on the following:

Withdrawal on or before the date of the:

first class	100% refund
second class	75% refund
third class	50% refund
fourth class	25% refund
after fourth class	no refund

\*\*In online courses, the first class meeting and last opportunity for a 100% refund will be defined as 11:59 P.M. on the first date when assignments are due.

### **ALL OTHER COURSES**

If the student attends the first night of a course, he/she will be charged for the entire course, regardless of whether the student completes the course. In online courses, attendance will be marked by any participation in a class, including the submission of any one assignment or the participation in any one discussion posting. If any online assignment is completed, the student will be considered in attendance for the first week and will be charged for the entire course, regardless of whether he/she completes the course.

Exceptions may possibly be made for extenuating circumstances (deaths, illness, etc.) but these are evaluated on a case-by-case basis. If the student does not attend the first night of the course, he/she will not be billed for the course, but the amount of financial aid and/or bill will be re-evaluated accordingly. If the student is unable to attend the first night of the course, but does plan to attend the remainder of the time, the Business Office and Financial Aid Office will need to be notified of this in order to reinstate aid and charge the student accordingly.

### **REFUNDING OF FEDERAL STUDENT FINANCIAL AID**

The University will refund all Title IV Student Financial Aid (SFA) credit balances within 14 calendar days of the start of the semester or within 14 calendar days of the occurrence of the credit balance, whichever date is later. The University will refund any credit balance requested by the student within 14 calendar days after the student's request. Credit balances of less than or equal to \$1.00 on a student account at Fiscal Year End will not be refunded. They will be cleared from the student account and receipted into Grace University's general checking account.

If a recipient of Title IV aid withdraws during a period of enrollment in which the recipient began attendance, Grace University must calculate the percentage and amount of Title IV assistance the student did not earn and return those funds to the Title IV programs. If the day the student withdraws occurs on or before the student has completed 60 percent of the period of enrollment for which the assistance was awarded, the amount of aid earned by the recipient is calculated by



determining the percentage of the enrollment period completed multiplied by the total amount of Title IV aid that was dispersed (and that could have been disbursed). If the day the student withdrew occurs after the student has completed 60 percent of the period of enrollment, the recipient has earned 100 percent. The percentage and amount not earned is the complement of the percentage of Title IV aid earned multiplied by the total amount of Title IV aid that was disbursed (and that could have been disbursed) to the student, or on the student's behalf.

For more details or a copy of the federal refund policies, contact the Financial Aid Office.

## **ACADEMIC POLICIES**

This program catalog provides the academic requirements established for Adult Degree Completion students entering the program during the 2017-2018 academic year. This catalog serves as the 2017-2018 Catalog of Record. Should degree requirements change in future years, the requirements of this Catalog provide the basis for graduation requirements. Should a student withdraw from continuous study at Grace, and should the student resume his/her program at a future date, the program requirements in the University Catalog at the time of readmission will serve as the Catalog of Record. Changing programs during one's studies at Grace University also is sufficient reason to change the Catalog of Record to the current year's Catalog.

Information regarding tuition and fees in this Catalog only represents the rates for the stated academic year. These rates are reviewed and adjusted on a regular basis.

While course offerings are scheduled based on program requirements listed within this catalog, the University reserves the right to reschedule and/or cancel courses based on factors such as low course enrollment. Suggested course schedules available through the Adult Degree Completion Office should be viewed as exactly that—suggested. They should not be viewed as a binding contract on the part of the University. In the unusual event that the Adult Degree Completion Office exercises its right to cancel a required course, Dean of Adult Degree Completion, in consultation with the Adult Degree Completion Academic Advisor, may substitute relevant course work to meet program requirements.

### **SERVICE LEARNING**

Practical field experience and community volunteerism are integral parts of the education process at Grace University; thus, all ADC students are required to participate in Service Learning.

Throughout each general and professional core ADC course, students volunteer in a ministry or community agency to impact the lives of other people. These settings may include (but are not limited to) jail visitation, tutoring at-risk youth, ministering to children and youth in church settings or small groups, leading Bible studies, assisting in disaster relief, YMCA youth programs, or senior citizen and hospice visitation programs.

### **SEMESTER SYSTEM**

Grace University offers academic credit on a semester system. Each course is defined by the number of semester credits granted for completion of the course. In the Adult Degree Completion Program, most courses carry three semester credit hours. Information regarding the course numbering system and course abbreviations is available. Adult Degree Completion course descriptions and credit hours assigned to each course are designated in the Course Descriptions section of this catalog.

### **ACADEMIC HONESTY**

All students are expected to maintain a high degree of academic integrity in completing the requirements of any Adult Degree Completion course. Therefore, academic dishonesty of any kind will NOT be tolerated. Hacker's A Pocket Style Manual states: "Three different acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words" (107). Cheating and submitting work completed by others also constitute plagiarism. If it is determined that a student has plagiarized on a given assignment, a zero will be given for that assignment. For a first offense, the student will have the opportunity to redo the assignment. However, the assignment will be counted as late, and appropriate penalties will apply. Beyond the first offense, the "0" grade will remain for the assignment.

### **CAMPUS NETWORK**

Grace University's web and computer network systems are set up to handle all email and educational needs for our students. Students have access to records, financial status, institutional announcements, and their email through the

University system so it is imperative that they monitor their email and records on a regular basis—daily when it comes to email. **The institution views its email system as the primary method of communicating with all students, faculty and staff.** All communication from the Registrar’s Office, Business Office, administration and faculty, which does not come by regular post, will be done through a student’s Grace email account. More information is available in the Adult Degree Completion Program Student Handbook.

## **ACADEMIC CREDIT**

### **GRADING SYSTEM**

A student may repeat any course in an attempt to improve a grade of “C” or below. While both grades will appear on the student’s transcript, only the better grade will be used in computing the grade point average. Each repeated course will be counted only once in calculating credit hours required for graduation.

A+		100+	4.000
A	Excellent	97-100	4.000
A-		94-96	3.670
B+		92-93	3.330
B	Good	90-91	3.000
B-		87-89	2.670
C+		84-86	2.330
C	Acceptable	81-83	2.000
C-		78-80	1.670
D+		76-77	1.330
D	Poor	73-75	1.000
D-		70-72	0.670
F	Failure	Below 70	0.000

### **GRADE POINT SYSTEM**

A student’s academic standing is computed by the numerical value assigned to each course grade. For example, every credit hour of “A” has the value of four points; every credit hour of “B” has a value of three points, etc. The total grade points earned, divided by the number of credit hours attempted, gives the grade point average. Graduation requirements and scholastic honors are determined on this basis. The Registrar computes the official GPA for each student each semester and cumulatively for his/her education at Grace.

### **DROPPING A COURSE**

In order to receive a “W” rather than an “F” for withdrawing from a course:

**5-week Courses:** the student must submit a Drop Form to the Registrar’s Office before the date of the third night of class and have maintained a “C” or above grade average in work-to-date.

### **FINAL GRADES**

Instructors are required to post grades on Self Service within two weeks of the conclusion of the course. All final grades are available for student viewing online as soon as they are posted.

### **DISPUTED GRADE POLICY**

If an Adult Degree Completion student has a question regarding his/her grade, it is to be taken to the instructor first, doing so as soon as possible. The instructor is the first line of communication in this situation.

If the student still has a question, he/she may contact the Adult Degree Completion Office. A final avenue of appeal is the Academic Dean’s Council. To do this, a formal letter of appeal must be given to the Adult Degree Completion Office within two weeks from the time of the posting of the final grade by the instructor in Self Service. It should be remembered that Grace University places high value on its instructors. The school, as a general policy, does not override its instructors.

### **AUDITING**

In some cases, students may wish to enroll in a course for informational purposes only. Although auditors are required to attend classes and come under the same general regulations as other students, they may or may not be required to do the assignments and/or to take the examinations. Students will be permitted to audit online Adult Degree Completion classes, so long as they participate in the online course discussions per instructor guidelines each week. Auditors should seek

clarification on expectations from the faculty of record. No credit is given for courses audited. Because attendance is the basic requirement in all accelerated courses, auditing students are expected to attend every course session. No appeals are permitted. All auditors must have the approval of the Dean of Adult Degree Completion. The fee is nonrefundable.

### **CLEP EXAMINATIONS**

The College Level Examination Program (CLEP) is used to establish credit in certain college courses. A total of 15 credit hours of exam-based credit can be earned through examinations such as AP, CLEP subject examinations, and Challenge Exams; however, *no credit is allowed for CLEP general exams*. Credit can only be offered in fields of study that are equivalent to those offered or approved by the University. CLEP exams approved by the University, minimum raw score requirements for credit, and credit hours approved per course are listed elsewhere in this catalog. Credit earned by CLEP examination is not counted toward residency requirements for graduation. If the course has been taken by audit, or if the student has already completed one semester of a year-long course sequence such as English or History, credit is not given by CLEP examination. *The University's code number for the CLEP examination report is 6248*. For additional information about completing college credit via CLEP examinations, or to sign up for a CLEP test, please contact the Grace University Academic Office.

### **DIRECTED STUDIES**

For a variety of reasons, students may want to pursue areas of study that are not found in the regular schedule of classes. The area of study must be approved by the Department Chair and the instructor who directs the study. The student and instructor will meet regularly throughout the semester. Students will do assignments appropriate to the area of study and present their findings in a scholarly fashion appropriate to the area of study.

### **INDEPENDENT STUDY**

In an Independent Study, students are required to complete a variety of assignments. Course materials (except for textbooks or videos) are available online and all assignments are submitted online for grading. Course requirements and grading standards for I-Studies courses demonstrate approximate equivalence to traditional and/or accelerated courses. A student may accumulate a maximum of 21 credit hours of Independent Study coursework.

### **CLASS ATTENDANCE**

Attendance at all Adult Degree Completion class sessions is mandatory because a significant portion of learning and interaction takes place in class. In addition, the format of the Adult Degree Completion Program has already incorporated the minimal amount of seat time necessary for accreditation purposes.

Unless special permission is granted by the Adult Degree Completion staff, any student missing more than one class (more than a total of 4 hours) during a face-to-face course will earn an "F" for that course. In online courses, all late work will receive a grade of "0". Examples of circumstances in which possibly permission would be granted:

- Family emergency such as death.
- Diagnosis of a terminal illness of self or an immediate family member.
- Diagnosis of a mental health impairment with the need for hospitalization or written confirmation by a licensed physician regarding the impairment of functionality.
- A debilitating car accident or any other medical issue that causes the student to be unable to continue the course.

### **TRANSFER OF CREDIT**

The University follows the general practices established in the Higher Education Transfer Alliance (HETA) by the Council for Higher Education Accreditation (CHEA). Grace University normally accepts transfer credit from accredited institutions when the grade is "C-" or better, the course fits into the student's program of study, and no other institutional policies are violated.

### **WITHDRAWAL FROM COLLEGE**

If a student decides to withdraw from the Adult Degree Completion Program, it is important to go through an official withdrawal procedure in order to minimize any charges and maximize any refunds. The student who is withdrawing is to do the following:

- Contact the Adult Degree Completion Academic Advisor.
- Return any checked out library materials.
- Contact the Financial Aid Office to complete any necessary paperwork.

- Contact the Business Office to determine his/her account balance.

Students who enroll in Adult Degree Completion, but then drop out for more than one semester (but less than three years) must complete the Application for Readmission (available from the Admissions Office). For absences longer than three years, students must complete the full admissions process.

If a student wishes to withdraw from a class due to personal circumstances, or desires to leave the Adult Degree Completion program in the middle of a term, approval must be sought through the ADC Dean. To begin this process, the student should consult with his/her academic advisor, review the circumstances for requesting a withdrawal, and receive approval from the Dean of the ADC Program. An administrative withdrawal may be approved in the case of extenuating life circumstances for an Adult Degree Completion student, but is not guaranteed. Once the withdrawal has been approved, the Academic Withdrawal form is submitted to the Registrar's Office, Business Office, and Financial Aid Office.

### **ACADEMIC ACCOMMODATIONS**

Grace University is committed to providing reasonable accommodations for qualified students in compliance with the civil rights laws of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act. The University seeks to offer a supportive environment in and out of the classroom and welcomes students with disabilities. For more information, please contact the Student Development Office. Any student with a diagnosed learning disability is encouraged to talk to the instructor as soon as possible concerning alternative methods of fulfilling course requirements. The University reserves the right to deny any request for special accommodation if the timeliness of the request is not appropriate, if the request would require an elimination of academic requirements essential to the discipline being pursued, or due to lack of personnel and/or resources.

### **VISITORS AND CHILDREN ON CAMPUS**

Following is Grace University's policy when children of current Adult Degree Completion (ADC) students are in attendance during a scheduled, onsite class. In addition, this policy will address non-student visitors who wish to attend an onsite class.

#### **Children Attending an Onsite Class:**

On the rare occasion, when a parent brings their young child to class due to unforeseen circumstances the parent/student is to notify both the ADC Academic Advisor and their instructor prior to arrival on campus. When the parent arrives on campus, they acknowledge that the University's policy states "Grace University assumes no liability for children or dependents brought onto campus. Because Grace University is an educational establishment, it is the focus of the University to provide an environment suitable for learning at all times. A parent should refrain from bringing a young child to class except in rare cases when normal childcare arrangements fail and no other alternative is immediately available."

To maintain a suitable learning environment, visits by young children will not become a normal occurrence during the parent's scheduled class time. Children are to be monitored at all times by their parent or guardian and are not to be left unattended in classrooms, common areas, hallways, or outside the building. To maintain the proper classroom setting, Grace University staff and the ADC faculty have been given permission to ask a parent/student and their child to step out of a classroom if the arrangement proves disruptive to the learning environment.

Additionally, a student who must miss class or leave class due to insufficient childcare should refer to the ADC attendance guidelines. ADC students are encouraged to consider the ADC attendance policies and have a back-up childcare arrangement in place while actively enrolled at Grace University.

#### **Non-Student Visitors:**

Any individual not currently enrolled in the Grace University Adult Degree Completion program who wishes to visit a class is asked to contact the ADC Academic Advisor prior to arrival at campus. The advisor will assist in arranging a campus visit and will coordinate this visit with a class schedule and instructor.

### **CAMPUS HOUSING**

Grace University does not provide campus housing for Adult Degree Completion students. Students in the Adult Degree Completion program are required to live off of campus.

### **STUDENT AWARDS & GRADUATION HONORS**

### **M. R. Dahlquist Award for Excellence**

Dr. Dick Dahlquist retired in May 2013 after serving with Grace University as a faculty member and as the Director of the Adult Degree Completion Program for many years. As the Director of Adult Degree Completion, Dr. Dahlquist's vision was to reach adult learners and encourage them to complete their education and earn their degree. To honor his efforts, the Adult Degree Completion Program is pleased to announce the M.R. Dahlquist Award for Excellence, which will be given to one Adult Degree Completion student annually. The recipient of this award will have demonstrated exemplary academic achievement in the classroom while also displaying the qualities of leadership and Christian character and integrating a Biblical worldview both in the classroom and in the local community.

### **Adult Degree Completion Certificate of Excellence** (one student in each program: BU, PSY, and MS)

The student must have a 3.6 GPA or higher

The student must exhibit Christian character

The student must exhibit leadership ability in the field of his/her program

The student must exhibit leadership ability in the area of Service Learning

**NOTE:** In the case of a tie, more than one award may be given, at the discretion of the Adult Degree Completion Committee, in any of the Adult Degree Completion Certificate of Excellence program awards.

### **Adult Degree Completion Honors**

The student must have a 3.8 GPA or higher

### **Latin Honors**

Grace University awards graduation honors to undergraduate students (including Adult Degree Completion students) who have earned a minimum of 62 semester credit hours at Grace University and who have achieved cumulative grade point averages according to the following:

Cum Laude 3.20 to 3.49 Cum. GPA

Magna Cum Laude 3.50 to 3.79 Cum. GPA

Summa Cum Laude 3.80 to 4.00 Cum. GPA

### **ACADEMIC PROBATION**

A student's academic standing is determined by his or her grade point average. When a student's grade point average drops below that specified minimum cumulative grade point average, he/she is placed on scholastic probation and may remain in school only by special permission of the Academic Review Committee.

To create an environment of academic responsibility and support, the following standards, classifications, and requirements related to academic progress, probation, and student accountability are utilized.

### **STANDARDS OF PROBATION**

Bachelor Degrees

<u>Hrs Completed</u>	<u>Min. Cum. GPA</u>	<u>Academic Warning</u>
1 – 15 hours	1.5	1.50 – 1.75
16 – 40 hours	1.75	1.75 – 1.99
41+ hours	2.00	2.00 – 2.25

### **ADULT DEGREE COMPLETION PROGRAM ACADEMIC ACCOUNTABILITY CLASSIFICATIONS**

#### **Academic Warning:**

Implemented to address the notification and support needs of pre-probationary students.

Students in danger of academic probation based on the minimum cumulative GPA categories.

**Recommendations:** Increased advising and academic support resources.

#### **Academic Probation:**

Students who fall below the minimum cumulative GPA for related hours that they have completed at Grace University. Students remain at the institution but must raise their cumulative GPA within one semester (or show satisfactory academic progress within a given semester or semesters as stipulated in their notice of academic probation).

**Recommendations:** Increased advising and academic support resources.

**Academic Suspension:**

Students who are unable to show satisfactory academic progress after one semester of academic probation.

**Requirements:** Written request for readmission, as well as demonstration that the student has met any readmission requirements outlined at the time of their suspension (i.e., ELL coursework, etc.). Students would re-enter on academic probation.

**APPEALS PROCESS**

Students would be required to appeal any academic discipline decision in writing **within two weeks of notification**. Any appeals must be directed to the Academic Discipline Committee. Appeals are reviewed by the Academic Review Committee. Students are responsible to monitor their own academic progress. Notification of probationary status will be sent by the Academic Review Committee. Students on Academic Probation will receive one letter, which also will include information from the Financial Aid Office pertaining to how their probationary status will affect financial aid for the duration of the probationary period (**Financial Aid Warning**).

V.A. benefits are generally withheld when a veteran is placed on scholastic probation. Title IV benefits are withheld according to the guidelines presented under the Title IV Financial Aid for Undergraduates information.

**CLASSIFICATION OF STUDENTS**

At the beginning of each school year the University classifies students on the basis of credits and grade points earned or transferred. These classifications are as follows:

**For Students in a Bachelor Degree Program**

Freshman	0 – 24 Credits	No Minimum
Sophomore	25 – 55 Credits	No Minimum
Junior	56 – 92 Credits	100 Minimum
Senior	Over 92 Credits	180 Minimum

If credits and grade points do not fall within the same division, the lower of the two determines the classification. Depending on the academic program in which they are enrolled, students may qualify as seniors who do not intend to be graduated within that academic year. When this occurs, the student is classified as sophomore or junior.

**REGISTRATION**

With ADC classes, the opening date of registration is often just two or three weeks from the start of our next semester. Returning ADC students are asked to submit their own registration via Self Service under the guidance of the ADC Academic Advisor. In an effort to ensure that all students are registered in enough time to order course textbooks and complete week one assignments, a registration deadline is set by the ADC Academic Advisor for all returning students. Students are notified via email of this deadline prior to the opening of registration. Each student is also provided with an upcoming term schedule, their recommended course path, and registration instructions. Those who do not complete their registration process correctly and in full by the deadline are charged a \$25 registration fee and registered for their classes by their advisor. New ADC students will not incur this fee and will be registered for their first semester by the ADC Academic Advisor.

**RECORDS RETENTION AND TRANSCRIPTS**

The Registrar’s Office retains a variety of records pertinent to the academic progress of students. These records are available to school officials who have legitimate educational interest. For those students who apply but do not enroll, the University retains documents received in the Admissions Office for one year. For students who do enroll, the University retains relevant admission documents, including application forms and transcripts from other schools, for five years beyond the date of last attendance at Grace. Records of academic achievement at Grace University are retained permanently. The Family Educational Rights and Privacy Act of 1974 governs students’ rights of privacy and access to their educational records. Students have the right to inspect their files and all materials therein, except those items specifically waived by the student. Students wishing to view their files must make an appointment with the Registrar.

Grace University students and alumni are entitled to receive a reasonable number of copies of their academic transcripts reflecting their completed course work. Upon the written request of the student, with signature and appropriate fee, the Registrar’s Office will issue an official transcript to appropriate institutions, individuals, or agencies. Transcripts will not be issued for students who have financial obligations with the University.

**PRIVACY OF STUDENT INFORMATION**

Grace University designates the following student information as Directory Information: name, address, phone number, email address, date of birth, full-time/half-time status, major fields of study, dates of attendance, degrees/awards and honors received, admission/enrollment status, classification, athletic information, and photograph. The University may disclose any of these items without prior written consent, unless the student notifies the Registrar in writing to the contrary by the end of the first week of the respective semester. Unless a student has officially filed a written request restricting his or her information by this time, aspects of the student's Directory Information may be included in appropriate University or Campus directories, publications, and released by school officials in response to inquiries concerning individual students. A student must be enrolled at Grace University to modify his or her restriction of directory information.

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

- The right to inspect and review the student's education records within 45 days of the request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- 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.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace University to comply with the requirements of FERPA.

Education records are no longer protected under FERPA after a student's death; consequently the disposition of records pertaining to a deceased individual is not a FERPA issue but a matter of institutional policy. Grace University maintains full discretion in deciding whether, and under what conditions, education records of deceased students should be disclosed.

In general:

- The university will not release education records for one year after the date of death except with the written authorization of the executor/executrix of the deceased student's estate or next of kin, if an executor/executrix has not been appointed.
- Unless it has information to the contrary, the university will presume that the student is deceased 75 years after the date the records were first created. Thereafter the student's education records may be released without restriction at the discretion of the university.

To request the education records of a deceased student, an individual must submit a written request to the Office of the Registrar specifying the requester's name, relationship to the deceased, and reason for the request. Additionally, the requester must provide a death certificate or obituary notice as proof of death. The request will be reviewed by a panel of university administrators, generally including the Registrar and the Academic Dean or their designates, who will make the determination on a case-by-case basis.

For additional information about student rights, please see the Registrar.

## **GRADUATION**

Each May, the University holds its annual Commencement ceremony. Participation in May commencement exercises is required of all graduating students except those who do not live in the Omaha area, or have petitioned to graduate in absentia. Distance-learning students are encouraged to attend graduation festivities, including the commencement ceremony.

## **PETITION TO GRADUATE**

ADC students who anticipate completion of requirements for an undergraduate degree are responsible for filing an application for graduation with the Registrar's Office. The deadlines for submitting graduation applications are:

May graduation: December 1

August graduation: June 30

December graduation: September 30

Students alone assume the responsibility that all requirements to graduate are met prior to the deadline for graduation. Students with deficient academic hours may request permission to participate in Commencement exercises provided: (1) they have no more than 10 credit hours OR one academic course remaining in their program, and (2) they will complete all coursework before the end of the summer term preceding the graduation ceremony, and (3) they meet all other graduation requirements, including the minimum academic standing.

Outside of these guidelines, a student may petition to walk in the May graduation ceremony with incomplete degree requirements up to 10 credit hours. To petition, a student must contact their academic advisor. Petitions will be submitted to the Grace University Faculty Committee, who will determine approval based upon student standing and anticipated completion date.

Any decision regarding participation in the commencement ceremony outside of policy is determined by the Faculty Committee.

## **GRADUATION REQUIREMENTS**

### **Character and Doctrine**

Students must indicate agreement with the broad principles of the doctrinal positions found in this catalog. In addition to general review of character, no student is permitted to graduate from the University while on academic or disciplinary probation. The University reserves the right to withhold graduation from any student who disqualifies himself/herself in respect to character or orthodox doctrine at any time prior to commencement exercises.

### **Scholastic Rating**

The student must satisfactorily complete the required subjects of the program chosen, have the prescribed number of semester credit hours, and a grade point average of 2.0 or better.

### **Service Learning**

Because the University seeks to train students for effective service, it expects that those students show commendable zeal and faithfulness in their Service Learning. Each student's total SL experience is evaluated course by course in the Adult Degree Completion Program. The degree may be withheld on the basis of an unsatisfactory Service Learning record even though the student fulfills all other requirements.

### **Residency Requirement**

To provide the University with a realistic opportunity to evaluate all the requirements for graduation including Christian character, basic doctrinal orthodoxy, scholastic rating, and Service Learning experience, a student must complete at least thirty hours of credit at Grace University. Normally, the final 15 credit hours of a student's degree program must be earned at Grace University; however, circumstances may provide grounds for the dean to waive this requirement.

A student who withdraws from school with 30 or less hours remaining in a program has one year following the semester in which he or she terminated enrollment to complete the program. After one year, the student must complete the program as structured in the current catalog and complete a minimum of 15 credit hours at Grace University.

### **Finances**

All financial obligations to the University must be settled to the satisfaction of the Business Office prior to graduation.

### **Finalizing the Academic Record**

Once the degree is conferred, the academic record is considered complete and final. No further changes will be made unless there is a documented clerical error. It is the responsibility of the student to notify the Office of the Registrar of a clerical error within 30 days of the graduation date. Course repeats are not permitted after a degree is awarded. No transfer work will be accepted after the degree is conferred.

## **SENIORS ELIGIBLE TO TAKE GRADUATE COURSES**

Senior students in baccalaureate programs are eligible to take graduate-level courses and apply those credits toward their undergraduate degree provided (1) the graduate course meets the objectives of the undergraduate program, and (2) the students have gained permission from the director of the graduate program of interest to register for the graduate level course. Graduate courses completed to fulfill undergraduate program needs cannot be counted as credit to complete a graduate program. A substitute course may be applied for any coursework used within an undergraduate program.

## **SECOND BACHELOR'S DEGREE**

Students who wish to earn a second Bachelor degree from Grace University may do so provided (1) at least one year has lapsed between the granting of the two degrees, (2) subsequent to the completion of the first degree at Grace, at least 24 additional hours are taken at Grace University, and (3) all program objectives within the second program are fully met. Individuals holding Bachelor degrees from another accredited institution may receive a second Bachelor degree provided (1) they complete a minimum of 30 hours of residency at Grace University, and (2) all objectives within the second program are fully met.



# DEGREE PROGRAMS

## ADULT DEGREE COMPLETION PROGRAMS (AA AND BS)

### ADULT DEGREE COMPLETION OVERVIEW

Adult Degree Completion enables busy adults to attend classes year round to complete their bachelor degree. Classes in this program meet just one night a week for five weeks and class times are 6:00-10:00 P.M. Many elective courses, as well as the entire core programs for each major, are available in an online format. Depending upon the number of hours transferred, some students may need additional credits to graduate after completing the core Adult Degree Completion Program, which is required to be taken at Grace University. These remaining credits can be achieved by taking additional elective classes in Adult Degree Completion or in other formats offered by the University. Credit for prior learning can also be an option for completing all or some of the additional credit.

The compressed nature of the courses offered through Adult Degree Completion is consistent with standards of good practice for Adult Degree Completion programs. Each semester a combination of Bible courses and professional courses related to each major are offered.

Three professional Bachelor's Degree majors are available through the Adult Degree Completion Program at Grace University. They are:

- Business Administration
- Ministry Studies
- Psychology

Adult Degree Completion also offers the following Associate's Degree Program.

- Associate of Arts

### BACHELOR OF SCIENCE--CREDIT HOURS REQUIRED

A total of 124 credit hours are needed to obtain a Bachelor's Degree. These 124 credit hours are broken down into 2 primary categories: core requirements and electives.

1. Adult Degree Completion Core Requirements (46 hours)

2. General Education & Open Electives Requirements (72 hours)

The following general education courses are required as part of the 72 general education credits for a Psychology or Ministry Studies degree through Adult Degree Completion. Nine of the 72 credits in this area must be upper division courses (300-400 level).

English Composition (3 credits)  
Speech or Oral Communication (3 credits)  
Humanities (3 credits)  
Social Science (3 credits)  
Science, Math, or Computer Science (3 credits)  
Bible Study Methods or lower-division Hermeneutics equivalent (3 credits)

The following general education courses are required as part of the 72 general education credits for a Business Administration degree through Adult Degree Completion. Nine of the 72 credits in this area must be upper division courses (300-400 level).

English Composition (3 credits)  
Speech or Oral Communication (3 credits)  
Humanities (3 credits)

- Economics (3 credits)
- Statistics (3 credits)
- Bible Study Methods or lower-division Hermeneutics equivalent (3 credits)

To meet the requirement of 72 general education credits, students may transfer credit from other accredited higher education institutions, obtain credit through elective courses, or obtain credits through taking Adult Degree Completion Core courses that are not in the student's own major. The student may also acquire credit from prior learning (max: 36 hours) through a variety of prior learning assessment options. See the Adult Degree Completion Advisor for more information regarding these options.

### **ACADEMIC OPTIONS FOR GENERATING ADDITIONAL CREDITS FOR PROGRAM COMPLETION**

Once a student is in the Adult Degree Completion Program, additional credits can be earned toward graduation by completing a number of options. These options should be discussed with the Adult Degree Completion Academic Advisor.

- Traditional undergraduate day courses at Grace University.
- Independent studies and online courses at Grace University.
- Prior Learning Assessments. Applies only to general electives.
- College Level Examination Program (CLEP) exams or DSST (formerly DAN TES) exams.
- Military Training
- Community College of the Air Force
- Transfer credits from other accredited colleges or universities

## **Adult Degree Completion Major Requirements**

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### **ASSOCIATE OF ARTS**

#### **Associate of Arts Program Objectives**

There are six primary objectives of the Associate of Arts Program. Students who graduate with an Associate of Arts will be able to:

1. Know the basic course of biblical history and the central theological tenets of evangelical theology;
2. Demonstrate the development of critical thinking skills, nurtured within a biblical world view, and be able to articulate how this leads to a mature, discerning, and active Christian faith;
3. Demonstrate the ability to communicate effectively with both written and oral skills;
4. Discern, through the humanities and sciences, evidence of God's handiwork in culture and creation, and appreciate the importance of personal well-being within God's created order;
5. Demonstrate the ability to gather, interpret, and draw conclusions from research and from numerical data using accepted scientific methods;
6. Demonstrate knowledge of the government and of a citizen's rights, freedoms, and civic obligations, and develop the skill-sets and cultural sensitivity necessary to effectively engage and communicate within globally diverse communities systems, and structures.

<b><u>Associate of Arts Degree Requirements</u></b>		<b><u>62</u></b>
EN 100	Mechanics of Writing for College and Career (or ENG elective)	3
EN 102/EN 110	Creative Writing/Writing for College and Career (or ENG elective)	3
COM 101	Oral Communication	3
COM 201/Elective	Interpersonal Communication (or COM elective)	3
HU Elec	Humanities Elective	3
HU Elec	Humanities Elective	3
PSY 101	General Psychology	3
PE 102	Introduction to Health and Wellness (or PE elective)	2
SS Elec	Social Science Elective	3
SS Elec	Social Science Elective	3
SS Elec	Multi-Cultural Studies Elective	3
BU Elec	Business Elective	3

IT Elec	Information Technology Elective	3
SCI Elec	Science Elective	3
MA 211/Elec	Statistics (or MATH elective)	3
BS 201	Bible Study Methods (or equivalent)	3
XX Elec	Bible Electives	6
XX Elec	Open Electives	9

## BUSINESS ADMINISTRATION

The Business Administration (formerly Business Leadership) Program is designed to prepare students to impact the marketplace through integration of a Christian worldview and business. The Adult Degree Completion Program's Bachelor of Science in Business Administration is distinctive from the studies of other educational institutions because of the influence of the Bible. The basis of our program is the understanding that biblical and theological principles, when applied to business, will constitute best business practices. The Business Administration Program provides a general understanding of the principles of leadership and management, operation of organizations, and interrelationships of business functions within the organization. Additionally, the Adult Degree Completion student will apply the principles learned through their life application assignment and through an integration of their faith into their professional life.

### Business Administration Program Objectives

There are four primary objectives of the Business Administration Program. Students who graduate with a business administration major will be able to:

1. Devise a personal philosophy of business that incorporates a biblically based, Christian worldview into their choice of business field;
2. Demonstrate skills that are needed to competently perform as a business professional in their place of employment, whether in a Christian or secular setting;
3. Demonstrate interpersonal and relationship skills that promote an active Christian witness; and,
4. Demonstrate proficiency in the practice of Scripture, ethics, accounting, and business administration related activities.

### Business Administration Degree Requirements **46**

SS 301	Grace: Vocation and Integration Studies	3
TH 311	Biblical Foundations of Leadership	3
BS 301	Advanced Bible Study Methods	3
BS 342	The Life of Christ	3
BU 301	Corporate Finance	3
BU 302	Organizational Behavior	3
BU 307	Business Ethics	3
BU 311	Human Resource Management	3
BU 312	Principles of Marketing	3
BU 403	Business Law	3
BU 402	International Business	3
BU 411	Management of Information Systems	3
BU 456	Business Strategy and Planning	3
BU 412	Entrepreneurship	3
BU 466	Leading and Managing	3
SS 490	Professional Assessment	1

In addition to the above, all Business Administration students will be required to complete the following as a graduation requirement.

AC 300	Accounting for Business OR Accounting Elective	3
BS 201	Bible Study Methods OR Lower-Division Hermeneutics	3

## MINISTRY STUDIES

The Bachelor of Science in Ministry Studies lays a foundation for effective leadership in ministry. Adult Degree Completion students will acquire a framework of knowledge and experience that they will use to serve in a church or a para-church ministry.

### Ministry Studies Program Objectives

With the Ministry Studies degree, Adult Degree Completion students will be able to:

1. Integrate Biblical, historical, and contemporary principles into communicating the Word of God;
2. Demonstrate interpersonal and relationship skills;
3. Articulate a Biblical theory of leadership and exhibit organizational, administrative, and servant leadership skills;
4. Manifest necessary skills for continuing Christian ministry;
5. Demonstrate an awareness of the local church's strategic role in carrying out God's redemptive plan for the world;
6. Engage in ministry with people as a servant leader; and
7. Function as an associate staff in a local church or para-church organization.

<u>Ministry Studies Program Degree Requirements</u>		<u>46</u>
SS 301	Grace: Vocation and Integration Studies	3
BS 301	Advanced Bible Study Methods	3
BS 342	The Life of Christ	3
BU 466	Leading and Managing	3
CM 332	Personal and Social Ethics	3
CM 453	Spiritual Leadership	3
CM 454	Care Ministries	3
CM 461	Philosophy and Practice of Worship	3
CM 462	Educational Ministries	3
CM 471	Mission and Evangelism	3
HU 412	Intro to Apologetics	3
TH 300	American Faiths in the 21 <sup>st</sup> Century	3
TH 311	Biblical Foundations of Leadership	3
TH 331	Theology of God and the Bible	3
TH 332	Theology of Humanity and Salvation	3
SS 490	Professional Assessment	1

In addition to the above, all Ministry Studies students will be required to complete the following as a graduation requirement. As Romans is an upper-division elective, it may be dually considered their major elective and an upper-division elective, provided that the student has enough elective credits to reach the 124 credits required for a Bachelor's Degree to be granted.

BS 406	Romans	3
BS 201	Bible Study Methods OR Lower-Division Hermeneutics	3

## PSYCHOLOGY

The Bachelor of Science in Psychology is designed with considerable flexibility for the student, providing him/her with the opportunity to study a wide variety of psychological topics from a Christian worldview and allowing them to integrate their faith and practice. The Adult Degree Completion student will learn critical thinking skills needed to examine the psychological knowledge base from a biblical perspective. Each student will learn the critical thinking skills which will allow him/her to access the professional literature and to understand the research process.

### Psychology Program Objectives

Students that earn a Bachelor of Science in Psychology will be able to:

1. Be a servant leader capable of serving the Lord for the home, the church, and the world through both their faith and their profession;
2. Possess an awareness of self and others through a Biblically integrated worldview;
3. Be a critical thinker capable of analyzing professional information and research through a Biblically integrated worldview;
4. Articulate an understanding of the models of integrative thought;
5. Identify spiritual disciplines that are foundational in the quest of helping people;

6. Utilize learned skills in a practical and professional setting; and
7. Demonstrate ethical and moral reasoning in his/her decision making.

<u>Psychology Program Degree Requirements</u>		<u>46</u>
SS 301	Grace: Vocation and Integration Studies	3
TH 311	Biblical Foundations of Leadership	3
BS 301	Advanced Bible Study Methods	3
BS 342	The Life of Christ	3
PSY 302	Theories of Personality	3
PSY 303	Abnormal Psychology	3
PSY 305	Multi-Cultural Psychology	3
PSY 306	Cognitive Psychology	3
PSY 313	Lifespan Development	3
PSY 321	Marriage and Family	3
PSY 400	Social Psychology	3
PSY 401	Professional Ethics and Issues	3
PSY 406	Child Abuse and Neglect	3
PSY 411	Theories of Psychology and Psychotherapy	3
PSY 412	Group Dynamics	3
SS 490	Professional Assessment	1

In addition to the above, all Psychology students will be required to complete the following as a graduation requirement.

PSY 101	General Psychology	3
BS 201	Bible Study Methods OR Lower-Division Hermeneutics	3

# COURSE DESCRIPTIONS

## COURSE NUMBERING

The subjects numbered 100-199 are normally for freshman, 200-299 for sophomores, 300-399 for juniors, and 400-499 for seniors.

## COURSE ABBREVIATIONS

The curriculum offered in the Adult Degree Completion Program is organized in alphabetical order. Below are the subjects offered with the proper course abbreviations:

AC	Accounting	IT	Information Technology
BL	Business Leadership	MA	Mathematics
BS	Biblical Studies	PE	Physical Education
BU	Business & Technology	PSY	Psychology
CM	Christian Ministry	SCI	Science
COM	Communication	SS	Social Sciences
EN	English	TH	Theology
HU	Humanities		

## Accounting

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### **AC 300      Accounting for Business** **3**

Accounting for Business will prepare the student to understand the role of accounting as an information development and communication function for decision making in a personal, business, and/or church setting. The student is introduced to basic accounting terms and principles and develops skills in reading financial statements, preparing budgets, and performing basic financial analysis. Ethical issues, technology, and critical thinking skills will be explored through case studies and practical application of theory.

## Business Leadership

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### **BL 370E    Team Dynamics** **3**

This course emphasizes the importance of teamwork in organizational or professional settings. The components of effective teams, the dysfunctions of teams, and accountability within teams to help students become more effective team members.

### **BL 485E    Strategic Management** **3**

This integrative course focuses on the solution of specific business problems utilizing a corporate simulation which requires students to develop a strategy to lead their own company and implement the strategy through tactics for operations, management, marketing, and finance.

## Biblical Studies

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### **BS 100      Introduction to the Bible** **3**

This course is an introduction to the broad message of the Bible. It is designed to introduce the student to the major categories of the Bible, its big-picture messages, with attention paid to how the Biblical texts unpack the mission of God in the world and how Jesus is at the apex of both creation and the re-creation in God's story. It is aimed at students who have had limited exposure to the nature and character of the Scriptures.

### **BS 201      Bible Study Methods** **3**

This course will introduce the student to how Biblical Hermeneutics is applied to various styles and types of biblical writing. Particular emphasis is given to critical analysis, word studies, interpretation of Scripture, and the application of selected passages.

- BS 204 Gospels (independent study) 3**  
A study of the earthly life of Christ as revealed in the four Gospels. Attention is given to the political, religious, biblical, and geographical backgrounds. A chronology of events and a harmony of the Gospels are established. Biblical passages are analyzed. The character and purpose of the Gospels and the Person and ministry of Christ is analyzed.
- BS 210 Survey of the Pentateuch 3**  
The Pentateuch tells the story from the Creation of the world to the death of Moses and the preparation of the Israelites to enter the land of Canaan. This course will offer a survey of these five books of the Old Testament, including their purpose and content.
- BS 301 Advanced Bible Study Methods 3**  
This course equips students to use interpretive tools and various methods necessary to study the Bible. Theory will be applied to various biblical texts with an emphasis on the grammatical-historical method. Attention will focus on the importance of application of Scripture to personal and corporate transformation.
- BS 306 Daniel & Revelation (independent study) 4**  
Through a study of Daniel, Revelation and the Thessalonian letters, the course is designed to establish the premillennial framework for biblical prophecy.
- BS 311 1 Corinthians (independent study) 3**  
This course is a detailed exposition of this crucial epistle giving special emphasis to the divisions, disorders, and difficulties of the Corinthian church. Special consideration is also given to the nature of spirituality as well as spiritual gifts.
- BS 315 Philippians 3**  
This course is an expository study of Paul's prison epistle to the church in Philippi. In addition to a study of the book of Philippians this course will examine the following topics from the book: the person of Christ, the nature of Christian joy, the process of sanctification, and the value of suffering. There will be a special focus on the book's applicational value.
- BS 342 The Life of Christ 3**  
Focusing on the life and teachings of Jesus Christ, this course seeks to understand the Person and Work of Jesus Christ in its first-century context as well as its meaning for today's culture. Attention will be given to the origin and background of the Gospels.
- BS 402 Hebrews 3**  
An expositional study of The Letter to the Hebrews with special consideration of the relationship between the Old and New Testaments. Study will be conducted concerning the letter's historical background, and major themes presented within the letter. Students will be challenged to apply lessons to present day situations.
- BS 406 Romans (also available as an independent study) 3**  
This course is an expository study of Paul's epistle to the church in Rome. Paul's letter to the Romans is one of the most influential books of the Bible. It played a role in Augustine's conversion as well as the Protestant Reformation. During this course the student will examine both the doctrinal and practical aspects of Paul's incredible book.
- BS 414 a/b/c Backgrounds and Cultures of the Bible (available as three one-credit independent studies) 1**
- a) This course is a chronological study of the religious and cultural beliefs and practices of the first four major nations in the Old Testament (Mesopotamia, Egypt, Moab/Ammon and Canaan). Emphasis is placed on understanding religious and cultural backgrounds in order to understand the narrative and guide in proper application. Students taking this class will not be able to take BS 414 since it is a segment of the same course.
  - b) This course is a chronological study of the religious and cultural beliefs and practices of the next four major nations in the Old Testament (Philistia, Phoenicia, Assyria, and Babylon). Emphasis is placed on understanding religious and cultural backgrounds in order to understand the narrative and guide in proper application. Students taking this class will not be able to take BS 414 since it is a segment of the same course.
  - c) This course is a chronological study of the religious and cultural beliefs and practices of the next four major nations in the Old Testament (Persia, Greece, Palestine under Roman rule, Greece and Europe under Roman rule). Emphasis is placed on understanding religious and cultural backgrounds in order to understand the narrative and guide in proper application. Students taking this class will not be able to take BS 414 since it is a segment of the same course.
- BS 464 Old Testament Survey 1 - Genesis to Esther 3**  
An overview study of the background, history, authorship, and content of Genesis through Esther. Special emphasis will be placed on the skills for studying narrative and code law literature.
- BS 465 Old Testament Survey 2 - Job to Malachi 3**

An overview study of the background, history, authorship, and content of Job through Malachi. Special emphasis will be placed on the skills for studying poetry, wisdom, and prophetic literature.

- BS 468 New Testament Survey 1 - Gospels to Acts 3**  
An overview study of the background, history, authorship, and content of Matthew through Acts. Special emphasis will be placed on the skills for studying both the gospels and the book of Acts.
- BS 469 New Testament Survey 2 - Romans to Revelation 3**  
This course is an overview study of the background, history, authorship, and content of Romans through Revelation. Special emphasis will be placed on skills for studying both epistles and apocalyptic literature.

## Business

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- BU 301 Corporate Finance 3**  
A basic financial management course introducing students to essential financial concepts such as the analysis of financial statements, the time value of money, stock and bond valuation, risk and return, capital budgeting and the cost of capital. The course will challenge students to use their practical knowledge to analyze the financials of a publicly traded company of their choice. Both national and international business finances are covered in the course.
- BU 302 Organizational Behavior 3**  
This course covers the interactions of business organizations within the frame work of applied social science. Communications, culture, motivation, perception formation, leadership, change processes, and learning theory will be included in the course of study.
- BU 307 Business Ethics 3**  
This course examines ethics from a Christian world view in the context of the marketplace. Basic ethical theories are explored along with the integration of Scripture to develop a basis for ethical decision making.
- BU 308 Personal Finance 3**  
A practical study of personal/family financial decision making based on Scripture. Topics of study include financial stewardship, budgeting, giving, investing, retirement and the use of debt. Students will develop financial goals and personal budgets. Discussion will also include the use of various types of credit and insurance.
- BU 311 Human Resource Management 3**  
A study of the practices, theories and laws involved in the human resource function. The course will use cases to examine recruiting, selecting, training, evaluating, promoting, and disciplining personnel within a business, nonprofit, or intercultural organization. It will also consider the elements of working with unions and other personnel organizations in international settings.
- BU 312 Principles of Marketing 3**  
The basic considerations affecting the domestic and international marketing of goods and services: the nature of marketing activities and marketing institutions, the functions and responsibilities of an effective marketing system as well as its role in the economy.
- BU 402 International Business 3**  
This course examines the international dimensions of business such as industry globalization, development and implementation of international strategy, cross-cultural human resource management and ethical considerations unique to international business. Other areas impacting international business will also be examined including government action, finance and marketing.
- BU 403 Legal Environment of Business 3**  
This course is intended to provide the student with a comprehensive overview of the legal environment of business, and encourage/train/develop the critical thinking skills needed to analyze real world issues in the marketplace. Students will be introduced to the legal framework around which decisions are made in the business world, and they will be encouraged to think about issues in a manner that prepares them for a position in any local, national or international corporation.
- BU 411 Management of Information Systems 3**  
This course is an introduction to the design and use of management information systems for the business student. It presents the significant components and technologies employed in information systems, their impact on business processes, and the contribution they make to competitive advantage. Special attention is paid to the role of information systems in global, multinational businesses. Important topics reviewed include the management of information systems infrastructure and services, enhancing organizational collaboration through the use of information technology, the use of



information systems to improve and manage supply chains, the development, acquisition, and securing of information systems, and ethical questions related to the use of information systems.

- BU 412 Entrepreneurship** 3  
This course examines many aspects of the entrepreneurial business to gain an understanding of requirements necessary to start and run a new business. The course will cover the needs of the entrepreneur from legal, human resource, financial and marketing perspectives. Students will analyze case studies that highlight various aspects of entrepreneurship and will complete a “New Business Idea” paper. Outside speakers will be used to examine practical issues facing entrepreneurs today.
- BU 456 Business Strategy and Planning** 3  
This course integrates functional areas of business with business policy in order to establish strategic direction of the firm. Concepts and analytical tools of business strategy will be examined. The course will be taught using contemporary readings, projects, and case study analysis.
- BU 466 Leading and Managing** 3  
Leading and Managing is a study of leadership styles and skills. Emphasis is placed on motivational techniques and their effectiveness. Simulation activities assist in learning about management, leadership, and dealing with conflict.
- BU 480 Business Finance** 3  
Students study the financial policies regarding allocation, acquisition, and cash flow of funds for a profit or nonprofit business. Through case studies, time value of money, capital budgeting, and investments are analyzed and applied to business situations. Prerequisite: BU 301 Corporate Finance.
- BU 491 Business Practicum** 3  
The Business Practicum course introduces the student to strategic management and serves as a practicum to previous business courses. It details the processes of internal and external business analysis and then focuses on the processes for developing strategies for growth, diversification, and globalization. Additionally, the course is designed to provide the student with experiential learning that will facilitate the integration of practice and theory, to give business leadership majors insight into current policies, procedure, and problems in all types of organizations. Finally, it provides students with biblical and business guidelines for implementation of strategies in terms of organizational design and behavior, corporate governance, leadership and ethics.

## Christian Ministry

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- CM 330 Peacemaking in Today’s World** 3  
This class will examine the positive and negative of conflict and seek Biblical answers to solving conflict in a way that honors God and restores wholeness to a relationship.
- CM 332 Personal & Social Ethics** 3  
This course lays the foundation for a Christian response to ethical issues arising in 21<sup>st</sup> Century Western culture. Attention is given to the biblical foundation of Christian personal and social ethics, the history of ethics, ethical decision-making, and personal character development. Application of these topics will be made to a range of contemporary issues.
- CM 362 Marketplace Ministry** 3  
The purpose of this course is to learn and live the foundational tenets of biblical Christianity in the marketplace of life; at home, at work, and in the school; in short, in the public arena. Attention will be given to the lifestyle of the believer as a statement to the non-Christian, relationship building, lifestyle evangelism, spiritual conversation with the non-Christian, and the biblical elements of conversion.
- CM 413 Ministry Practicum** 3  
This course is designed for Ministry Studies and/or Pastoral students to enable them to receive field experience in a ministry context. Their “field supervisor” at their place of ministry will provide ministry opportunities and guide them during their weekly activities. Their mentor from Grace University will provide help and counsel weekly via online journals and every third week via class meetings.
- CM 453 Spiritual Leadership** 3  
This course will focus on the dynamics of spiritual leadership in 21st-century ministry. One’s giftedness and calling in ministry will be examined in addition to ministry leadership topics; for example, mission/vision development, strategic planning, church structure, working with volunteers, and conflict resolution.
- CM 454 Care Ministries** 3

In this course the student will study the dynamics of Christian fellowship and group interaction. A major focus will be on working with and developing small groups. Several issues, like singleness, marriage, family and intergenerationality, which are vital to healthy relationships among believers, will be investigated.

- CM 461 Philosophy & Practice of Worship** 3  
This course will investigate the philosophy and practice of personal and corporate worship and how it pertains to a one's relationship with God including the review of six key worship styles. The student will also learn how to plan and execute a worship service and discuss the unique features that are usually associated with church services, like preaching, technology, music, and corporate prayer.
- CM 462 Educational Ministries** 3  
The focus of this course will center on how a believer grows in Christ and how he/she can help other believers grow. Included topics to be studied will include Biblical and theological truths, cultural analysis, and disciple making.
- CM 471 Mission & Evangelism** 3  
This course will focus on the Great Commission and its role in the life of a believer in his/her community and world. The student will be exposed to areas of evangelism and mission that are an essential part of a mission-minded ministry to include personal evangelism, prayer, para-church ministry, and short-term mission projects.

## Communication Studies

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- COM 101 Oral Communication** 3  
An introduction to communication and public address from a Christian perspective. Special attention is devoted to knowing the components that promote effective verbal communication and developing these through a wide variety of speeches.
- COM 201 Interpersonal Communication** 3  
This class examines the theories and development of interpersonal and helping skills. Principles of communication, relationship building and interpersonal growth within various contexts are covered.

## English

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- EN 100 Mechanics of Writing for College and Career** 3  
This course will provide the student keys to good grammar, punctuation and spelling, how to avoid common mistakes, and tools to help with sentence structure, paragraph layout and logical flow of thought.
- EN 102 Creative Writing** 3  
With a focus on creative nonfiction, fiction and poetry, students will craft their own works. By following the writing process, students will take their ideas from the draft stage to pieces complete and ready for sharing for God's glory.
- EN 110 Writing for College and Career** 3  
This course will focus on clear, effective, and correct writing using information based on the six traits, style, APA, and fluency. Students will learn how to develop good writing skills needed for the classroom and the workplace.
- EN 203 Technical Writing** 3  
This course introduces students to the essential skills needed to produce written works with special attention being given to correctly preparing, publishing, and referencing technical documentation. This course will challenge students to define their audience, identify the purpose of their written communication and produce accurate and professional documents. Students will be familiarized with professional communication practices including: anticipating their audience's needs, biases, and prior knowledge; writing reports, resumes, and proposals; technical writing mechanics and style; and APA documentation style to conduct document research. Prerequisite: EN 101.

## Humanities

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- HU 110 Introduction to Digital Photography** 3  
This course will cover the principles of good photographic practice, and will cover how to measure light, how to use the various functions of the camera, and how to compensate for changes in aperture, shutter speed, and ISO value. Art form and design will be addressed, as well as how to manipulate light to create beautiful images.
- HU 221 Introduction to Philosophy (independent study)** 3

In this class the student explores the philosophical foundations of Christian theism and the biblical world view, so that one may appreciate the intellectual and moral foundations of belief in God.

**HU 222 Critical Thinking 3**

This course will investigate the logic and reasoning techniques needed to make correct decisions and solve problems. By the end of the class, students should be able to analyze and critique arguments read or heard in the media. Correct strategies for thinking clearly, logically, and creatively will be learned.

**HU 281 Survey of Religious Literature 3**

The objective for this course is to provide students with a working knowledge of important literary works dating from the Biblical era through today. This will serve as a springboard to a lifetime of enjoying literature that is edifying. Special emphasis will be placed on thinking through which literature is enjoyable and formative for living.

**HU 412 Apologetics (also available as an independent study) 3**

This course is designed to introduce the student to the subject of Christian Apologetics. Students will study most of the key questions that have arisen over the centuries to challenge the validity of biblical Christianity. By the end of the course, the student will be better prepared to answer challenges to his or her faith.

## Information Technology

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**IT 109 Foundations of Personal Technology 3**

Foundations of Personal Technology will present to the student the skills needed to successfully use Microsoft Office and other common computer applications. These learned skills will allow the student to successfully use today's computer technology and apply learned skills in any workplace setting. This course will also introduce common computer tasks for file systems, data backup, and computer security.

## Mathematics

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**MA 211 Statistics 3**

An introduction to basic statistical methods, including central tendency, parametric, and non-parametrical procedures (e.g., tests of association, correlation, and comparison).

## Physical Education

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**PE 102 Health and Wellness for Adults 2**

PE 102 is designed with the adult student in mind. The student will learn the importance of physical fitness by considering the Scriptural injunctions regarding the body, learning how the body functions, and what is harmful to the body, and demonstrating how to improve one's level of physical fitness.

## Psychology

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**PSY 100 General Psychology 3**

Designed to introduce the students to the study of human behavior. Areas of study include: psychological research methods, developmental psychology, senses and perception, altered states of awareness, learning and conditioning, intelligence and testing, and the psychology of abnormal behavior. Each area of study is dealt with from a Christian perspective.

**PSY 214 Modern Family Dynamics 3**

In this course, students will examine the family in all its modern variations, including nuclear families, step-families, and blended families. The goal of this course is to help students understand why families function the way they do.

**PSY 300 Introduction to Biblical Counseling (independent study) 3**

This course is designed to integrate Scripture, psychology, and introductory counseling. The course focuses on the issues and problems of being a people-helper. Special fees apply.

**PSY 302 Theories of Personality 3**

This course is designed to provide a broad survey of the major theories of personality. Emphasis is given to understanding the development, structure, and dynamics of the various theories and evaluation of those theories from a biblical context.

- PSY 303 Abnormal Psychology** 3  
A study of the etiology, diagnosis and treatment of abnormal behavior. The student is introduced to the DSM 5. Prerequisite: PSY 101 General Psychology or instructor permission.
- PSY 305 Multicultural Psychology** 3  
A study of the cultural, social and economic factors that apply to specific cultural, ethnic and racial minority populations. Special attention will be given to African-American, Hispanic, Native American, and Asian cultures. Specific theories and methods when working with these groups will be addressed.
- PSY 306 Cognitive Psychology** 3  
A study of the major principles, research methods, and empirical findings of cognitive psychology. The course will consider such topics as learning, memory, attention, thinking functions and structures. Real life examples will be considered as the application of the principles within cognitive psychology are explored.
- PSY 310 Organizational Leadership** 3  
This course will provide an understanding of organizational leadership from a biblical, theoretical and practical point of view. The topic of leadership will be discussed in four contexts that include intrapersonal, interpersonal relationships, organizational structure and processes, and organizational culture. The biblical approach of the covenant will be used as a unifying theme for leadership best practices within each of these contexts.
- PSY 313 Lifespan Development** 3  
This course will focus on the physical, cognitive, psychological and spiritual development processes that take place during childhood, adolescence and adulthood. The major theories will be examined and reviewed.
- PSY 321 Marriage and Family** 3  
A description and analysis of the historical and contemporary American family is presented. Additionally, different models of marriage and family are presented from a cross cultural perspective. A life-cycle perspective traces the development of marriage and family life from courting through early and middle years to latter life.
- PSY 400 Social Psychology** 3  
A study of the social and psychological processes of human interaction. Major topics to be covered include conformity, aggression, self-justification, persuasion, prejudice, attraction and interpersonal communication. Analysis of social behavior, including social cognition, attitude formation and change, conformity, prejudice, group processes, etc. Both theory and research findings will be examined
- PSY 401 Professional Ethics and Issues** 3  
A study of the standards of conduct and ethics as they apply to human services and chemical dependency counseling. These include: legal issues, client welfare, professionalism, counselor values and conflicts, dual roles, confidentiality, informed consent, professional development, burnout and self-care. Ethical codes of various professional organizations will be examined as well. Prerequisites: PSY 101 General Psychology or instructor permission.
- PSY 411 Theories of Psychology and Psychotherapy** 3  
This course will provide an introduction to the major theories and techniques of behavior change as related to psychology and psychotherapy. Client-related techniques focusing on establishing rapport will be practiced and evaluated. A critical evaluation of theory and techniques are stressed. Emphasis will be given to practice and acquisition of basic skills in psychology and psychotherapy. Prerequisite: PSY 101 General Psychology or instructor permission.
- PSY 412 Group Dynamics** 3  
An overview of the principles of group theory, dynamics and process, as applied to various therapeutic settings and problems. There is an experiential component of group exercises and interaction in the class.
- PSY 473 Alcohol/Drug Assessment, Case Planning and Management** 3  
This course will cover the process of collecting relevant data about clients/client systems and their environment, and evaluating the data for making decisions regarding alcohol/drug disorder diagnosis, treatment and/or referral. Identifying and prioritizing client treatment goals and collaboration and coordination with other services, agencies, and resources to achieve those goals will be included. The student will also practice assessing and managing cases, including the development of sample case records, using the client's written record to guide and monitor services with emphasis on the development of the social history and intake, initial assessment, individual treatment plan with measurable goals and objectives, and documentation of progress and ongoing assessment.
- PSY 475 Medical and Psychosocial Aspects of Alcohol/Drug Use, Abuse and Addiction** 3

This course will include the study of the physiological and sociological aspects of alcohol/drug use, abuse and dependence. The classification and basic pharmacology of drugs, basic physiology and the effects of drug use on the systems of the body, and alcohol and drug tolerance will be addressed. The course will also include etiological, behavioral, cultural and demographic aspects and belief systems about alcohol/drug use together with the processes of dependence and addiction including signs, symptoms and behavior patterns.

**PSY 477 Clinical Treatment Issues in Chemical Dependency 2**

This course will include the study of treatment issues specific to alcohol/drug disorders, including dual diagnosis and the impact of physical and mental health disorders on treatment, historical and generation influences, the family disease concept and 12-step philosophies. Also covered are special populations and how they affect the assessment of, response to, and delivery of alcohol and drug treatment.

**PSY 491 Psychology Practicum 3**

The Psychology Practicum course provides the student with opportunities for experiential learning and serves as a capstone to previous psychology courses. This course is designed to help the student use and further their skills in problem solving, research, and case management within the professional setting of helping relationship field, mental health agencies and institutions. Additionally, it provides students with biblical guidelines for implementation of strategies in terms of the helping relations and ethics. Prerequisite: PSY 101 General Psychology, PSY 401 Professional Ethics and Issues, or instructor approval.

## Science

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**SCI 203 Introduction to Astronomy 3**

This course in basic astronomy is designed to meet the general science requirements for undergraduate non-science majors. Topics studied will include the history of astronomy, the design and origin of the universe, the nature of matter, energy, time, space, gravity and motion, planets and their satellites, the sun and other stars, the Milky Way and other galaxies, within a creationist framework. Additional studies will include the use of binoculars, telescopes, and other instruments, and the sun's effects on the near-earth environment.

**SCI 345 Ecology & Resource Conservation (also available as an independent study) 3**

This class is a study of the interrelationships of organisms with their living and non-living environment: includes populations, communities, ecosystems, and biomes with an emphasis on conservation of resources and Biblical stewardship of the creation.

## Social Sciences

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**SS 200 Prior Learning Assessment & Portfolio 3**

Grace University's Prior Learning Assessment and Portfolio course is designed to help the adult learner earn college credit for college-level learning through work and life experiences. The basis for requesting college-level credit is the development of a personal portfolio with the assistance of a faculty mentor. The resulting portfolio will demonstrate that the student has experiences gained outside of a traditional academic environment. The student utilizes the portfolio to document mastered knowledge or skills which are equivalent to college-level credit. Prerequisite: a minimum of three (3) years professional work experience and faculty mentor approval.

**SS 214 Cultural Anthropology 3**

A study of the basic principles and schools of thought of cultural anthropology. The course provides a basis for understanding and appreciating other peoples and their cultures so that students can adjust more readily and work more effectively in an ever-increasing multicultural world.

**SS 241 Nebraska History 3**

A study of Nebraska from its earliest records to the present. Special emphasis is placed on Native American cultures, as well as Nebraska's development within a regional and national context.

**SS 300 Skills for Professional Development 3**

This course will assist students to develop the skills and strategies to be successful as an adult learner. Focus is on the topics of adult learning, effective teamwork, and discovering one's personal calling. Team dynamics, academic writing, understanding personal learning styles and personality types, as well as personal goal setting is included in these broader topics.

**SS 301 Grace: Vocation and Integration Studies 3**

This course provides an overview of the issues on faith and spiritual integration in the workplace. Model of integrative thought and practice will be explored and evaluated from a faith perspective. The student will be asked to identify those spiritual disciplines that they view as a foundation for reaching people from varied professional environments

- SS 334 Politics from a Biblical Perspective 3**  
This course will provide a comprehensive study of modern political issues in light of Scripture. Relevant subjects discussed will range from the freedom of religion and the freedom of speech to present-day media influence on our current political system.
- SS 341 Church History (independent study) 3**  
The course traces the history of the Christian church from its inception at Pentecost to the present. For purposes of study, the church is divided into the ancient, medieval, and modern church. Emphasis is given to the leaders, the theological developments, and major changes within the church.
- SS 345 The Reformation Church, 1517-1648 3**  
The course will focus on the Protestant Reformation, its causes, its key figures (e.g., Martin Luther, Ulrich Zwingli, John Calvin, the Anabaptists and Elizabeth I of England), and will stress the theological differences between Protestantism and Catholicism.
- SS 432 American Civilization 2 3**  
A survey of American history spanning the Civil War through the present. The focus is on political, economic, social, cultural, and technological contributions of individuals and groups and their impact on modern America.
- SS 490 Professional Assessment 1**  
This course covers self-assessment and career exploration relevant to a student's chosen career. The course will include academic, practical, and real-world feedback.

## Theology

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- TH 300 American Faiths in the 21<sup>st</sup> Century (also available as an independent study) 3**  
This course is a survey of religious groups that claim to be "Christian" but whose theological positions are inconsistent with orthodox Christianity. Historical data about each group and its religious roots as well as a systematic comparison of each group's doctrine as compared to Scripture are emphasized.
- TH 311 Biblical Foundations of Leadership 3**  
This course provides a biblical, Christ-centered perspective of leadership ideas. Historical trends in the development of leadership thinking—both from a secular and Christian perspective—are discussed and evaluated in light of biblical truth, and students will be challenged to apply this truth to their own lives and their understanding of organizational behavior.
- TH 331 Theology of God and the Bible 3**  
This course is a doctrinal and theological survey of God, his Word and His church. The following areas will be the subject of study: doctrine of God the Father, doctrine of Christ, doctrine of the Holy Spirit, doctrine of the Bible and doctrine of the church. It covers the basic issues related to each of these topics and helps the student develop a framework of belief for evaluating other theological concepts.
- TH 332 Theology of Humanity & Salvation 3**  
This course is a doctrinal and theological survey of God's creation, salvation and end times. The following areas will be the subject of study: Anthropology, Hamartiology, Angelology, Soteriology, and Eschatology. The course covers the basic issues related to each of these topics and helps the student develop a framework of belief for evaluating other theological concepts.

# DIRECTORIES

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---

Katelin Knust, B.S.

Academic Advisor and Admissions Representative, Adult Degree Completion



## Adult Degree Completion (ADC) Program Faculty

---

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B.S. Grace University; M.A. Grace University; *Grace University 2015*

# INSTITUTIONAL DATA

## Alumni Association

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The University strives to help Grace alumni stay connected with Grace. The purpose of the Association is to maintain communication between the alumni and University, to promote fellowship among the alumni, to foster prayer and support for the University and one another, and to encourage alumni to uphold the spiritual, evangelistic, and academic emphasis of the University. Alumni are a vital part of the continuing excellence that is Grace University. More information about the Alumni Association and its activities can be found on the University's website.

## Graduation Rate

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The current graduation rate, based on the Fall 2006 entering class, is 43%. This 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 the length of study because of employment needs, family issues, or academic achievement goals. The University has no statute of limitations regarding completion of associate or bachelor degrees. For a more complete analysis by demographic factors, contact the VP of Academic Affairs.

## Placement Rate

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The 2015 Spring graduating class reported the following objectives:

Do you have a job? Yes - 81% No - 19%

Do you have a job in the field you are graduating in? Yes - 46% No - 54%

<b>Placement Response Category</b>	<b>Percentage of Graduating Seniors Responding</b>
Pursue Travel	1%
Pursue Additional Education	13%
Pursue non-employment activities (i.e., marriage, volunteer opportunities, etc.)	10%
Pursue employment in my vocational/professional field	52%
Pursue employment based on location, compensation, or other reasons than by vocation or professional field	4%
Already employed in my vocational/professional field	18%

For a complete placement report, contact the Academic Dean.

## Institutional Reports

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### **TITLE II: HIGHER EDUCATION ACT REPORT**

Contact the Academic Dean for a copy of the report.

### **CERTIFIED PUBLIC ACCOUNTANT'S AUDIT REPORT**

Each year the University's financial records are audited by an independent certified public accounting firm. The results of this report are available for review. Contact the Dean of Student Services for a copy of the report.

### **CAMPUS SECURITY REPORT**

Each year, in accordance with Higher Education Act requirements, the Student Development Office publishes a Campus Security Report regarding security policies, procedures, and crime statistics. Contact the Dean of Student Services for a copy of the report.

## **INSTITUTIONAL ASSESSMENT REPORT**

Each year the Faculty prepares a report evaluating the effectiveness of the institution in student learning and in other areas of institutional research and assessment. The evaluation is based on assessment of the stated goals and objectives of the University. The results of this report are available for review. Contact the Academic Dean for a copy of the report.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

The College Level Examination Program (CLEP) is used to establish credit in certain college courses. A total of 15 hours of exam-based credit can be earned through examinations such as CLEP subject examinations; however, no credit is allowed for CLEP general exams. Credit can only be offered in fields of studies that are equivalent to those offered or approved by the University. For CLEP exams that are approved by the University, minimum raw score requirements for credit and credit hours approved per course are listed below. Credit earned by CLEP examination is not counted toward residency requirements for graduation. If the course has been taken by audit, or if the student has already completed one semester of a year-long course sequence such as English or History, credit is not given by CLEP examination. The University is a CLEP Test Center, and its code number for the CLEP examination report is 6248. See below for a listing of CLEP Subject Exams accepted by Grace University.

<b>CLEP Subject Exams Offered and Accepted by Grace University</b>	<b>Minimum Acceptable Test Score</b>	<b>Amount of Credit Awarded</b>
<b>Composition and Literature*</b>		
American Literature	50	3
Analyzing and Interpreting of Literature	50	3
College Composition	50	6
College Composition Modular (no essay)	50	3
English Literature	50	3
<b>Foreign Languages</b>		
French Language 2 semesters	50	6
French Language 4 semesters	59	12
German Language 2 semesters	50	6
German Language 4 semesters	60	12
Spanish Language 2 semesters	50	6
Spanish Language 4 semesters	66	12
<b>Social Sciences* and History*</b>		
American Government	50	3
Educational Psychology, Introduction to	50	3
History of the U.S. I (Pre-1865)	50	3
History of the U.S. II (Post-1865)	50	3
Human Growth and Development	50	3
Macroeconomics, Principles of	50	3
Microeconomics, Principles of	50	3
Psychology, Introductory	50	3
Sociology, Introductory	50	3
Western Civilization I (Ancient Near East to 1648)	50	3
Western Civilization II (1648 to present)	50	3
<b>Science* and Mathematics*</b>		
Algebra (College)	50	3
Biology	50	4
Calculus	50	3
Chemistry	50	3
Pre-Calculus	50	3
<b>Business</b>		
Accounting, Principles of	50	3
Business Law, Introductory	50	3
Information Systems and Computer App.	50	3
Management, Principles of	50	3
Marketing, Principles of	50	3

*\*Science, Mathematics, Social Science, History, and Literature exams, in addition to the CLEP Subject Exam in Information system and Computer Applications, can also be used as General Education electives.*

# OUR DOCTRINAL STATEMENT

The following is the unabridged doctrinal statement of the University and provides the basis for doctrinal agreement. Each member of the Board of Trustees, Administration, and Faculty is required to subscribe annually to the doctrinal statement. Copies of this document are available from the President's Office.

## **ARTICLE I - THE SCRIPTURES**

We believe... That "all Scripture is given by inspiration of God" (2 Tim. 3:16), accepting unreservedly the writings of the Old and the New Testaments as the infallible Word of God (Jn. 17:17; 1 Thess. 2:13; Ps. 119:89).

...That it is divine revelation, given by the Holy Spirit to holy men of God (2 Pet. 1:21; Acts 1:16; Jn. 16:3; 1 Cor. 2:13); verbally inspired in all its parts (Ex. 4:15) and therefore wholly without error as originally given of God (Matt. 5:18; Jn. 10:35); altogether sufficient in itself as our only infallible rule of faith and practice (2 Tim. 3:16, 17; Rom. 15:4; 1 Cor. 10:11) and everywhere centering in, and pointing to, the Person and work of our Lord Jesus Christ of Whom all Scripture testifies (Lk. 24:27, 44; Jn. 5:39; Acts 17:2-3; 18:28).

## **ARTICLE II - THE GODHEAD**

We believe... That God is Spirit (Jn. 4:24), eternally existing in three Persons, the Father, the Son, and the Holy Spirit (Matt. 28:19; 2 Cor. 13:14).

...That these three are one God (Mk. 12:29), Who is perfect, infinite, and eternal in His being, holiness, love, wisdom and power (Ps. 18:30; 147:5; Deut. 33:27; Ps. 135:6); absolutely separate from and above the world as its Creator (Gen. 1:1), yet everywhere present in the world as the Upholder of all things (Ps. 139:1-10; Ps. 104); Self-existent and Self-revealing (Jn. 5:26; Matt. 11:27).

...That each of the three Persons is worthy of equal honor, obedience, and worship (Jn. 1:1-3; Acts 5:3-4; Jn. 5:23).

## **ARTICLE III - GOD THE FATHER**

We believe... That, although God is the Creator of the universe and of the human race (Gen. 1:1, 26, 27; 2:7, 21, 22; Acts 17:28, 29), He is the Father only of those who accept the Lord Jesus Christ as their personal Savior (Jn. 1:12, 13; Gal. 3:26; 1 Jn. 3:2).

We do not believe in the universal Fatherhood of God, nor the universal Brotherhood of man (Jn. 8:42-44; 1 Jn. 5:12).

## **ARTICLE IV - JESUS CHRIST**

We believe... That the Lord Jesus Christ, the Second Person of the Triune God (Matt. 28:19), the Eternal and Only-begotten Son of God (Ps. 2:7; Jn. 1:18; 8:58), came into the world, as provided and purposed by God, and as pre-announced in the prophecies of the Scriptures (1 Pet. 1:10; Acts 2:23; Gen. 3:15), that he might become the Redeemer of a lost world (Lk. 19:10).

...That without any essential change in His divine Person (Heb. 13:8), He was conceived by the Holy Spirit (Matt. 1:18; Lk. 1:35), became a man through the miracle of the Virgin Birth (Matt. 1:23), received a human body and a sinless human nature (Jn. 1:14; 2 Cor. 5:21; 1 Pet. 2:22; 1 Tim. 3:16; Heb. 2:14, 17; 1 Jn. 3:5) and thus continues forever as both true God and true Man (Col. 2:9; Rev. 22:16), one Person with two natures (Rom. 1:3-4; 1 Tim. 2:5).

...That as a Man He was in all points tempted as we are, yet without sin (Heb. 4:15; Jn. 8:46).

...That as the perfect Lamb of God (Jn. 1:29) He gave Himself in death upon the Cross (Matt. 20:28; Phil. 2:8), shedding His own precious Blood (1 Pet. 1:18-19), bearing there our sin (1 Pet. 2:24) and suffering its full penalty of divine wrath as our substitute (Isa. 53:5-6; Gal. 3:13).

...That He arose from the dead and was glorified in the same body in which He suffered and died (Jn. 20:25-28; Acts 2:32, 33).

...That as our great High Priest, He ascended into heaven (Heb. 4:14; Acts 1:9), there to appear before the face of God as our Advocate and Intercessor (Heb. 7:25; 9:24; 1 Jn. 2:1).

...That He will come again (Acts 1:11), first to receive from the earth His own (Jn. 14:3), and then to establish His righteous kingdom upon the earth (Acts 15:14-16).

## **ARTICLE V - THE HOLY SPIRIT**

We believe...That the Holy Spirit, the Third Person of the Trinity (Matt. 28:19), is the divine Agent in nature, revelation, and redemption (Gen. 1:2; Ps. 104:30; 1 Cor. 2:10; Tit. 3:5).

...That, though omnipresent from all eternity, He took up His abode in the world in a special sense on the Day of Pentecost, dwelling in each and all believers (Acts 2:1-4), baptizing them into one body, the Church of Christ (1 Cor. 12:13).

...That He will never take His departure from the Church (Jn. 14:16; Eph. 1:14), but is ever present to testify of Christ, seeking to fill the believer with Him (Jn. 15:16; 16:14).

...That His abode in the world, in this special sense, will cease when the Church is completed, and when Christ comes to receive His own (2 Thess. 2:7; Jn. 14:16; Rev. 4:5).

...That in this age certain well-defined ministries are committed to Him, such as: the restraining of evil in the world to the measure of the divine will (2 Thess. 2:7); the convicting of the world with respect to sin, righteousness, and judgment (Jn. 16:8-11); the regenerating and cleansing of all believers (Jn. 3:5; Tit. 3:5); the indwelling of all who are saved (Rom. 8:9; Jn. 14:16, 17); the anointing of believers to teach them all truth (Jn. 16:13; 1 Jn. 2:20, 27); the sealing of believers unto the day of redemption (Eph. 1:13,14; 4:30); the continued filling for guidance, power, and service of those among the saved who are yielded to Him, and who are subject to His will (Eph. 5:18; Acts 4:31); and the bestowal of spiritual gifts upon the members of Christ's body according to His own will (1 Cor. 12:1, 8-11).

## **ARTICLE VI - CREATION AND FALL OF MAN**

We believe...That man was the direct creation of God (Gen. 2:7; 18-22), spirit and soul and body (1 Thess. 5:23), and not in any sense the product of animal ancestry (1 Cor. 15:39), but made in the image and likeness of God (Gen 1:26, 27).

...That through personal unbelief and disobedience to the revealed will of God man fell (Gen. 2:17, 3:11), became a sinful creature (Mk. 7:21-23), lost his spiritual life (Eph. 4:18), became "dead in trespasses and sins" (Eph. 2:1), lives under the righteous judgment and wrath of God (Rom. 1:18; Jn. 3:36) and became subject to the power of the devil (Acts 26:18; Col. 1:13).

...That this spiritual death, or total depravity of human nature (Jer. 17:9; Rom. 7:18), has been transmitted to the entire human race (Gen. 5:3; Rom. 5:12), Jesus Christ only being excepted (Lk. 1:35), so that all are sinners both by nature and by practice (Eph. 2:3; Rom. 3:23) and are essentially and totally unable of themselves to gain recovery or salvation (Rom. 3:20; Jer. 13:23; Jn. 1:13; 2 Cor. 4:4).

## **ARTICLE VII - SALVATION THROUGH GRACE BY FAITH**

We believe...That our salvation is the free gift of God's grace (Rom. 6:23; Eph. 2:8).

...That we are justified solely on the ground of the shed Blood of our Lord Jesus Christ (Rom. 3:24; Heb. 9:22) who was made sin for us by His substitutionary death on the Cross (2 Cor. 5:21; 1 Pet. 2:24).

...That salvation is received only by personal faith in the Lord Jesus Christ (Acts 16:31; Jn. 3:16).

...That it is neither merited nor secured, in part or whole, by any virtue or work of man (Rom. 4:4, 5; Jn. 6:28, 29), for no repentance, no confession, no feeling, no sincere efforts, no good resolutions, no submission to any rules or ordinances of any church can add in the least to the value of the Blood of Christ, nor be added in any sense to believing as a condition of salvation (Eph. 2:8, 9; Isa. 64:6; Gal. 3:11; Col. 2:13, 14).

...That this salvation has a threefold aspect: salvation from guilt and penalty of sin – justification; salvation from the power of sin – sanctification; salvation from the presence of sin – glorification (Tit. 2:11-13; Heb. 9:24, 26, 28; Phil. 3:20, 21; Rom. 8:23), and includes the whole man – spirit, soul, and body (1 Thess. 5:23).

...That true believers have as a present possession the gift of eternal life (1 Jn. 5:10-12), a perfect righteousness (Rom. 3:22), sonship in the family of God (Jn. 1:12; 1 Jn. 3:1, 2), every spiritual resource needed for life and godliness (Eph. 1:3; 2 Pet. 1:3), and deliverance from all condemnation (Jn. 5:24).

...That in view of this completeness in Christ (Col. 2:10) and the abiding, sanctifying presence of the Holy Spirit (Jn. 14:16, 17; Tit. 3:5), it is in no way required by God to seek a "second work of grace" (Gal. 3:3).

...That apart from Christ there is no possible salvation (Jn. 14:6; Acts 4:12; 13:39).

## **ARTICLE VIII - SANCTIFICATION**

We believe...That sanctification, which is a setting-apart unto God, is threefold:

That it is already complete for every person because his position toward God is the same as Christ's position (Heb. 10:10, 14; 1 Cor. 6:11, RV).

...That while the standing of the believer is thus perfect "in Christ", his present state is as imperfect as his experience in daily life, and there is therefore also a progressive sanctification wherein the believer is to "grow in grace" and to be "changed" by the unhindered power of the Holy Spirit (2 Cor. 7:1; 3:18; 2 Pet. 3:18).

...That, lastly, the child of God will yet be fully sanctified in his state, as he is now sanctified in his standing, when he shall see his Lord and “shall be like Him” (Jn. 3:2; 1 Thess. 3:13; 5:23).

#### **ARTICLE IX - ASSURANCE**

We believe...That, because of the eternal purpose of God towards the objects of His love (Eph. 1:4; 2:6, 7) because of His freedom to exercise grace towards the meritless on the ground of the propitiatory Blood of Christ (Rom. 5:8-10; Jn. 10:28), because of the very nature of the divine gift of eternal life (Jn. 5:24; 1 Jn. 5:13), because of the present and unending intercession and advocacy of Christ in heaven (Heb. 7:25; 1 Jn. 2:1), because of the abiding and sealing presence of the Holy Spirit in the hearts of all who are saved (Jn. 14:16; Eph. 1:13, 14) we, and all true believers everywhere, can have a firm assurance of our salvation (Heb. 6:18, 19).

We believe also, however... that since God is a holy and righteous Father (1 Pet. 1:15, 16), and cannot overlook the sins of His children (Hab. 1:13), He will, when His children persistently sin and fail to judge themselves (1 Cor. 11:31), chasten them and scourge them in infinite love (Heb. 12:6) in order that He may at last present them blameless before the presence of His glory (1 Cor. 11:30, 31; Eph. 5:25, 26; 1 Cor. 5:5).

#### **ARTICLE X - THE CHURCH**

We believe...That the Church is the mystical Body and Bride of the Lord Jesus Christ (Col. 1:18; Rev. 21:9), which He began on the Day of Pentecost (Matt. 16:18; Acts 2:47), and will complete at His second coming (1 Thess. 4:16, 17; Rom. 11:25).

...That all true believers of this dispensation, irrespective of membership in the organized local churches of earth, have been baptized into this Body of Christ by the Holy Spirit (1 Cor. 12:12, 13; cf. 1:2).

...That the members of this one Body should wherever possible, assemble themselves together into local churches for worship, prayer, fellowship, and teaching (Heb. 10:25; Acts 2:42), and for the observance of the ordinances of baptism and the Lord’s Supper (Matt. 28:19; 1 Cor. 11:23-26).

...That it is the solemn duty of its members to “keep the unity of the Spirit in the bond of peace” (Eph. 4:3), rising above sectarian differences (1 Cor. 3:3,4), and loving one another with a pure heart (1 Pet. 1:22).

...That the first and foremost mission of the Church in the world today is to witness for Christ among the nations (Matt. 28:19, 20; Mk. 16:15; Acts 1:8).

#### **ARTICLE XI - THE BLESSED HOPE**

We believe...That the Second Coming of Christ (Heb. 9:28) will take place in two stages, the first being the Rapture (1 Thess. 4:13-17) when He comes as the “Morning Star” (Rev. 22:16), in the air (1 Thess. 4:17) to receive His own (Jn. 14:3) and the second being the Revelation (2 Thess. 1:7,8) when He comes as the “Son of Righteousness” (Mal. 4:2) to the Mount of Olives (Zech. 14:4) to be received by repentant Israel (Zech. 12:10);

...That, according to the Word of God, the next great event in the fulfillment of prophecy will be the pre-Tribulation coming of Christ (Rev. 3:10,11) in the air to receive to Himself His own, both those who have fallen asleep and those who are alive and remain unto His coming (1 Thess. 4:13-17; 1 Cor. 15:51, 52; Jn. 11:25, 26);

...That this is the “blessed hope” of the Church (Tit. 2:13), an event for which we should constantly be watching, the time being unrevealed but always imminent (Mk. 13:32-37; Rev. 22:12,20);

...That this event will be followed by the judgment of the believer’s works for reward at the Judgment Seat of Christ (Rom. 14:10; 2 Cor. 5:10; 1 Cor. 3:11-15) a judgment which may result in the loss of rewards, but not the loss of salvation (1 Cor. 3:11-15) and by the Marriage of the Lamb just before the Lord returns in glory (Rev. 19:7-9).

#### **ARTICLE XII - CHRIST’S GLORIOUS APPEARING**

We believe...That the world will not be converted previous to the Second Coming of Christ, but is day by day ripening for judgment (Lk. 17:26).

...That this dispensation will end with a fearful apostasy in the professing Church (1 Tim. 4:1; 2 Tim. 4:3, 4; 2 Thess. 2:11, 12) which during the Great Tribulation (Matt. 24:21), will be headed by a personal Antichrist (2 Thess. 2:3, 4; 1 Jn. 2:18).

...That God’s righteous judgments will then be poured out upon the world (Rev. 6:1-18:24).

...That at the close of this period (Matt. 24: 29, 30) the Lord Jesus Christ will personally, visibly, and gloriously descend from heaven (Rev. 1:7; 19:11-16) with the Church (Zech. 14:5; Jude 14) and His holy angels (2 Thess. 1:7) to bind Satan in the bottomless pit (Rev. 20:1-3), judge the living nations (Matt. 25:31-46), restore to Israel her land (Deut. 30:3-5; Ezek. 37:21; Isa. 11:11, 12), establish His glorious and literal kingdom over all nations for a thousand years (Acts 15:16; Rev. 20:4-6), lift the curse which now rests upon the whole creation (Isa. 11:6-9; Rom. 8:19-23), and bring the whole world to the knowledge of the Lord (Isa. 11:9; Hab. 2:14).

...That at the end of the thousand years, Satan shall be loosed for a short season to deceive the nations (Rev. 20:7-9).  
...That the unsaved dead shall then be raised, judged according to their works, and cast into the Lake of Fire prepared for the devil and his angels (Rev. 20:11-15; Matt. 25:41).  
...That, as the Son of David (Lk. 1:32), Christ will finally deliver up the Messianic Kingdom to God the Father, in order that He, as the Eternal Son, may reign with the Father in the New Heaven and the New Earth eternally (1 Cor. 15:24-28; Rev. 21:1).

#### **ARTICLE XIII - THE FUTURE LIFE**

We believe...That the spirits of the SAVED at death go immediately to be with Christ in heaven (2 Cor. 5:8; Phil. 1:21-23), where they abide in joyful and conscious fellowship with Him until He comes for His own (1 Thess. 4:14), when their bodies shall be raised from the grave and changed into the likeness of His own glorious body (1 Cor. 15:25-58; Phil. 3:20, 21), and in that state forever to enjoy the presence of the Lord (1 Thess. 4:17) and to reign with Him on Earth (Rev. 5:10; 20:6) and throughout eternity (Rev. 22:5).

...That the spirits of the UNSAVED at death descend immediately into Hades (Lk. 16:23; Num. 16:33) where they are kept under conscious punishment and misery (2 Pet. 2:9, RV), until the judgment of the Great White Throne after the Millennium (Rev. 20:11), at which time Hades will deliver up its dead (Rev. 20:13) and their bodies shall be raised from the grave (Rev. 20:5); they shall be judged according to their works (Rom. 2:3-6; Rev. 20:12), and be cast into the Lake of Fire (Rev. 20:15; 21:8), not to be annihilated (cf. Rev. 19:20; 20:10), nor ultimately restored (Rev. 22:11), but to be punished with final and everlasting destruction away from the presence of the Lord (2 Thess. 1:9).

#### **ARTICLE XIV - ANGELS, FALLEN AND UNFALLEN**

We believe...That God created an innumerable company of sinless, spiritual beings, known as angels (Col. 1:16; Heb. 12:22).

...That one, Satan, a personal being of the highest rank (Ezek. 28:12-19) through pride (1 Tim. 3:16) and unlawful ambition (Isa. 14:12-15) rebelled against God and fell, thereby becoming completely depraved in character (Jn. 8:44) and the leader of a large host of evil angels and demons who followed him in his fall (Rev. 12:9; Matt. 12:24, RV; Jude 6).

...That a great company of angels kept their holy estate (Mk. 8:38), and are before the throne of God (Rev. 5:11) from whence they are sent forth as ministering spirits, to minister to the heirs of salvation (Heb. 1:13, 14).

...That Satan was judged at the cross (1 Jn. 3:8) and through subtlety led our first parents into transgression (2 Cor. 11:3), accomplishing their moral fall (Gen. 3:1-7), and, as the "god of this world," subjecting them and their posterity to his own power (2 Cor. 4:4).

...That Satan was judged at the cross (Jn. 16:11; Col. 2:15), and, although that judgment was not immediately executed, he will ultimately be "cast into the lake of fire and brimstone" where, together with the fallen angels and all the unsaved, he will be "tormented day and night forever and ever" (Rev. 20:10,15; Jude 6).

#### **ARTICLE XV - THE CHRISTIAN'S WALK**

We believe...That the believer is called with a holy calling (2 Tim. 1:9) to walk not after the flesh, but after the Spirit (Rom. 8:4) and so to live in the power of the indwelling Spirit, that he will not fulfill the lust of the flesh (Gal. 5:16-18).

...That as the flesh with its fallen Adamic nature in this life is never eradicated (Rom. 7:23; 1 Jn. 1:8; 1 Ki. 8:46; Phil. 3:12), it needs to be kept by the Spirit in constant subjection to Christ (Rom. 6:11-13; Eph. 4:22-24; 1 Cor. 10:12; 2 Cor. 10:5).

...That good works are in no sense the procuring cause of salvation (Eph. 2:8-10), but are its proper evidence and fruit (1 Jn. 3:9-10; Tit. 2:14; Matt. 7:16-20).

...That since our citizenship is in heaven (Phil. 3:20, RV), we as the children of God should live a consistent, separated Christian life (Rom. 12:2; 2 Cor. 6:14-17; Eph. 5:11), and abstain from all worldly amusements and unclean habits which defile mind and body (1 Thess. 5:22; 1 Pet. 2:11; Rom. 13:14; 1 Cor. 6:19, 20), and from such worldly practices as: the swearing of oaths (James 5:12), affiliation with secret societies (2 Cor. 6:14), using courts for settling disputes between believers (1 Cor. 6:1-8), taking personal vengeance and participating in carnal strife (Rom. 12:17-21; 2 Cor. 10:3, 4), and divorce as forbidden by the Lord (Matt. 19:9; Rom. 13:9).

...That the believer should keep the Word of the Lord (Jn. 14:23), seek those things which are above (Col. 3:1, 21), walk as He walked (1 Jn. 2:6), be careful to maintain good works (Tit. 3:8), and especially accept as a solemn responsibility the duty and privilege of bearing the Gospel (1 Cor. 5:19; Jn. 15:16), remembering that a victorious, fruitful life is possible only to those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Him for His service (Rom. 12:1, 2).





Grace University  
Graduate Catalog  
2017 – 2018

**Academic Excellence · Life Change · World Impact**

Grace University, 1311 South 9<sup>th</sup> Street, Omaha, NE 68108

**[www.GraceUniversity.edu](http://www.GraceUniversity.edu)**

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## *A Personal Note on Behalf of the Graduate School Faculty*

Greetings from the Campus of Grace University,

On behalf of the Graduate instructors at Grace, we are pleased that you are taking the time to peruse our catalog and visit our website. We invite you to take a serious look at our programs. For more than 70 years, Grace University has been providing education that blends high-quality academics with spiritual formation, ministry and professional experiences, and spiritually significant relationships.

We are now into our second decade of providing our accredited educational distinctives to qualified students who desire to serve the church and their community in significant ways. At present, we offer master's-level degrees in Christian Ministries (CM), Counseling (CS), Teaching (MAT), and Education (MSEd). The Christian Ministries degree comes with concentrations in Theological Studies, Biblical Studies, Ministry Leadership, Rural Church Ministries, and Counseling Ministry. The Counseling degree program offers two tracks. The Clinical Mental Health Counseling track is designed to prepare a student for licensure as a Licensed Professional Counselor. The School Counseling track is designed to prepare students to work in public and private K-12 school systems. Our programs stress the need for both academics and professional development—all within a biblically integrated, Christian worldview. The Master of Arts in Teaching degree is designed to prepare college graduates for a state-licensed teaching endorsement. The Master of Science in Education degree is designed for educators who desire to expand their professional skills, concentrating on working with English language learners. Candidates completing the MSEd degree are eligible for an English as a Second Language endorsement.

The need for graduate-level training in various fields continues to grow; indeed in many fields, a graduate degree is virtually the entrance requirement. We welcome your prayers as we continue to explore and grow, because our greatest desire is that our programs would honor the Lord as we serve evangelical faith communities, metropolitan Omaha and beyond.

You may have well-defined educational objectives, or you may still be seeking God's will for your life in your graduate experience. Either way, we welcome the opportunity to help you move forward in your studies.

Our staff and faculty are poised to serve you in whatever way we can. If you have not already done so, please feel free to visit the school. You also are most welcome to call or visit our Admissions staff; we believe you will find them to be among the most helpful people anywhere! Or perhaps you would like to meet with a faculty member. We expect you will be impressed with the quality of people at Grace University and the value of a Grace University education. The opportunity to work and study beside other students with similar values and priorities promises to make your educational experience an excellent step toward reaching your personal and professional goals.

So, please feel free to browse our catalog. While it can offer you a glimpse of what Grace is like, please come and visit for a personal experience to understand what Grace offers. Tell us how we can help you serve within the Kingdom of our Lord.

For His Glory,

Karl Pagenkemper, Th.D.  
Professor of Biblical Studies  
VP, Academic Affairs

Michelle Lundgren, Ed.D.  
Professor of Teacher Education  
Assistant Dean, Graduate Studies/Faculty Development

# *Directory*

Please direct your questions or requests for information to the following University personnel:

## **Executive Office**

Bill Bauhard, M.S. • Chief Executive Officer

## **Academic Office**

Karl Pagenkemper, Th.D. • VP of Academic Affairs

Tiffany Burkholder • Academic Assistant

## **Academic Records, Transcripts**

Kris Udd, Ph.D. • Registrar

Patricia James, M.A. • Assistant Registrar

## **Admissions and General Information**

Caitlin Embke, B.S. • Graduate Admissions Counselor

## **Business and Finance**

Tom Roche, MBA, MAPCC • Chief Financial Officer

## **Student Life**

John Holmes, Ph.D. • Vice President of Student Life and Donor Relations

## **Enrollment and Retention**

Christ Pruitt, M.A. • Director of Admissions

## **Professional and Graduate Studies**

Michelle Lundgren, Ed.D. • Assistant Dean, Graduate Studies/Faculty Development

## **Department of Biblical Studies**

Mark Linder, Ph.D. • Chair, Bible Department

## **Graduate Teacher Education**

Susan Alford, Ph.D. • Director, Graduate Teacher Education

## **Graduate Counseling**

Linda Vermooten, Psy.D., M.Div., LIMHP, DAPA. • Chair, Clinical Mental Health Counseling Department

## **Library and Learning Resources**

Paul Roberts, M.L.I.S. • Library Director

Charity Udd, B.A. • Assistant Librarian

## **Christian Ministries**

Mark Linder, Ph.D. • Director, Graduate Christian Ministries

## **Online Learning**

Mike Wulbecker, M.S. • Director of Online Learning

## **Student Development Office**

Nick Oegema, B.S. • Student Development Office Manager

## **Administration and Facilities**

Deb Osmanson, M.A. • Assistant VP of Administration

## **Scholarships and Financial Aid**

Ray Miller, B.S. • Financial Aid Director

# *Academic Calendar*

## *2017-2018*

### **FALL SEMESTER 2017**

August 19, Saturday	Residence Halls Open for New Students
August 21, Monday	Graduate Classes Begin
August 23-24, W-Th	Spiritual Life Orientation
August 23, Wednesday	Traditional Undergraduate Classes Begin
August 23, Wednesday	Convocation Ceremony 10:20 am Suckau Chapel
August 28, Monday	Adult Degree Completion Fall Term Begins
August 29, Tuesday	Last Day to ADD/DROP Courses
September 1, Friday	SLT Fair
September 4, Monday	Administrative Offices Closed/ No Classes – <i>Labor Day</i>
October 5, Thursday	Day of Prayer (No Traditional Undergrad Classes)
October 16-20	Mid-term Exams (Classes Meet)
October 23-25	Bible Conference (No Traditional Undergrad Classes)
October 23-27	Fall Break (Graduate Students)
October 26-27	Fall Break (Traditional Undergraduate Students)
October 27, Friday	Administrative Offices Closed – <i>Fall Break</i>
October 30, Monday	Last Day to WITHDRAW from Courses
November 1, Wednesday	Refund of Institutional Aid May Be Requested
November 22-24, W-F	Thanksgiving Break - No Classes
November 23, Thursday	Administrative Offices Closed – <i>Thanksgiving Day</i>
November 24, Friday	Administrative Offices Closed
November 27, Monday	Registration Opens for Winter and Spring
December 11, Monday	Regular Classes Meet (Undergraduate)
December 11-15	Final Exams (Graduate)
December 12-14	Final Exams (Undergraduate)
December 14, Thursday	Adult Degree Completion Fall Term Ends
December 15, Friday	Residence Halls Close at Noon
December 25-January 1	Administrative Offices Closed

### **WINTER SESSION 2018**

January 2-12	Winter Session
January 2, Tuesday	Last Day to ADD a Course
January 4, Thursday	Last day to DROP Courses (for Winter Semester)

### **SPRING SEMESTER 2018**

January 8, Monday	Adult Degree Completion Spring Term Begins
January 15, Monday	Administrative Offices Closed/ No Classes – <i>Martin Luther King Day</i>
January 16, Tuesday	Graduate Classes Begin
January 17, Wednesday	Traditional Undergrad Classes Begin
January 17, Wednesday	Convocation Ceremony 10:20 am, Suckau Chapel
January 22, Monday	Last Day to ADD/DROP Courses
February 26-March 1	The Jared T. Burkholder Conference on Global Engagement (No Traditional Undergrad Classes)
March 12-16	Mid-Term Exams (Classes Meet)
March 26, Monday	Last day to WITHDRAW from Courses
March 26-30	Spring Break (Traditional Undergrad/Graduate)
March 30, Friday	Administrative Offices Closed – <i>Good Friday</i>
April 1, Sunday	<i>Easter Sunday</i>
April 2, Monday	No Traditional Undergrad Classes – <i>Easter Holiday</i>
April 3, Tuesday	Classes Resume
April 3, Tuesday	Registration Opens for Summer and Fall

April 5, Thursday	Day of Prayer (No Traditional Undergrad Classes)
April 5, Thursday	Refund of Institutional Aid May Be Requested
April 19, Thursday	Adult Degree Completion Spring Term Ends
April 30-May 3	Finals for Graduating Seniors/Graduate Students
May 4, Friday	Honors Convocation/Baccalaureate 10:30 am Suckau Chapel
May 5, Saturday	Commencement 2:00 pm (location TBD)
May 7-11	Finals Week, All Students Not Graduating
May 11, Friday	Residence Halls Close at Noon

**SUMMER SESSIONS 2018**

**Undergraduate**

May 14-25	Summer Session
May 14, Monday	Last Day to ADD Courses
May 28, Monday	Administrative Offices Closed – <i>Memorial Day</i>

**Adult Degree Completion**

April 30-August 16	Summer Session
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**Graduate**

May 14-July 27	Summer Session
May 14, Monday	Last Day to ADD Courses

## Catalog Limitations

This catalog describes policies, programs, and procedures of Grace University that are in effect at the time of its preparation, April 2017. Grace University reserves the right to change any of its rules and regulations at any time, including those relating to admissions, instruction and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase tuition or other fees similarly is reserved. All changes are effective at such time as the proper authorities determine and may apply not only to prospective students but also to those who already are enrolled in the University.

*The provisions of the catalog are not, and should not be construed to be, a binding contract between students and the University.*

Revised 8/15/17

# *Institutional Information*

## **Grace University's Mission**

Grace University exists to develop servant leaders for the home, the church and the world through excellence in biblically-integrated education and through life change in a personal, discipling environment, all for the glory of God.

## **Graduate Studies Vision**

Grace College of Graduate Studies exists to serve the church, the home and the world by educating Christians in graduate academic and professional fields of study from a biblical perspective, inspiring, nurturing, and equipping them to live, lead, and serve.

## **Grace University's Past**

### **75 YEARS BY THE GRACE OF GOD**

In the early Summer of 1943, ten Mennonite ministers and leaders gathered to consider opening a new college-level institution that would bring interdenominational Christian education to Omaha, Nebraska. From those talks emerged Grace Bible Institute (GBI), which was incorporated under that moniker on July 21, 1943.

In 1976, a name change seemed appropriate to the institution's degree-granting status, and Grace Bible Institute was renamed Grace College of the Bible. Since the late 1940s, the Institute had been granting bachelor's degrees, and by the 1970s, the demand for four-year college degrees was growing. Friends who were close and familiar with the Institute received the adjustment warmly.

In 1995, the college was renamed Grace University. The change was designed once again to reflect its program offerings and structure, because the University was now organized into three colleges: Grace College of the Bible, Grace College of Graduate Studies, and Grace College of Continuing Education.

The University is located south of downtown Omaha on about ten acres, where it has been functioning since September 1943. The most recent physical addition came in 2003, when Grace dedicated the Jim Classen Gymnasium, providing students with a location for on-campus physical education activities and supplying our sports teams with a home for their practices and games. Over the past ten years, several campus buildings also have been renovated. During the Spring and Summer of 2005, part of the Administration Building's second floor was completely renovated to incorporate several new classrooms, including a biology lab, to serve the growing Teacher Education Department and provide facilities for science classes. Additionally, through a large dedicated gift in 2007, the Suckau Chapel was refurbished and the University library was totally remodeled and renamed to the Grewcock Library in honor of the donors.

## **Grace University's Present**

*The core values of academic excellence, life change, and world impact continue to shape the vision of Grace University. These foundational values shape the vision of Grace's graduate programs as well.*

During the past 70 years, more than 8,000 students have studied in the various programs of Grace University. Many of our undergraduate and graduate alumni are actively involved in full-time vocational ministries. Even more have gone on to impact the marketplace, serving as lay leaders in local churches and church-related organizations. Many are educators, business people, farmers and ranchers, and public servants in governmental settings. Additionally, many graduate school alumni work as mental health counseling professionals throughout the country and the world as they strive to assist people toward healing and wholeness.

Grace University believes that its College of Graduate Studies is positioned to grow throughout the coming decade. By the grace of God, it is hoped that graduate-level offerings will continue to serve the church and the community as it develops and expands its present offerings. As programs and degrees are developed, such progress will continue to be under the oversight of a strong, spiritually minded Board of Trustees, a sound statement of evangelical beliefs and commitments, and an Administration that is positioning the school for important advances for the future.



## What Makes Our Education Different?

### ACADEMIC FOCUS

As is found in the best traditions of education, the focus of a graduate-level educational experience includes a sound academic and professional foundation. Additionally, Grace University places a premium on the canon of the Christian Scriptures (Old and New Testaments) in the construction of its programs. With a priority on Scripture and its application, graduate programs give attention to the content appropriate for the professional world and to biblical integration within each discipline. While programs are designed academically to prepare for professional vocations, all programs also are designed to challenge students to integrate biblical truth within those disciplines.

### PERSONAL SPIRITUAL LIFE

Grace University places an emphasis upon spiritual formation in all programs, both undergraduate and graduate. Students within each of the graduate programs can expect to take classes that integrate personal development and spiritual formation.

### FACULTY COMMITMENTS

As with other institutions of higher education, Grace University prides itself in its faculty and the academic freedom each has in accomplishing his/her duties in the classroom, in research, and in community service. What makes our faculty distinct is not simply their professional and academic achievements, but their commitment to Christ, their commitment to their local churches and global missions, and their commitment to support the values and distinctives of Grace University. Faculty view their teaching responsibilities as supportive of the values of the home and of the church. Faculty are asked to view themselves as Godly role models for students, as well as models of scholarship and professional practice. The faculty see it as their role to encourage students and help integrate faith, a Christian worldview, and biblical values into their experience as growing professionals.

## What We Believe

As an evangelical educational institution, Grace University takes the Bible and theology seriously. Each year faculty are asked to sign an institutional Doctrinal Statement, and it is important that they subscribe to both its contents and its spirit in good conscience. A copy of the full Doctrinal Statement is available in the President's Office and the Academic Office as well as on the University web site ([www.graceu.edu/pdf/doctrinal-statement.pdf](http://www.graceu.edu/pdf/doctrinal-statement.pdf)). We expect all applicants to consider the doctrinal statement during the application process.

While we do not require students to agree with all the nuances of the institutional Doctrinal Statement, we do ask them to subscribe to traditional orthodox positions concerning seven primary areas. Grace identifies these seven primary doctrines as the following:

- The Trinity,
- The full deity and humanity of Christ,
- The spiritual lostness of the human race,
- The substitutionary atonement (death) and the bodily resurrection of Christ,
- Salvation by faith alone,
- The physical return of Christ, and
- The authority and inerrancy of Scripture.

Faculty will teach with the institutional Doctrinal Statement in mind; but we welcome warm dialog with students of varying backgrounds who subscribe to the above positional statements.

## Community-Lifestyle Standards for Graduate Students

Grace College of Graduate Studies recognizes that evangelical Christians often differ in their understanding of lifestyle standards. Positive exhortations from scriptures are generally well known (love, kindness, generosity, good deeds, etc.). Furthermore, negative commands are generally clear as well: immorality (1 Thess. 4:3); drunkenness (Eph. 5:18); lying (Prov. 6:16–19); revenge (Rom. 12:17); and other such Biblical mandates. Where the Bible clearly states a standard, the College seeks to adhere to that standard. Violation of such community standards will be considered as possible grounds for discipline.

However, lifestyle issues often go beyond the more obvious biblical commands. In areas where the Scriptures do not seem to speak directly, the following principles may be helpful:

**Christian Liberty.** Grace University appeals to a sanctified conscience in areas of “gray issues.” It avoids legalism and allows for grace mixed with gentleness and servant-oriented deference in matters of choice (Rom. 14:10–12).

**Christian Testimony.** Basic behavior motivated by Christian love and courtesy is appropriate toward all people, whether they are Christ followers or not. 1 Cor. 9:19 suggests we are slaves to all men, especially those who do not yet believe (cf. 1 Cor. 9:23; 2 Cor. 6:3, 4a). But how such freedom is exercised is often culturally relative. Examples of “gray areas” among believers might include smoking, drinking, modesty in dress, speech, and media usage. Students are encouraged to consider how their behavior might be used to move people toward Christ—all the while recognizing that some decisions in this area may be counter-intuitive.

**Christian Lack of Offense.** Grace University desires its students to treat all brothers and sisters in Christ with grace and wisdom. Individual differences and offenses are to be handled, whenever possible, according to the principles seen in Matt. 18:15–17. Knowing that there will always be some individuals with special circumstances, care is urged on the part of all graduate students to not cause others, especially younger believers, to stumble (Rom. 14:13–19).

## Accreditation

Grace University is accredited, on probation, by:

- The Higher Learning Commission and a member of the North Central Association  
230 South La Salle Street, Suite 7500  
Chicago, IL 60604  
800-621-7440 [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)  
Last ten-year reaffirmation: 2008

**Grace University** is listed in:

- The current edition of *Accredited Institutions of Postsecondary Education and Programs* published for Council on Higher Education Accreditation (CHEA) by the American Council on Education (ACE).
- The current edition of the *Higher Education Directory*.

**Grace University** is approved by:

- The United States Department of Justice for the education of foreign students.
- The Nebraska Department of Education for the education of veterans and/or other persons eligible for Veterans Administration benefits.
- The Nebraska Department of Education as a standard institution of higher education offering teacher education programs leading to certification within the state of Nebraska.

## Grace University is a member of:

- American and Nebraska Associations of Collegiate Registrars and Admissions Officers
- Association of Christian Schools International
- Association of Independent Colleges and Universities of Nebraska
- Christian Library Consortium
- Christian Camping International
- Council for Adult and Experiential Learning
- National Association of Independent Colleges and Universities
- Nebraska Association of Colleges of Teacher Education
- Nebraska Council for Teacher Education

## Grace University has articulation agreements and special academic relationships with the following institutions and organizations:

- Bellevue University; Bellevue, Nebraska (several Cooperative Programs)
- Forest Springs Camp and Conference Center; Westboro, Wisconsin (Camping Ministry Program)
- Clarkson College; Omaha, Nebraska (Nursing Cooperative Program)
- Creighton University; Omaha, Nebraska
- Iowa Western Community College; Council Bluffs, Iowa
- Jerusalem University College; Jerusalem, Israel
- Metropolitan Community College; Omaha, Nebraska
- Nebraska Christian College; Papillion, Nebraska
- University of Nebraska at Omaha; Omaha, Nebraska

## Facilities

Grace University is in beautiful Omaha, Nebraska. Our campus is located approximately two blocks from the historic downtown business district in the Dahlman Association neighborhood. The campus is approximately halfway between the Old Market in downtown and the Henry Doorly Zoo and Aquarium. The campus has seen more than \$11 million in new construction, remodeling and renovation upgrades in recent years.

Currently, the campus has 185 dormitory rooms for students within Harder Hall, Rieger Hall, Stanford Hall, and Schmidt Hall; modern classrooms of various sizes, the remodeled Grewcock Library within the Tschetter Academic Building, learning labs for computer usage and music, curriculum labs for teacher education and church education, Suckau Chapel, Dirks Lounge, Duerksen Dining Commons, administrative and faculty offices, green space and parking areas. The Jim Classen Gymnasium, with double NCAA approved courts for tournament play and seating for 800, was dedicated in August 2003. The Donovan Glanzer Strength Training Center is located in the Harold D. Burkholder Center.

The Grewcock Library has a collection of more than 49,000 volumes, 25,000 electronic books, and 15,000 print and electronic journals. In addition, access is provided to a number of databases in the fields of religion, education, business, and psychology through EBSCOhost and other databases. Instruction on the use of library resources is made available to the students by the library director. The Grewcock Library can access millions of resources from around the world via interlibrary loan. There are computers for students to use as well as a wireless network throughout the library.

Email and Internet access is available to all faculty and students through the University network. Access to the network is available in any of our computer labs as well as every classroom, office and dormitory room. The University has invested heavily in providing a fast and stable network to serve the campus. The Grace University Department of Information Services provides network, computer, telecommunications and helpdesk services to meet the ever-changing needs of our University community. The University also maintains a Microsoft software license allowing all faculty, staff and students common access to current license versions on school computers.

The Grace University Counseling Center has a two-tiered counseling and fee structure. It is located at 825 Dorcas Street. This facility houses the graduate program and a large number of the adult degree completion classes. As part of their student practicum, graduate-level counseling students work under the direct supervision of licensed faculty to serve clients. Graduate-level counseling students provide excellent counseling services at no cost to Grace and Nebraska Christian College students and a minimal

fee for members. The Grace University Counseling Center is a ministry of Grace University. The mission of the counseling center is: to assist individuals, couples and families with processing the challenges they face in life from a Judeo-Christian Worldview.

## University Residence

### On-Campus Housing

Graduate students living on campus are expected to enroll in at least six semester hours (exemptions available). In the case of cooperative programs, the expectation is a minimum of six semester hours between the various campuses.

Priority for on-campus housing is granted to the University's resident undergraduate students. However, depending upon space available, limited housing for graduate students (most often married students) exists. Questions about on-campus space can be directed to the Student Development Office or the Admissions Office. The Business Office also can be consulted for all financial questions about rates. (Please consult the "Correspondence Directory" found at the beginning of this document for contact information.)

## Services

### Advising

Each student is assigned a faculty advisor who can guide the student through the course selection, course sequencing, and program requirement information so students can complete their program. Each faculty member has received training to advise students about program requirements based on the *University Catalog* during the academic year in which the student begins his/her education, and course sequencing is based on suggested course sequences listed within the *Faculty Advising Handbook*. The faculty advisor also may provide wisdom and counsel to the student pertaining to career discovery.

### Grace Career Services

Career counseling and testing is conducted by the Psychology Department through Grace Career Services. Every student has access to a battery of career assessments (fees may apply). Students are strongly encouraged to use these professional assessments during the first semester of their final year. Students may be encouraged to explore other online assessments as well.

### Professional Counseling

The University recognizes that during the college years, students may need some professional counseling related to personal and relational aspects of life. The College of Graduate Studies Counseling program provides services for all students, spouses, and minor children at no charge. In addition, support groups and psychoeducational groups are also available for students. The student may wish an outside referral; the faculty may determine that a referral to a peer may not be ethical; the graduate counseling faculty will gladly offer referrals to outside providers of counseling services. Grace University does not accept responsibility for referred services, including financial obligations, and students are to be smart consumers when making choices about accepting referrals. At times, students on University probation may be referred to professional counseling as a component of a remediation plan. The University practices all relevant and legal guidelines with respect to confidentiality.

### Placement Office

The University operates a placement service through Grace Career Services. The University also advises individuals seeking placement to contact other resources such as *monster.com*, *accessomaha.com*, *careerlink.com*, *jobleads.org*, *christianjobs.com* and *jobsinaflash.org*.

### Course Texts

Purchases of course texts may be made through an online vendor. The link can be found on the homepage of the Grace University website prior to the start of each semester.

### Healthcare

Medical care for minor illness is provided through the Student Health Office on the second floor of Rieger Hall. The nurse has variable hours. Contact the nurse at (402) 449-2871. More serious cases are referred to specialists or hospitals.

**Motor Vehicle Policy**

All students must register their motor vehicle(s) with the Student Development Office at the beginning of each semester and must abide by University regulations governing the use of vehicles. Also, in compliance with Nebraska laws, vehicle owners must carry liability insurance and have valid operator licenses.

# *Admissions Requirements*

The following describes the process and requirements for admission to Grace University's graduate programs. Applicants should be aware that various departments may have varying expectations and additional requirements because of special needs of those departments. Applicants are advised to review the information provided below and to consult departmental handbooks for further information on admissions.

## **Regular Admission**

**Applicants are required to submit an application to the College of Graduate Studies and must meet the following requirements:**

- Possess a bachelor's degree from a regionally or nationally accredited college or university.
- Possess a G.P.A of 3.0 (on a 4.0 scale) or better toward a bachelor's degree. Exceptions may be granted on an individual basis.
- Have a cumulative G.P.A of 3.0 (on a 4.0 scale) or better in any prior graduate work. Students desiring to transfer coursework must have successfully completed the course with a grade of "B" or higher (on a 4.0 scale).
- Provide three letters of recommendation: pastoral/spiritual, professional/character, and academic.
- **Please note:** Students making application to the *Teacher Education* graduate programs must have a GPA of 3.0 or greater. Students making application to the *Counseling* programs must have a GPA of 3.25 or greater, otherwise the GRE is a requirement. Students earning less than a 3.0 GPA for other programs may be required to take the GRE at the Program Chair's discretion."

## **Limited Enrollment**

### **Admission for Students Who Desire to Take Select Classes**

Grace University provides limited access to many of its classes for qualified students who are interested or need graduate classes for various reasons. Limitations exist on how many credits one might take without being a degree-seeking student and which classes are available. More information on Limited Enrollment is available from the Admissions Office and the Registrar's office.

All persons applying are required to submit an Application for Graduate School Admission and must meet the following requirements:

- Possess a bachelor's degree from a regionally or nationally accredited college or university (exceptions may be granted on an individual basis).
- Present a transcript that reflects academic abilities comparable to those admitted to Regular Student status.

### **Three points of qualification should be noted:**

- Students admitted as Limited Enrollment are not eligible to receive a degree unless and until granted Regular Student status.
- Achieving Limited Enrollment does not indicate the department's assessment of a student's ability to achieve full admission to a program.
- Limited Enrollment Students will have restrictions related to financial aid. The Business Office will provide information concerning financial aid.

## **Statement of Nondiscrimination**

Grace University is committed to the principles of Equal Opportunity as defined under federal and state law. It does not discriminate unlawfully on the basis of race, color, national/ethnic origin, gender, age, individual handicap, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs and activities.

## International Students

Admissions Requirements for Applicants Whose First Language Is Not English:

- Any applicant whose first language is not English is required to take the Test Of English as a Foreign Language (TOEFL), regardless of the age or residency status of the applicant.
- Applicants who have lived in an English-speaking country for several years will not be considered exempt from the above requirements if English is not their first language.

For an international non-resident alien (defined as any person holding a foreign passport) to enroll at a school in the United States, that person must obtain an F-1 (student) visa. The F-1 visa cannot be obtained without the form I-20 Certificate of Eligibility, which is issued by the Registrar's Office. There are four major requirements that the applicant must meet before the Registrar's Office can issue an I-20.

1. Proof of ability to pay. The student must demonstrate that he/she has sufficient resources to pay for tuition and living costs. This can be in the form of personal funds (as shown on a bank account record), school funding (scholarships, on-campus employment), or sponsorship (organization, relative, or friend). See more detailed info below.
2. English language proficiency. This must be demonstrated through acceptable scores on the TOEFL or IELTS test. Minimum TOEFL scores are as follows: Internet Based (iBT) = 81, Computer Based (CBT) = 217, Paper-based (PBT) = 550. Grace University's TOEFL code is 6248. The Test of Written English is not required. Minimum IELTS scores are both a 7.0 overall band score and a 7.0 writing score.
3. Admission to a Grace University degree program. The student must be admitted into a degree program at Grace University to process the I-20. This includes the submission of an application for admission, payment of the application fee, and submission of all academic transcripts with English translation. Transferring international students must also show that they are currently in status with no pending INS issues and do not owe money to any American college or university. This information is provided using the "International Student Transfer Clearance Form," which may be obtained from the Registrar's Office.
4. Proof of Health Insurance coverage. The student must submit proof of health insurance coverage. Although we do not endorse particular insurance companies, the following companies offer health insurance for international students:
  - International Student Organization, [www.isoa.org](http://www.isoa.org)
  - Compass Benefit Group, [www.compassbenefit.com](http://www.compassbenefit.com)

For further information on international student admissions, contact the Admissions Office or the Registrar's Office.

## College of Graduate Studies Application Process

Application and acceptance into a graduate program is granted through specific departments. With this in mind, individual departments have slightly different application and acceptance procedures. Interested students should consult with the Admissions Office. Once students are accepted into their desired program, they will have access to their department's student handbook.

### Application Process for *CMHC, School Counseling\** and *CM* applicants:

- General Application
- Application Fee (\$25 online or \$50 paper application)
- Official College Transcript(s)
- Written Essay (questions provided)
- Writing Sample (past course work)
  - For CMHC applicants, the writing sample must be in APA format.
  - For CM applicants, writing samples will be on a case-by-case basis.
- Background Check (fees may apply)
  - Presently, a background check is required for CMHC, SC, and MAT students
  - A background check is NOT required for CM or MSED students
  - Background check arrangements will be handled separately within each department.
- Three Total References:

- Two academic/professional references and one spiritual life reference
- Test of English as Foreign Language (TOEFL), if English is not an applicant's native language
- Interview
- FAFSA

\*For School Counseling Applicants—a copy of current/most recent Teacher Certificate is required

**Application Process for *Education* applicants:**

- Application for Admission
  - Masters of Arts in Teaching, MAT (certification) Application
  - Masters of Science in Education, MEd Application
- Application Fee (\$25 online or \$50 paper application)
- Official College Transcript(s)
- Written Essay (questions provided)
- Three Total References:
  - Two Academic References and one Spiritual Life Reference
- Felony Misdemeanor form
- Test of English as Foreign Language (TOEFL), if English is not an applicant's native language
- Interview
- FAFSA
- Pre-Professional Skills Test (Core Academic Skills Test)\*--Required for Master of Arts in Teaching
- Professional Resume' with Teaching Experience\*\*--Required for Master of Science in Education
- Copy of current/most recent Teacher Certificate\*\*\*--Required for Master of Science in Education

**Application Process for English Language learner applicants:**

- English Language Learner Applications
- Application Fee (\$25 online or \$50 paper application)
- Official College Transcript(s)
- Test of English as Foreign Language (TOEFL), if English is not applicant's native language
- FAFSA



## *Financial Information*

### **Tuition and fees**

Application fee (nonrefundable)	\$50
Online application fee (nonrefundable)	\$25
M.A. tuition per semester credit hour	\$548
Program Fee per semester	\$35
Counseling Background Check fee	\$65
Counseling Assessments fee	\$150
Counseling Practicum fee	\$175
Audit fee per credit hour	\$75
Graduation fee, all students	\$275
CMHC Exit Exam fee	\$75
Program Continuation fee	\$100
Request for "Incomplete" grade	\$25
Student Services fee per semester	\$100
Directed study fee per credit	\$94
Transcript fee, per transcript: mailed	\$5
Transcript fee, per transcript: picked up on campus	\$5

### **Refund Schedule**

Various expenses, such as payments for faculty, support staff, equipment, and materials are incurred in anticipation of students who will attend the University. Therefore, the following refund schedule for institutional charges will apply when a student withdraws from or drops a class:

#### **Fall 2017**

Through August 30	100%
Through September 6	75%
Through September 13	50%
Through September 20	25%
After September 20	0%

#### **Spring 2018 Term One (Winter)**

Through January 2	100%
Through January 3	75%
Through January 4	50%
Through January 5	25%
After January 5	0%

#### **Spring 2018 Term Two**

Through January 24	100%
Through January 31	75%
Through February 7	50%
Through February 14	25%
After February 14	0%

#### **Summer 2018**

On or before first day of each session	100%
On the second day of each session	75%
On the third day of each session	50%
On the fourth day of each session	25%
After the fourth day of each session	0%

Institutional charges typically include tuition, fees, and other charges assessed the student. Non-institutional costs may include, but are not limited to: books, supplies, and transportation. The University anticipates that these obligations be funded through a combination of student and family resources, plus various scholarships, grants, aid, or loans. It is the student's responsibility to apply through the University Financial Aid Office in advance if he/she anticipates a need for scholarships, grants, aid, or loans so that funds are approved prior to the start of each semester. Late fees are charged on the student's entire account balance. Grace University will not

impose any penalty on any student because of the student's inability to meet his or her financial obligations to the school as a result of the delayed disbursement of Title IV aid proceeds to comply with statutory and regulatory requirements applicable to the Title IV programs or delays attributable to the University.

A student not fulfilling his or her financial obligation may be denied continuation at the University and may not receive a transcript, degree, diploma, or participate in graduation exercises.

All University fees, policies, and programs are subject to change. Notice of any change will be communicated through normal campus communication systems. Fees are established on a yearly basis; in the unlikely event of a fee change during the academic year, registered students will be notified in writing prior to the implementation of any rate change.

If a recipient of Title IV aid withdraws during a period of enrollment in which the recipient began attendance, Grace University must calculate the percentage and amount of Title IV aid the student did not earn and return those funds to the Title IV programs. If the day the student withdrew occurs on or before the student completed 60 percent of the period of enrollment for which the aid was awarded, the amount of aid earned by the recipient is calculated by determining the percentage of the enrollment period completed multiplied by the total amount of Title IV aid that was dispersed (and that could have been disbursed) for the period of enrollment as of the day the student withdrew. If the day the student withdrew occurs after the student has completed 60 percent of the period of enrollment, the recipient has earned 100 percent. The percentage and amount not earned is the complement of the percentage of Title IV aid earned multiplied by the total amount of Title IV aid that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the period of enrollment, as of the day the student withdrew.

The University will refund all Title IV Student Financial Aid (SFA) credit balances within 14 calendar days of the start of the semester or within 14 calendar days of the occurrence of the credit balance, whichever date is later. The University will refund any credit balance requested by the student within 14 calendar days after the student's request. For more details or a copy of the federal refund policies, please contact the Financial Aid Office during normal office hours.

Full withdrawals of full-time graduate students are subject to an administrative fee of \$100.

### **Full-Time / Half-Time Status**

For financial aid purposes, students registered for six or more hours in the College of Graduate Studies are considered to be full-time. Graduate students registered for three to five hours are considered half-time.

### **Payment Plan**

The University offers a Tuition Payment Plan for the "out of pocket" portion of the student's bill. The Plan is administered by an outside firm, Tuition Management Systems, Inc. (TMS), Warwick, R.I. Every registered student and his/her family will be contacted directly by TMS and offered a Tuition Payment Plan. Students and their families are encouraged to take advantage of this opportunity.

### **Graduate Scholarships and Grants**

Grace University offers limited scholarships and grants for graduate study. Detailed information regarding financial aid is available from the Financial Aid Office at (402) 449-2810.

Scholarships and grant applications must be filed with the Financial Aid Office by March 1 for the following Fall semester. Applications received after March 1 are considered on a first-come basis. Grants and scholarships are subject to funds allocated.

Applicants must meet the general admissions requirements established for a student's graduate program. The amount of financial aid granted is determined by the Financial Aid Office within guidelines established by the University Scholarship and Financial Aid Committee. Decisions of the committee are final.

### **Graduate Assistantships**

A limited number of Graduate Assistantships are available for qualified students enrolled in a graduate degree program at Grace University. Depending upon the needs of the departments, Assistantships offer assignments in teaching assistance, research, laboratory supervision, student services, or a combination of such pursuits. Interested students should direct inquiries to the Academic Office – in consultation with the chair of their department/area – about the availability of Assistantships and how to apply.

# *Academic Policies*

## **Academic Honesty and Integrity**

As an institution of higher learning that reflects Christian standards for honor, scholarship, and character, Grace University views honesty and integrity in all academic work as a high virtue. A student who cheats on quizzes or tests, who submits work other than his/her own, who falsifies course documents or reports, who fails to credit the research of other scholars within his/her work, or who lies about one of the above stated ethical violations is subject to institutional discipline. Plagiarism is the theft of any part of another person's ideas, writings, or research contained in print or electronic materials; failure to appropriately cite the works of others is considered unacceptable. Disposition for violation of this policy may vary, but typically the minimum penalty for cheating is a grade of zero for the work. The maximum penalty could include dismissal from the program and the University. For more, see the "Plagiarism: what it is and how to avoid it," on the bottom of Grace's Library Resources web page:

[www.graceu.edu/academics/library/library\\_resources/index.shtml](http://www.graceu.edu/academics/library/library_resources/index.shtml)

Additional sources on what constitutes plagiarism include the following web pages:

- [ec.hku.hk/plagiarism/](http://ec.hku.hk/plagiarism/)
- [www.indiana.edu/~wts/pamphlets/plagiarism.shtml](http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml)
- [www.education-world.com/a\\_curr/TM/curr390\\_guide.shtml](http://www.education-world.com/a_curr/TM/curr390_guide.shtml)

## **Accreditation**

Grace University is an educational institution that offers graduate work leading to master's degrees. Grace University is accredited by the Higher Learning Commission (HLC), and a member of the North Central Association of Colleges and Schools (NCA). Further information may be found under the section titled "Accreditation and Academic Standing". Regional and professional accreditation assures students and the public that the University has clearly defined goals, and that these goals, to a reasonable degree, are accomplished in student lives.

## **Auditing**

In some cases students may wish to enroll in a course for informational purposes only. Although auditors are required to attend classes and come under the same general regulations as other students, they are not required to do the assignments or take examinations. No credit is given for courses audited. Because attendance is the basic requirement, when absences exceed three times the number of class sessions per week, the student forfeits the right to have the class noted on his/her transcript. No appeals are permitted. All auditors must have the approval of the appropriate Program Chair and the permission of the course instructor (in selected classes, auditors are not permitted). The fee is nonrefundable.

## **Class Attendance Policy**

The University regards classroom activities as the focal point of academic work. The insights, perspectives, and content gained, as well as the overall contribution of the student to the class, are all products of the student's presence. While some absences may be necessary, the faculty expects students to attend all classes. Attendance policies will be set by individual program chairs with regard to specifics.

## **Computer Requirements**

Most classes offered for credit in Grace University graduate program are delivered in part through computer-mediated learning. Computer literacy is required of all students. Computer technology and skills beyond word processing will be required in the areas of hardware, software, and peripheral installations. Students should be able to create and save documents in formats compatible with the current Grace University standard, should be able to download the software packages necessary, and should plan to use word processing, spreadsheets, and presentation software in their academic coursework. A working knowledge of various Bible programs, both online and in software packages, is encouraged. Such skills are considered essential for successful completion of computer mediated courses or programs. Please be aware that various departments may have expectations that go beyond this basic list.

Also required are: an Internet browser, email application with the capability to transfer files, and an Internet service provider. It is imperative that all students have access to a computer system that meets Grace University's minimum requirements. Grace University will not teach or train students in basic computer use. The technology requirements and standards for Grace University are found via the IT link (under Student Resources). For further information, contact the Helpdesk at (402) 449-2904 or [helpdesk@graceu.edu](mailto:helpdesk@graceu.edu), or visit the office in the Administration Building. Students should maintain up-to-date hardware and software to participate in the graduate program.

### **Course Offerings for College of Graduate Studies Alumni**

Graduates of Grace's graduate programs are encouraged to make Grace a part of their continuing education experience. Any graduate of the school may return and take seminars at one-half the regular tuition. This policy does not apply to regular scheduled classes.

### **Courses Taken by Undergraduates**

Senior students in baccalaureate programs are eligible to take a limited number of graduate-level courses (typically no more than 9 credits) and apply those credits toward their undergraduate degree provided (1) the graduate course meets the objectives of the undergraduate program, and (2) the student has gained permission from the graduate Department Chair. Some classes, at the discretion of that Department's Chair, will be unavailable for undergraduate students. Additionally, priority seating for all graduate classes is granted to students enrolled in a graduate program.

A student who is within 6 hours of completing his or her undergraduate degree and plans to pursue a Grace graduate program may apply to take additional classes beyond the undergraduate requirements toward a graduate degree during their final semester. Access to these classes requires permission from the relevant program Chair and the Academic VP. Completion of classes in a Graduate Studies department does not guarantee admission into a graduate program.

In select circumstances, an undergraduate student may be allowed to use up to 9 hours of Graduate-level classes (taken toward undergraduate program fulfillment) toward a Grace graduate degree. The policy articulating the requirements for such a situation is found in the Grace undergraduate catalog ("Seniors Eligible to Take Graduate Courses"), and advising should be sought both from one's undergraduate program advisor and from an advisor within the graduate program of interest. Undergraduate academic performance is an important criteria required for approval for eligibility. As indicated above, completion of classes does not presume acceptance into the graduate program, and access to classes will be dependent upon availability of space.

### **Directed Studies**

In some circumstances a student's program may require that he/she take a course not offered during a given semester. Or some students may wish to pursue an area of study that is not normally offered. (Some programs have more flexibility in such pursuits, depending upon requirements and faculty availability.) It is possible to take such courses by "directed study" (sometimes called "independent studies" at other institutions), but prior approval is required from the instructor and the Academic Dean. A special fee is charged in addition to regular tuition.

### **Disclaimer of Contractual Obligation**

While course offerings are scheduled based on program requirements listed in the Graduate Academic Catalog, the University reserves the right to reschedule and/or cancel courses, based on enrollment or other factors at its discretion. Suggested course schedules should be viewed as exactly that — suggested; they should not be viewed as a binding contract on the part of the University. In the unusual event that the University exercises its right to cancel a required course, a student's advisor, in consultation with the respective Department Chair and the Registrar, may substitute relevant course work to meet program requirements.

### **Credit-bearing Weekend Seminars**

If a student registers for a weekend seminar and fails to drop the class or attend, the student will be charged for the seminar. A withdrawal (W) will be entered on his/her transcript.

A student may drop any weekend seminar up to 24 hours before the course begins without a financial or grade penalty. Sometimes the school will need to make last minute changes in starting and ending times and the classroom. The school will make every effort to contact the student about changes, but the student also is encouraged to check with the Graduate Office for last-minute adjustments. Syllabi for all classes are posted as classes begin on their respective Its Learning web page.

Dropping any class may result in loss of scholarships or in-school deferral of loans. Please contact the Financial Aid Office for information.

### **Degree Completion: Completion Schedules**

While program lengths vary due to program requirements, it is expected that a student will finish his or her degree in no more than five years. Student programs can be influenced by many things both internal and external to a specific program; however, department personnel will make reasonable attempts to encourage a student toward completion as rapidly as possible. If a student desires to complete his/her course of study within the prescribed time, there must not be any variation from the suggested schedule. If the student does not stay with the suggested schedule, the school cannot guarantee that all the necessary courses will be available when the student wants to take them. Faculty and administration strongly encourage students to pay special attention to the balance of work and credit load, because employment work load *will* influence the speed of completion of a program.

## Disenrollment

Disenrollment is a very unusual event, but it can happen. Should disenrollment take place, it will usually be in consultation with department faculty, the students, and appropriate institutional and academic personnel. A student may appeal such a disposition by following the University due process procedure. The following provides some reasons for the disenrollment of a student.

1. Academic:
  - a. For failure to perform satisfactorily at the graduate level and/or make satisfactory progress toward the degree. Examples of unsatisfactory performance include, but are not limited to: failure to maintain an overall 3.0 or better grade point average or an inability to complete academic courses within reasonable time frames.
  - b. For failure to register for one term without:
    - i. Notification of the department
    - ii. Notification of the Registrar's Office
    - iii. Payment of the Leave of Absence fee
  - c. For failure to graduate within the maximum time limit allowed by the graduate school (five years). The student may petition to have this requirement waived for an appropriate cause.
2. Unprofessional Personal Conduct:
  - a. For failure to behave consistently with the spirit of a servant leader, codes of ethics appropriate to one's program of study, and the rules, regulations, and code of conduct of Grace University.
  - b. For failure to uphold principles of academic honesty and integrity.
3. Financial:
  - a. For failure to meet tuition and financial obligations to Grace University.

## Disputed Grade Policy

If a student believes a grade has been incorrectly placed on his/her record or disputes the validity of a grade, the student should first address the issue with the instructor of the course. If there is no resolution at this point, the student should file a written protest with the Department Chair or the Graduate Advisory Council. The last level of resolution will be the Graduate Advisory Council, whose decision will be final. Any written protest should address the nature of the problem and why the student feels that his/her grade should be changed. All requests for grade changes must be filed within 30 days of the end of the semester.

## Dropping Courses

A student may drop a course prior to the first day of class with no grade recorded. After the first day of class he/she receives a grade of W in any course dropped. Courses may not be dropped after the "Last Day to Drop Courses" posted in the Academic Calendar.

## Grading System

A student's academic standing is computed by the numerical value assigned to each course grade, such as 4.00 for an A. The total grade points earned, divided by the number of credit hours taken, gives the grade point average. Graduation requirements are determined on this basis. Subjects graded on a Pass/Fail basis are not included in the grade point average.

Classes are evaluated on a letter-grade system, and are given "quality points" based on the pattern shown below. For graduate-level courses, no grade below C is given under any circumstances. Students in the CMHC program must receive a grade of B or better on all Core 1 courses (identification of which is found in the program description). A student may repeat any course once in an attempt to improve an undesirable grade. While both grades will appear on the student's transcript, only the better grade will be used in computing the grade point average (GPA). Each repeated course will be counted only once in calculating credit hours required for graduation. A failed classroom course may not be repeated for a grade through independent study or other means.

Letter Grade	Point Range	Quality Points
A	100 – 96	4.00
A-	95 – 94	3.67
B+	93 – 92	3.33
B	91 – 88	3.00
B-	87 – 86	2.67
C+	85 – 84	2.33
C	83 – 80	2.00
F	79 and Below	0.00
P	Pass	
S	Satisfactory	
U	Unsatisfactory	
I	Incomplete	
A	Audit	

## **Final Grades**

All final grades are available for student viewing online as soon as they are posted. Grades are considered final two weeks after they have been posted by the instructor. Any changes after that date require permission from the Academic Dean.

## **Graduation**

The University holds an annual Commencement ceremony. Students completing their requirements during the summer or fall have the option of receiving their degrees at those respective times or waiting until the spring Commencement. Participation in Commencement exercises is required of all graduating students except those who have completed early and elected to take their diplomas, have moved out of the community, or have petitioned to graduate in absentia. Only those students who complete all graduation requirements or who file a request of variances by February 1 (specified below) are permitted to participate in the Commencement exercises. There is no waiver or adjustment of graduation fees for students.

### **Petition to Graduate**

Students who anticipate completing the requirements for an undergraduate degree are responsible for filing an application for graduation with the Registrar's Office. The deadlines for submitting graduation applications are: May graduation: December 1; August graduation: June 30; December graduation: September 30. Students alone assume the responsibility that all requirements are met prior to the deadline for graduation.

Students with deficient academic hours may request permission to participate in Commencement exercises provided they have no more than 6 hours OR one academic course remaining in their program and they meet all other graduation requirements. To be considered for this special exemption, the student must submit a letter to the Academic Dean requesting permission to participate in the Commencement exercises by February 1. The faculty decides on any exceptions to the graduation requirements listed above.

Requirements for graduation include the following:

### **Character and Doctrine**

Students must evince agreement with the broad principles of the doctrinal positions found in this catalog. The character and reputation of all candidates for graduation is reviewed by the faculty during the student's final year. In addition to general review of character, no student is permitted to graduate from the University while on academic or disciplinary probation. The University reserves the right to withhold graduation from any student who disqualifies himself/herself in respect to character or orthodox doctrine at any time prior to commencement exercises.

### **Scholastic Rating**

The student must satisfactorily complete the required subjects of the program chosen, have the prescribed number of semester credit hours and a grade point average of 2.0 or better. Some programs require a higher grade point average for graduation. Please note program requirements carefully.

### **Residency Requirement**

To provide the University with a realistic opportunity to evaluate all the requirements for graduation including Christian character, basic doctrinal orthodoxy, scholastic rating, and SLT experience, a student must complete at least thirty hours of credit at Grace University. Normally, the final 15 credit hours of a student's degree program must be earned at Grace University; however, circumstances may provide grounds for the Academic Dean to waive this requirement.

A student who withdraws from school with 15 or less hours remaining in a program has one year following the semester in which he or she terminated enrollment to complete the program. After one year, the student must complete the program as structured in the current catalog and complete a minimum of 15 credit hours at Grace University.

### **Finances**

All financial obligations to the University must be settled to the satisfaction of the Business Office prior to graduation.

### **Finalizing the Academic Record**

Once the degree is conferred, the academic record is considered complete and final. No further changes will be made unless there is a documented clerical error. It is the responsibility of the student to notify the Office of the Registrar of a clerical error within 30 days of the graduation date. Course repeats are not permitted after a degree is awarded. No transfer work will be accepted after the degree is conferred.

## **Incomplete Grades**

Any student wishing to receive a temporary grade of Incomplete in a class is required to submit a “Request for Incomplete” form to the Registrar’s Office, with the instructor’s signature, before the last day of the class. Incompletes may be granted for a period of up to one month, during which time a grade of I will be assigned. It is the student’s responsibility to file all paperwork, acquire the instructor’s signature prior to the last day of the class, submit the form to the Registrar’s Office, and pursue the completion of the course work. If the work is not completed, the I automatically becomes an F unless an alternate grade is indicated by the instructor on the form. There is a \$25 fee for each “Request for Incomplete” form submitted. Students who are on Financial Aid are not allowed to carry an Incomplete into the next semester for which Financial Aid is applied.

## **Institute of Theological Studies (ITS)**

Grace University (and in particular, the Christian Ministries department) cooperates with the Institute of Theological Studies (ITS) to offer a variety of preset directed studies that enable the student to take a course (or courses) that are not typically taught in its residence class schedule.

The Christian Ministries department will provide, through the materials produced by ITS, a set of lectures that have been prepared by scholars from outside of Grace University who are respected in their fields. The list of courses currently being offered is noted in the Course Descriptions section of this catalog. Grace professors who have professional interests in certain arenas will serve as the faculty of record and advisor. They will oversee and mentor the student’s progress during the semester. The faculty of record has discretion as to how to adapt and implement the class contents.

## **Leave of Absence**

A student who is in good standing and cannot continue his or her studies because of unusual personal, professional, or academic difficulties may request a Leave of Absence. During a Leave of Absence, students are not registered for any courses, directed study, or internship hours. Students who go on leave must complete an Academic Leave of Absence Form (available from the Registrar’s Office) and submit it to the Program Chair. The cost to hold a place in the program is \$100 per semester. Students who do not pay the Leave of Absence fee should take notice of the “Continuation Fee” requirements in this catalog, because neglect could result in being dropped from the program and require reapplication to continue. The request for a Leave of Absence must be approved by the Program Chair and will normally only apply to unique hardships.

## **Petitioning for a Program Variance**

Unusual circumstances may give a student sufficient grounds to petition for a variance to specifically stated programs and requirements. Should a student believe he/she has such grounds, the student should submit a petition form to the appropriate Program Chair. In some special cases, a Program Chair may take such a request to the Graduate Advisory Council; however, some programs provide less flexibility and are less receptive to such variances because of professional expectations. A student should discuss the advisability of such a request with his/her advisor.

## **Program Offerings**

Should a student withdraw from continuous study at Grace, and should the student desire to resume his/her program at a future date, the program requirements in the University Catalog at the time of readmission will serve as the catalog of record. Changing programs during one’s studies at Grace University is also sufficient reason to change the catalog of record to the current year’s Catalog. Should a program make some adjustments in academic requirements, a student may opt to update his/her catalog of reference; but a student should be advised that such changes may require some adjustments that could lengthen or increase the credits needed to complete. Advantages and disadvantages should be discussed with an advisor or the Registrar’s Office.

Information regarding tuition and fees in this Catalog only represents the rates for the stated academic year. These rates are reviewed and adjusted on a regular basis.

## **Program Delivery**

Courses are offered in semester-long block formats (usually one evening per week with typically a 4:30 PM start time), modular formats (concentrated weekend, week-long, and/or longer), hybrid formats mixing the traditional block format and on-line learning, and on-line through the University’s learning management system. Please refer to the current course listings available from the Registrar (or posted on-line) regarding course offerings and schedules.

## **Public Notice Designating Directory Information**

Grace University designates the following student information as Directory Information: name, address, phone number, e-mail address, date of birth, full-time/half-time status, major fields of study, dates of attendance, degrees/awards and honors received, admission/enrollment status, classification, athletic information, and photograph.

The University may disclose any of these items without prior written consent, unless the student notifies the Registrar in writing to the contrary by the end of the first week of the semester. Unless a student files a written request to restrict his or her information by that time, such information may be included in appropriate University or campus directories, publications and released by school officials in response to inquiries.

Because the campus directory is published only once each semester, names and/or other information will not be removed once it has been printed. A student must be enrolled at Grace University to modify his or her restriction of directory information.

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

- The right to inspect and review the records within 45 days of filing the request.
- The right to request changing records the student believes are inaccurate or misleading.
- The right to allow disclosure of personally identifiable information contained in the records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace University to comply with requirements of FERPA.

If you have more questions about your FERPA rights, please contact the Registrar.

## **Readmission Policy**

- Any student who falls within the time frame of the Continuation Policy described need only notify the Admissions Office and the academic advisor of intentions to return to classes.
- Any student who has been out of school for longer than two semesters must reapply by going through the regular admission procedures.

Grace University will readmit veterans who leave the institution to perform military service and grant the same academic status as the last semester of enrollment. Students must give advance notice of their deployment or, if no advance notice is given, must submit proof of service. This policy will not apply to veterans with a length of absence from the institution of six years or more, to veterans receiving a dishonorable or bad conduct discharge, or to those who are sentenced in a court-martial.

## **Records Retention and Transcripts**

The Registrar's Office retains a variety of records pertinent to the academic progress of students. These records are available to school officials who have legitimate educational interest.

The University retains documents received in the Admissions Office for those who apply but do not enroll for one year. For students who do enroll, the University retains documents in their official files, including application forms, high school transcripts, and transcripts from other schools, for five years beyond the date of last attendance at Grace. Records of academic achievement at Grace University are retained permanently.

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs students' rights of privacy and access to their educational records. Students have the right to inspect their files and all materials therein, except those items specifically waived by the student. Students wishing to view their files must make an appointment with the Registrar.

Grace University students and alumni are entitled to receive a reasonable number of copies of their academic transcripts reflecting their completed course work. Upon the written request of the student, with signature and appropriate fee, the Registrar's Office will issue an official transcript to appropriate institutions, individuals, or agencies. Transcripts will not be issued for students who have financial obligations with the University.



## Scholastic Probation

A student's academic standing is determined by his/her grade point average. To be eligible to continue in school, a student must have the following cumulative grade point averages as a minimum:

Credits completed	Cumulative GPA
Between 0 and 9 credits	2.5
Subsequent to 10 credits	3.0

When the student's grade point average drops below the above specified minimums, he/she is placed on scholastic probation and may remain in school only by special permission of the Academic Review Committee. Students should be aware that scholastic probation may have implications for financial aid.

## Second Master's Degree Requirements

Students who wish to earn a second master's degree at Grace University may do so provided:

1. After completion of the first master's degree, at least 24 additional semester credits are taken at Grace University;
2. All objectives and requirements in the second program are fully met.

## Transfer of Credit

Grace University normally accepts transfer credit from other accredited institutions when the grade is B- or better, the course fits into the student's program of study, and no other institutional policies are violated. Transfer of credit is at the discretion of the department and of the Registrar.

On rare occasion, a student may wish to take a class at another institution while working on a degree at Grace University. On those occasions, a student must request permission in writing from their Program Chair before enrolling in that class. Students are required to send an email identifying the institution, the course number and ID, a course description, dates, and (if available) a syllabus. Once a class is completed, an official transcript must be submitted from the other school to the Grace Registrar for posting. Permission will not be granted to take classes that are currently being offered at Grace.

The Clinical Mental Health Counseling Program may accept as transfer credit a maximum of 25% (equaling no more than five courses of three credit hours each) of the student's program from applicable courses taken at another accredited institution that have not been used to obtain a previous graduate degree. As a general rule, a student's course of study should not have more than 30% of the program as a combination of transfer credits or directed studies. Quarter-hour classes taken at other Universities will not be accepted; all transfer courses must be semester hour courses. Any course that is transferred into a student's program of study must have a grade of B- or better. Courses that must be taken at Grace University are Practicum and Internship I/II. Counseling Skills may be transferred on a case-by-case basis if the student demonstrates adequate skills. Students transferring in Helping Relationships from another school also may be required to take the six-week, zero-credit-hour Integration course. For a course to be accepted, the student must show a minimum of 75% equivalency with a current Grace University course (in terms of texts utilized, rigor, assignments, etc.). All transfer credit is subject to approval by the Program Chair.

The Department of Christian Ministries responds warmly to students who enter with previous graduate credit from appropriately accredited institutions. However, the department will evaluate each class based upon recency, appropriateness and caliber in relationship to resident Grace offerings. Students must take at least 24 hours from Grace University. (Further information in this area is noted in other areas of this catalog and within the departmental handbook.)

Students in the Master of Arts in Teaching and Master of Science in Education programs will have previous graduate credit from appropriately accredited institutions reviewed and evaluated.

## Use of Electronic Devices

Cell phones and pagers are to be set on vibration or silent mode while class is in session. If a student must respond to a call or page, he/she should step outside of the classroom. No calls are to be initiated on a cell phone during class. It is expected that all students will use common sense and courtesy in relationship to in-class use of social media. If a student is using an electronic device in a disruptive way in class, the Instructor reserves the right to limit electronics use.

## **Withdrawal from the Program**

If a student wishes to withdraw from the College of Graduate Studies during a semester, the student must consult with his/her advisor, complete and submit an Academic Withdrawal form to the Registrar's Office, and finalize all financial arrangements with the Business Office and Financial Aid Office. Please refer to "Dropping Courses" for implications about final grades. Refund policies are described in the Financial Information section of the catalog and implications should be discussed with the Financial Aid Office personnel. Formal withdrawal from the College of Graduate Studies does not guarantee that the student's place in program will be held.

## **Writing Style**

Students who enter a graduate program normally have experience writing papers that follow a common style of writing. Typical styles include MLA, Turabian, Chicago, or APA. Faculty are granted discretion as to the style of writing most useful for any given class. Students should consult departmental handbooks concerning preferences for specific programs. Turabian or Chicago is usually preferred in humanities disciplines (e.g., Christian Ministries), while APA is often preferred in social science fields (e.g., Counseling). If a faculty member does not specify a particular style either orally or in a class syllabus (which sometimes happens with nonresident faculty), it is recommended that the student interact with the faculty concerning how best to prepare papers.

# *Master of Arts in Christian Ministries*

## **Concentrations**

**Biblical Studies**  
**Theological Studies**  
**Ministry Leadership**  
**Counseling Ministry**  
**Rural Church Ministry**

## **Program Purpose and Description**

The Master of Arts in Christian Ministries degree is a general master's program designed to provide students with a graduate-level education from within the evangelical tradition. Its purpose is to train and educate men and women for various kinds of Christian service. This program is targeted to three groups of people:

1. Those who would like to enter vocational Christian service on the staff of a local church or a parachurch ministry.
2. Those already involved in vocational Christian service who desire to improve their biblical and ministry skills.
3. Lay leaders within church and parachurch ministries who desire advanced training to broaden and extend their effectiveness for the cause of Christ.

## **Concentration Descriptions**

The program of study for the **Biblical Studies** and **Theological Studies concentrations** is a general curriculum that includes classes in biblical studies, theological studies, and select ministry proficiencies. Graduates in either of these concentrations gain skills to knowledgeably interpret and apply the Bible, develop and utilize some advanced ministry competencies, and address contemporary issues in our culture and the world.

The **Ministry Leadership concentration** is designed for students who desire to enhance their skills and training to serve in administrative or leadership positions within local church or parachurch (church-related) ministries. Various offerings relate to ministry skills, ministry leadership, teaching and speaking skills, and the biblical and theological foundations for ministry in the contemporary world.

The **Rural Church Ministry concentration** helps prepare students who anticipate going into rural ministry and sharpens the skills of those who are already serving in a rural context. (Four courses specific to this concentration are provided at an off-campus site through Rural Home Missionary Association [RHMA] headquarters in Morton, Ill. These courses are all offered in the first two weeks of June.)

The **Counseling Ministry concentration** provides training in preparation for counseling work in a church or parachurch setting. (Most classes in this concentration are taken in cooperation with Grace's Clinical Mental Health Counseling Department.)

## **General Program Objectives**

Students who successfully complete this program within any of the concentrations should be able to do the following:

1. Carry out master's-level research into the meaning and implications of scripture for life and ministry.
2. Understand and apply various principles of sound hermeneutics when interpreting the different genres that comprise scripture.
3. Foster and develop a biblically informed theology that leads to love and worship of God and alignment with his mission.
4. Examine and develop a Christian worldview
5. Discern a growing response of obedience to God and his self-revelation through:
  - a. Spiritual transformation toward Christlikeness marked by love of God, love for others, and character development, as particularly embodied in the fruit of the Spirit.
  - b. Growing contributions to local expressions of the community of believers.
6. Develop and implement effective ways to communicate biblical and theological truths to others using various available methods and technology.
7. Acquire some advanced understanding in one of the available areas of concentration (depending upon interest and availability of classes and faculty).

## Program Requirements

The Master of Arts in Christian Ministries is designed to be completed in approximately two years of full-time study. Credits toward graduation fall into the following categories:

<b>Foundation Requirements</b>	<b>12</b>
See detailed explanation below	
<b>Core Master of Arts Requirements</b>	<b>9</b>
BS 503 Hermeneutics	3
MS 501 Formation of Spirituality	3
TS 502 Intro to Theological Studies	3
<b>Concentration Requirements</b>	<b>12</b>
See detailed explanation below	
<b>Remaining Electives</b>	<b>15</b>
MS -- Ministry Studies Electives	6
Open Electives	9
<b>Total Credits</b>	<b>48</b>

### Foundation Requirements

This requirement is designed to provide a breadth of basic classes to prepare a student for master's-level work in this field. This requirement can be fulfilled in several ways:

- Take 12 credits introductory graduate-level class work (typically 9 Bible; 3 Theology).
- Take up to 12 credits through the Institute of Theological Studies (9 Bible; 3 Theology).
- Combine the above two options (based on the area breakdowns of credit above).
- Transfer appropriate credit from graduate studies completed at another accredited school.

This 12-credit requirement may be waived, either in part or in whole, by those who have completed an undergraduate degree from an ABHE-accredited school (such as Grace University, or an equivalent in undergraduate Bible/Theology credit). (Such schools typically have an undergraduate requirement of 30 or more hours in Bible/Theology.) Transcript evaluation by the Chair of the Christian Ministries program will be required to determine the applicability (partial, if any, or all) of this waiver. Graduate classes taken from another appropriate institution normally require a B or higher (on a 4-point scale) for transfer.

### Core Master of Arts Requirements

It is expected that at least one course from the core requirements will be offered each semester, and completion of these 9 hours as soon as is reasonable within a student's experience is strongly encouraged. The skills and knowledge base of information acquired in the core classes will be important for subsequent classes, and knowledge of their content will usually be assumed in "Concentration" classes and other open elective offerings.

### Concentration Requirements

Concentration expectations vary, some being more directive than others. Further, availability of specific classes will depend upon student interest and faculty availability. The student must complete 12 credits in one of the following areas:

<b>Biblical Studies Concentration</b>	<b>12</b>
BS -- Electives	12
<b>Theological Studies Concentration</b>	<b>12</b>
TS -- Electives	12
<b>Ministry Leadership Concentration</b>	<b>12</b>
MS 541 Curriculum and Teaching	3
MS 562 Leadership in the Local Church	3
MS -- Electives*	6

\* Depending on availability and student interests, some classes from within the CS offerings available to this department may be used to fulfill some credit requirements.

<b>Counseling Ministry Concentration*</b>	<b>12</b>
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CS 604	Integration Issues in Counseling	3
CS 605	Helping Relationships	3
CS 618	Marriage and Family	3
CS 626	Counseling, Prevention, and Intervention	3

\* Classes for this concentration are taken from the Counseling faculty as a courtesy to the Christian Ministries degree students. Students are required to take a minimum of 12 CS credits. Offering of classes is subject to faculty availability and student interest. It is expected that the above classes will be taught on a regular basis, though alternative offerings may be taken with approval from a student's advisor. Classes regularly available are described in "Course Descriptions." (Those descriptions are found in section describing the Counseling Degree and requirements.)

**Rural Church Ministry Concentration\* 12**

MS 560	Ministry in the Town & Country Church	3
MS 563	Leading the Town and Country Church	3
MS 564	Faith Communication in Town and Country	3
MS 565	Pastoral Care in the Town and Country	3

\* These courses are taken at RHMA headquarters in Morton, Ill. The courses are generally offered in five-day concentrated formats during the Summer.

**Electives**

Unlike many professional programs, this degree is not highly scripted in relationship to classes that must be taken. Most students come with a desire to take some classes that move beyond those typically required. A total of 14 credits will be taken within the elective category. Six (6) credits are to come from within the MS or CS designations, reflecting the Christian Ministry component of the degree. The other eight (8) credits are "open" and may be taken from virtually any graduate offering within the school, provided the student can provide an advisor adequate justification for its applicability to a Christian Ministries degree. (Uncertainty as to what would be appropriate is arbitrated by the Department Chair if needed) Class offerings for the various concentrations are made available based upon expressed interest and faculty availability. With the approval of the faculty advisor, appropriate Institute of Theological Studies (ITS) classes may be used to fulfill some of these credits.

**Thesis Option**

For a variety of reasons, some students within the Biblical or Theological Studies concentrations may desire to pursue an extended course of study on a particular topic that will culminate in a thesis or a creative/research project. Such a project is often useful before entering further graduate work, or it may be the culmination of interest in a given area that has developed during matriculation. Completion of this option requires registering for the following two classes in sequence:

BS/TS 597	Guided Thesis Research (Fall Only)	3
BS/TS 598	Thesis Writing (Spring Only)	3

It is assumed that the five open elective credits used for a thesis or research project will be in an area of study consistent with the student's concentration area credits. Students must seek and obtain approval for primary and secondary readers, and gain topic approval from the Department or Program Chair.

**Graduation Requirements**

Students wishing to graduate with a M.A. in Christian Ministries must fulfill the following requirements:

- Satisfactorily complete 48 semester hours as outlined in the curriculum description.
- Take a minimum of 24 hours (typically the final 24) toward graduation at Grace University. Transfer hours are accepted at the discretion of the Program Chair and only for classes that received a B- or above (3.0 on a 4.0 scale).
- Complete the program within five years.
- Maintain a 3.0 GPA (see "Scholastic Probation" under Academic Policies).
- Evidence to the satisfaction of the faculty of proven Christian character and adherence to evangelical doctrines.

## Course Descriptions

The curriculum offered through Grace College of Graduate Studies is organized into the following subject areas:

BS	Biblical Studies
CS	Counseling Studies/Clinical Mental Health Counseling
ED	Education
MS	Ministry Studies
R	Research
TS	Theological Studies
ITS	Institute of Theological Studies

### Biblical Studies

- BS 503 Hermeneutics 2 or 3**  
This class will investigate and apply the skills and principles necessary for sound interpretation of the biblical text. Focus will be on the balance of theory and practice. Attention will be paid to the history of interpretation, general and genre-based interpretive principles, the interpreter in the interpretive enterprise, and the role of hermeneutics in applying the text correctly to one's (contemporary) audience. Credit load dependent on previous requirements.
- BS 505 Jesus and the Gospels 2**  
This class is a study of Jesus as He is presented in the New Testament Gospels. It will explore the question of what "a gospel" and "the gospel" is, and it will survey the contributions of each of the canonical gospels to our understanding of Jesus and how he fits into the story of God's mission. It will overview the life of Jesus as found in its context (political, religious/biblical and geographical) and examine what is knowable about a chronology of His life. Some attention will be given to areas of critical studies and the various "Quests" involved in understanding the "historical Jesus."
- BS 509 Biblical Backgrounds 4**  
This course is designed to study the history of the Ancient Near East, the cultures of those lands, or the material assets left behind that shed light on various portions of the Bible. Sources for this information include selected biblical passages and their associated literatures, selected Ancient Near Eastern texts, and archaeological remains. The class may be conducted on site in the land of the Bible.
- BS 510 Geographical and Historical Settings of the Bible 4**  
A study of the physical features of the land of the Bible, stressing geographical factors affecting settlement and communication in the various regions. Preparatory map study and class previews provide the background to each trip in the field. Relevant archeological, historical, and biblical material is correlated with sites, roads, and features in each region. Regions studied and visited include Galilee, Golan Heights, Judah, Samaria, Negev, Shephelah, Jordan and Jezreel Valleys, Benjamin, Sharon Plain, and Philistia. This class is taken at Jerusalem University College.
- BS 511 Genesis 3**  
An exegetical study of the book of Genesis in its cultural and historical setting – with attention to its critical problems, theological content, literary features, and modern exposition. As part of this course, each student is expected to exegete and teach one passage.
- BS 512 Romans 3**  
An exegetical study of Romans emphasizing the theological content and development of the book's argument. It seeks to understand the message in light of its first century audience and significance for today's audience.
- BS 514 Backgrounds and Cultures of the Bible 3**  
A study of the religious institutions, cultural practices, natural beliefs, geographical distinctive and chronological dimensions as they interplay with the Bible. Emphasis is placed on understanding background as it develops significance to the meaning.
- BS 533 Hebrews 3**  
A rigorous study of the text with special consideration of the relationship between the Old and New Testaments. Study will be conducted concerning the book's historical background. Additionally, students are challenged to apply lessons to present-day situations.
- BS 563-566 Seminar in the Old Testament 1-3**  
These are special issues courses which may be offered on a periodic basis. Each seminar examines the backgrounds, literary genres, themes, Biblical and theological content, and historical context of the particular texts.
- BS 563 Seminar in the Wisdom and Poetic Books**
- BS 564 Seminar in Isaiah**

- BS 565 Seminar in the Minor Prophets**
- BS 566 Seminar in the Historical Books**
- BS 571 Seminar in the Gospels and Acts 3**  
 This class examines the four gospels and the book of Acts. Emphasis is placed on the nature of the gospels and Acts together with critical and introductory issues in the study of each. Attention is paid to the life of Christ and the unique contribution each writer brings to the study of Jesus, the gospel, and Christology. Acts extends the ministry of Jesus (through the Holy Spirit) from a Jewish sect in Jerusalem through the transition to offering the message of Jesus to all who would believe.
- BS 572 New Testament Epistles and Revelation 3**  
 Surveys each of the Pauline and general Epistles along with the Apocalypse, highlighting historical background and setting, authorship and authenticity, biblical and theological content, and contribution to New Testament thought.
- BS 590-595 Seminar in the New Testament 1-3**  
 These are special issues courses which may be offered on a periodic basis. Each seminar examines the backgrounds, literary genres, themes, Biblical and theological content, and historical context of the particular texts.
- BS 590 Seminar in Acts**
- BS 592 Seminar in the Pauline Epistles**
- BS 593 Seminar in the Prison Epistles**
- BS 594 Seminar in the General Epistles**
- BS 595 Seminar in the Johannine Literature**
- BS 591 Gospel of Matthew 3**  
 Designed to be a study of the text of the Gospel of Matthew. It will address issues related to the background of the gospel, its place in the canon, its biblical and theological content, its meaning to both the original audience as well as to a contemporary audience, and the nature and development of the argument of the book as it comes to us.
- BS 596 The Gospels 3**  
 Examines the four gospels as found in the New Testament. Emphasis is on the nature of the gospels themselves and some of the critical and introductory issues in the study of each. Attention will be paid to the life and ministry of Christ as presented in each of the gospels, some of the unique contributions each writer brings to the study of Jesus, and some of the theological contributions each makes to orthodox Christology.
- BS 597 Guided Thesis Research 3**  
 Taken in the Fall, this class will lay the research groundwork for the written portion that will take place in the Spring. Approval must be granted by a concentration advisor. Prerequisite: This class is a prerequisite to and taken in conjunction with BS 598 Thesis Writing.
- BS 598 Thesis Writing 3**  
 Taken in the Spring, typically the year of graduation, this class is taken subsequent to BS 597 Guided Thesis Research. See description of thesis option under Program Requirements. For more information, see the Dean of Graduate School or the Chair of the Division of Biblical Studies.
- BS 599 Supervisory Research 1-4**  
 This special area of biblical investigation is selected with the guidance and supervision of the Chair of the Division of Biblical Studies and the instructor who directs the study. Students are expected to collect, analyze, and present the findings of their research in a scholarly way. Regular written reports, complete bibliography, and critical paper are required. Attendance at regular seminars may also be required.
- BS 631 Greek for Exegesis 1 4**  
 This course is designed to introduce students to biblical Greek. The emphasis is on helping students understand how the language works and learn it sufficiently in such a fashion to be able to use it for basic exegesis of New Testament Greek texts. The focus will go beyond simply memorization to using the language in a contemporary ministry context. (Availability of this class depends upon student interest.)
- BS 632 Greek for Exegesis 2 4**  
 This course is designed as continuation class for BS 631 Greek for Exegesis 1. Focus will be on the process of using Greek exegesis and the development of an exegetical process. The use of computers and digital resources will be investigated, and the use of a combination of both Greek knowledge and those digital sources for exegesis will be expected. (Availability of this class depends upon student interest.)

- BS 651 Greek Grammar 1 3**  
An introduction to Koine' Greek grammar. Emphasis is on basic vocabulary, verb forms, and case structure. Skills to learn a foreign language are addressed. (This class is typically taken in conjunction with undergraduate students.)
- BS 652 Greek Grammar 2 3**  
A continuation of Koine' Greek grammar. Emphasis is on mastery of vocabulary, verb forms, and case structure. Translation of first-century Johannine literature begins this semester. Prerequisite: BS 651 Greek Grammar 1. (This class is typically taken in conjunction with undergraduate students.)
- BS 653 Greek Exegesis 3**  
Based on one's knowledge of Koine' Greek, the emphasis is on refinement of grammar and syntax. Translation and exegesis of first century Greek literature especially the Gospel of John is done. Prerequisite: BS 652 Greek Grammar 2 or Instructor's permission. (This class is typically taken in conjunction with undergraduate students.)
- BS 654 Greek Exegesis 2 3**  
This is a continued exegesis of first century Greek literature with special emphasis on passages with potential exegetical controversy or significance for the Christian life. Prerequisite: BS 653 Greek Exegesis 1 or Instructor's permission. (This class is typically taken in conjunction with undergraduate students.)
- BS 655 Introduction to the Septuagint 3**  
A study of the Greek text of the Septuagint (LXX). Background and related historical issues will be surveyed, including important LXX manuscripts. Translation of various LXX passages will provide hands-on experience. Prerequisite: BS 654 Greek Exegesis 2, or instructor's permission.
- BS 656 Ancient Inscriptions 3**  
This course includes the study and translation of ancient inscriptions from the biblical period, particularly in Hebrew, Aramaic, and Greek. Particular attention will be focused on inscriptions that are of interest for the study of the Old and New Testaments or their backgrounds. Prerequisite: BS 654 Greek Exegesis 2 and BS 732 Hebrew Grammar 2, or instructor's permission.
- BS 658 Psalm 2**  
Introductory material will include an examination of Hebrew poetry, the structure of the book itself, and an overview of the titles to various Psalms. Psalms will be examined in light of their setting, themes, purpose, and genre.
- BS 731 Hebrew Grammar 1 4**  
The study of the essentials of Hebrew grammar, including the alphabet, vocabulary, and the major verb stems. The importance of accurate translation is emphasized. (This class is typically taken in conjunction with undergraduate students.)
- BS 732 Hebrew Grammar 2 4**  
The practical demonstration and application of grammar, reading, and exegesis in the Hebrew Old Testament. Prerequisite: BS 731 Hebrew Grammar 1. (This class is typically taken in conjunction with undergraduate students.)
- BS 741 Pentateuch 3**  
A study of the content of the first five books of the Bible with special emphasis on the foundational nature of these books for the rest of the Bible. (Can be used to fulfill Foundation Requirements or electives requirements.)
- BS 742 Historical Books 3**  
The composition and content of Joshua through Esther is studied within their chronological, political and geographical settings. The class will examine important theological themes and areas of criticism related to these books. (Can be used to fulfill Foundation Requirements or electives requirements.)
- BS 743 Poetic Books 3**  
An examination of the poetic and wisdom books of the Old Testament. Not only will the composition and content of Job through Song of Solomon be studied, but the students will examine how books handle a broad range of human emotions and feelings. (Can be used to fulfill Foundation Requirements or electives requirements.)
- BS 744 Prophetic Books 3**  
A study of the composition and content of the Major and Minor prophets of the Old Testament with special emphasis to how they fit into the broad sweep of Old Testament history. (Can be used to fulfill Foundation Requirement Classes or Electives requirements.)



## Counseling Studies

The following classes are made available as a courtesy of the Counseling Department to master's students in the Christian Ministries program. These classes will be of special interest to those in the Counseling Ministries concentration, though others may have an interest in taking offerings to fulfill open elective requirements. For specific class descriptions, please see Class Descriptions in the segment of the catalog that describes the Counseling Program.

<b>CS 604</b>	<b>Integration Issues in Counseling</b>	<b>3</b>
<b>CS 605</b>	<b>Helping Relationships</b>	<b>3</b>
<b>CS 618</b>	<b>Marriage and Family</b>	<b>3</b>
<b>CS 626</b>	<b>Counseling, Prevention, and Intervention</b>	<b>3</b>
<b>CS 664</b>	<b>Suicide Prevention Education</b>	<b>1</b>
<b>CS 674</b>	<b>Counseling International Workers</b>	<b>3</b>
<b>CS 675</b>	<b>Cross-Cultural Counseling</b>	<b>3</b>
<b>CS 676</b>	<b>Counseling Field Experience</b>	<b>3–6</b>
<b>CS 673</b>	<b>Forgiveness and Reconciliation</b>	<b>3</b>

## Ministry Studies

<b>MS 501</b>	<b>Formation of Spirituality</b>	<b>3</b>
A course essentially seeking applied sanctification. The elements of study include: developing the value of community and accountability; owning the vision of spiritual formation; assessing and appreciating God's unique investment in the Christian; and growing in understanding of the hindrances of the flesh in spiritual growth and relationships.		
<b>MS 505</b>	<b>Ministry Foundations</b>	<b>3</b>
The development of a ministry philosophy that is biblically consistent and sociologically sound will be the primary focus of this course. The emphasis will be on developing practical relationships with volunteer and ministry staff, the leadership process, and organization and development of the Christian education cycle.		
<b>MS 511</b>	<b>Communicating God's Word 1</b>	<b>3</b>
This course is designed to help the student prepare lessons that are based directly on God's word. Emphasis will be placed on communicating the epistolary portions of God's word. Gender-specific labs are included as part of this course.		
<b>MS 512</b>	<b>Communicating God's Word 2</b>	<b>3</b>
This course builds on the principles learned in MS 511 with emphasis on communicating narrative, poetic and prophetic portions of God's word. Gender-specific labs are included as part of this course.		
<b>MS 516</b>	<b>Historical and Philosophical Perspectives of Education</b>	<b>3</b>
This course is designed to investigate the historical development of education and the changing philosophical influences in the United States. Examination of these external factors is on educational organization, content, and method. Emphasis is on comparing secular/biblical frameworks for education and analyzing the major philosophical influences on educational techniques and assumptions.		
<b>MS 522</b>	<b>Rural/Small Church Ministry</b>	<b>3</b>
The purpose of this course is to provide a highly practical, and distinctly evangelical, course for new (less than two years) rural and urban pastors and pastors-in-training. The classes for this course are held at the facilities of the Christian Resource Center in Giltner, NE, every June.		
<b>MS 525</b>	<b>Church Planting</b>	<b>1</b>
A study of the principles and methods used to start and grow churches in various settings. It involves both practical elements employed by churches actually involved in church planting and growth, as well as the theories used in developing new churches.		
<b>MS 526</b>	<b>Family Ministry</b>	<b>3</b>
The goals of this course center around ministry to families in the church. Focus is on the theological foundations of the family and understanding the current cultural trends that affect families. Students will explore various stages of family development, structure, and leadership with emphasis on ministry strategies to contemporary families.		

<b>MS 532</b>	<b>People and Ministry Skills</b>	<b>3</b>
This course focuses on developing confidence in relationship building, communication, and ministry skills. The emphasis is on educational ministries within the church and parachurch ministry, but examples from intercultural, business, and other areas are given.		
<b>MS 538</b>	<b>Discipleship</b>	<b>3</b>
This course focuses on the discipleship process within the local church. Areas of discussion include evangelism, following up, establishing, growing, equipping and preparing people for leadership.		
<b>MS 541</b>	<b>Curriculum and Teaching</b>	<b>3</b>
This course surveys the principles and practices of educational ministry. A theoretical foundation is laid that will equip the student in developing a breadth and depth of effective teaching. Topics include theological foundations, philosophical assumptions, anthropological considerations, educational strategies, understanding the teaching-learning process; developmental levels of adults, youth, and children; the educational programs of the local church; lesson plan (curriculum) development; developing a style as a teacher; and the family as a critical context for learning.		
<b>MS 552</b>	<b>Ministry in the Local Church</b>	<b>3</b>
The student will explore two primary functions of ministry in the local church: education and evangelism. The student will learn how to design and direct various programs in these areas of church life.		
<b>MS 560</b>	<b>Ministry in the Town and Country Church</b>	<b>3</b>
An overview of ministry in the town and country culture with an emphasis on understanding the varied types of town and country contexts and how each affects pastoral work and strategy. The town and country culture is experienced as well as studied during the class. (This class is taken through RHMA Headquarters in Morton, IL.)		
<b>MS 562</b>	<b>Leadership in the Local Church</b>	<b>3</b>
This course will explore the various aspects of male leadership within the context of a local church. Special emphasis will be given to the training of other leaders in the church.		
<b>MS 563</b>	<b>Leading the Town and Country Church</b>	<b>3</b>
This course looks at how town and country residents think and the spiritual and social tools required to lead them. The course examines the standard issues of church leadership as they apply to the town and country church. It also touches on the role of the pastor as community leader. (This class is taken through RHMA Headquarters in Morton, IL.)		
<b>MS 564</b>	<b>Faith Communication in Town and Country</b>	<b>3</b>
The oral culture and intimacy of the town and country context present a unique set of circumstances for preaching, evangelism, discipleship, and youth and children's ministries. This course explores the ways town and country culture impacts and reshapes the common methods and strategies for communicating the Gospel. (This class is taken through RHMA Headquarters in Morton, IL.)		
<b>MS 565</b>	<b>Pastoral Care in Town and Country Context</b>	<b>3</b>
Pastors in isolated settings find themselves facing a large number of pastoral care issues, some unique to the context, with less help than their suburban and urban counterparts have available. This course looks at some of the stresses town and country life places on pastors and their families as well as those in the church, and explores ways pastors can keep themselves spiritually, emotionally, and physically healthy to be able to offer pastoral care to others. (This class is taken through RHMA Headquarters in Morton, IL.)		
<b>MS 572</b>	<b>Church Worship</b>	<b>2</b>
This is a study of biblical principles of worship, especially as they pertain to organized corporate worship services. This is designed for those in church leadership to help them design and lead church worship services.		
<b>MS 590</b>	<b>Ministry Internship</b>	<b>2</b>
This course is designed for Biblical Studies Ministry Concentration students to get field experience in a ministry context.		
<b>MS 592</b>	<b>Education Internship</b>	<b>2</b>
This course is designed for Biblical Studies Education Concentration students to get field experience in an education type ministry context.		
<b>MS 618</b>	<b>Pastoral Theology and Care</b>	<b>3</b>
This course will theologically integrate the ministries of the pastoral office aiding students in developing a biblical pastoral identity. Pastoral ministries such as such as officiating weddings, funerals, baptism, the Lord's supper, and soul care will be addressed.		

## Research

**R 501 Foundations of Research 2**  
This is an introductory course in research methods for graduate students. The course will include an overview of biblical research methods as well as quantitative and qualitative methods used in social science research. The course also will include an overview of the electronic resources available from the Grace University library.

## Theological Studies

**TS 502 Introduction to Theological Studies 2 or 3**  
A study of prolegomena, the nature, method, and sources of theology and bibliography, which covers revelation, inspiration, inerrancy, illumination, preservation of the text, and Bible interpretation, which includes an introduction to dispensationalism. Credit load dependent on previous requirements.

**TS 520 American Evangelicalism 3**  
This course provides an overview of the historical and intellectual development of contemporary American evangelicalism. Areas of focus include: defining evangelicalism, the theological and intellectual currents of evangelicalism, the interface of Christ and culture, and the future of American evangelicalism.

**TS 528 Trinitarianism 3**  
A study of the unity and diversity of the persons and functions of the Trinity with special attention given to the person and work of Jesus Christ and the Holy Spirit's present work in ministry. TS 502 is a prerequisite for this course. This course may be taken at same time that TS 502 is taken.

**TS 537 Islam and Christianity 2**  
Build a foundational understanding of Islam – its origins, beliefs, view of the Qur'an – as well as Muslim perspectives on Christians and Christianity. Learn how you can make friends and effectively share your faith with Muslims.

**TS 546 Theology of Leadership 2**  
An analysis of the qualities and practices of the effective Christian leader based on principles in Scripture and related literature. Emphasis is on devising a personal philosophy of spirit and leadership and a leadership development plan.

**TS 550C American Faiths 3**  
This course is a survey of religious groups that claim to be "Christian" but whose theological positions are inconsistent with orthodox Christianity. Historical data about each group and its religious roots, as well as systematic comparison of each group theology as compared to Scripture is emphasized. This course also will address world religions that now have an American face. This course is web based. Not open to students who have taken the undergraduate course TH 300 American Faiths in the 21<sup>st</sup> Century (formerly TH 300 Truth Twisters / What They Believe).

**TS 560–580 Seminar in Theological Issues 1–3**  
These are special issues courses which may be offered on a periodic basis. Each seminar examines current thoughts, trends, historical development, and relevant authors in the field of study.

- TS 561 Seminar in Contemporary Moral Issues**
- TS 562 Seminar in Bibliology**
- TS 563 Seminar in Theology Proper**
- TS 564 Seminar in Christology**
- TS 565 Seminar in Pneumatology**
- TS 566 Seminar in Angelology**
- TS 567 Seminar in Anthropology**
- TS 568 Seminar in Hamartiology**
- TS 569 Seminar in Soteriology**
- TS 570 Seminar in Ecclesiology**

<b>TS 581–597</b>	<b>Seminar in Biblical Theology</b>	<b>1–3</b>
These are special issues courses that may be offered on a periodic basis. Each seminar evaluates the theological ideas, current developments, and relevant issues within a specific area of Biblical Theology.		
<b>TS 581</b>	<b>The Theology of the Pentateuch</b>	
<b>TS 582</b>	<b>The Theology of the Historical Books</b>	
<b>TS 583</b>	<b>The Theology of the Wisdom and Poetic Books</b>	
<b>TS 584</b>	<b>The Theology of the Major Prophets</b>	
<b>TS 585</b>	<b>The Theology of the Minor Prophets</b>	
<b>TS 586</b>	<b>The Theology of Luke</b>	
<b>TS 587</b>	<b>The Theology of Paul</b>	
<b>TS 588</b>	<b>The Theology of Peter</b>	
<b>TS 589</b>	<b>The Theology of John</b>	
<b>TS 590</b>	<b>Special Issues in Biblical Theology</b>	
<b>TS 597</b>	<b>Guided Thesis Research</b>	<b>3</b>
Taken in the Fall, this class will lay the research groundwork for the written portion that will take place in the Spring. Approval must be granted by a concentration advisor. Prerequisite: Class is a prerequisite to, and taken in conjunction with TS 598.		
<b>TS 598</b>	<b>Thesis Writing</b>	<b>3</b>
Taken in the Spring, typically the year of graduation, this class is taken subsequent to TS 597. See description of thesis option under Program Requirements. For more information, see Dean of Graduate School or the Chair of Bible Division.		
<b>TS 599</b>	<b>Supervised Research</b>	<b>1–4</b>
This special area of theological investigation is selected with the guidance and supervision of the Dean of Graduate Studies, the Department Chair, and the instructor who directs the study. Students are expected to collect, analyze, and present the findings of their research in a scholarly way. Regular written reports, complete bibliography, and critical paper are required. Attendance at regular seminars may also be required.		
<b>TS 621</b>	<b>Sin and Salvation</b>	<b>2</b>
A study of the nature/origin of sin (personal and original) and the doctrine of salvation. Areas of study include an examination of the origin of evil, the meaning of sin, the means and nature of imputation of sin, the imputation of righteousness, and other essential and current issues. Additionally, the essential elements of the Gospel, the fate of those who have not heard the Gospel, and issues related to sanctification will be discussed. TS 502 is a prerequisite for this course. This course may be taken at the same time as TS 502.		
<b>TS 622</b>	<b>Angels and Humanity</b>	<b>3</b>
A study of the nature and doctrine of unfallen and fallen angels including Satan. The creation of man, the fall of man, the nature and origin of sin (personal and original) are also studied. TS 502 is a prerequisite for this course. This course may be taken at the same time as TS 502.		
<b>TS 723</b>	<b>The Church and Last Things</b>	<b>3</b>
A study of the development and distinctions of dispensational theology. Special emphasis is paid to the nature and function of the church and a dispensational approach to future events including the rapture, the tribulation, and the millennium. TS 502 is a prerequisite for this course. This course may be taken at same time as TS 502.		
<b>TS 742</b>	<b>Contemporary Theology</b>	<b>2</b>
A study of contemporary issues, thinkers, and trends in theology.		

**Grace University**  
**College of Graduate Studies**



**Master of Arts in Christian Ministries**

**Total Program Credits 48**

Hours Needed: \_\_\_\_\_ Transfer Hours: \_\_\_\_\_

**Core Courses (9 Hours)**

- \_\_\_\_\_ BS 503 Hermeneutics (3)
- \_\_\_\_\_ MS 501 Spiritual Formation (3)
- \_\_\_\_\_ TS 502 Introduction to Theological Studies (3)

**Foundation Requirements (12 Hours)** (One of the following)

12 hours of Graduate Bible or Theology

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Bible Major completed at an accredited Bible College

(Credits from ABHE accredited undergraduate program, upper division, "B" grade or better)

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**Concentration (12 Hours)** (Choose one)

**Biblical Studies**

- \_\_\_\_\_ BS \_\_\_\_\_
- \_\_\_\_\_ BS \_\_\_\_\_
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**Theological Studies**

- \_\_\_\_\_ TS \_\_\_\_\_
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**Ministry Leadership**

- \_\_\_\_\_ MS 541 Curriculum and Teaching MS
- \_\_\_\_\_ MS 562 Leadership in the Local Church
- \_\_\_\_\_ MS --- Electives \_\_\_\_\_
- \_\_\_\_\_ MS --- Electives \_\_\_\_\_
- \_\_\_\_\_ MS --- Electives \_\_\_\_\_
- \_\_\_\_\_ MS --- Electives \_\_\_\_\_

**Rural Church Ministry\***

- \_\_\_\_\_ MS 560 Ministry in the Town and Country Church
- \_\_\_\_\_ MS 563 Leading in the Town and Country Church
- \_\_\_\_\_ MS 564 Faith Communication in the Town and Country
- \_\_\_\_\_ MS 565 Pastoral Care in Town and Country Context

\* These courses taken at RHMA headquarters in Morton, Ill

**Counseling Ministry**

- \_\_\_\_\_ CS 604 Integration Issues in Counseling
- \_\_\_\_\_ CS 605 Helping Relationships
- \_\_\_\_\_ CS 618 Marriage and Family
- \_\_\_\_\_ CS 626 Counseling, Prevention and Intervention
- \_\_\_\_\_ CS --- Electives \_\_\_\_\_

**Electives (15 Hours)**

**Restricted Electives (Ministry Studies) (6 Hours)**

(Can be fulfilled by MS and/or CS classes)

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**Open Electives (9 Hours)**

(If the thesis option is chosen BS or TS 597 and BS or TS 598 are required.)

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# *Master of Arts in Counseling*

## **Concentrations**

### **Clinical Mental Health Counseling (CMHC), School Counseling (SC)**

#### **Purpose of the Programs**

The Clinical Mental Health Counseling (CMHC) Concentration is a 62-credit-hour program. The program is designed for those interested in pursuing the State of Nebraska's licensure standards for Provisional Licensed Mental Health Practitioner (PLMHP), Licensed Mental Health Practitioner (LMHP), Licensed Independent Mental Health Practitioner (LIMHP), and Licensed Professional Counselor (LPC). While the program specifically focuses on the regulations of the State of Nebraska, it is also possible to meet other states' standards for similar licensure. It is the student's responsibility to determine if the CMHC program meets the licensure requirements in any selected state. This degree enables graduates to work in a variety of settings where they can apply their training as mental health professionals to help people gain healing and wholeness.

The School Counseling (SC) Concentration is a 40-53 credit-hour program, depending on whether or not the applicant has previously acquired a teaching license. The program is designed to train highly skilled school counselors, who are committed to serving the needs of children, their families, and the public. The program provides the courses necessary for meeting the Nebraska Department of Education's school counselor endorsement required for employment as a school counselor at the elementary, middle, and secondary levels. Students are able, if they choose, to meet requirements for more than one level of certification. It is the student's responsibility to determine if the SC program meets the licensure requirements in any other selected state.

Both programs combine contemporary counseling techniques and theories with a solid Biblical foundation for a spiritual balance in the counseling approach. Students in the programs will wrestle with scripture and mature spiritually, personally, and professionally. Those desiring further study will be poised for the pursuit of doctoral degrees including the Ph.D. in Counselor Education & Supervision

#### **Statement Regarding the Nature of Counselor Education and Training**

As students enter their course of study in the counseling programs, many find the journey is one that can offer exciting and meaningful opportunities for personal and professional growth, for increased insight, and for the ability to make a positive difference in the lives of people. Nevertheless, students should be aware that the material covered in any particular course, various experiential exercises, assignments, and/or field-based experiences, may bring them into a heightened awareness of past and/or present emotionally charged issues. This dynamic may occasionally produce strong, negative, and even potentially overwhelming responses. If an instructor or staff member (in conjunction with the student's advisor) observes evidence of this nature at any time, they will bring it to the student's attention for immediate discussion and consultation. Students also are encouraged to make faculty and staff members aware of strong personal reactions that are related to course materials, assignments, and experiences. Students may be advised in one of several directions:

- To enter therapy while remaining in the program and report back to their advisor or Program Chair (As a general rule in the counseling programs, students may meet with faculty for a maximum of three times to assess and triage a situation. The student needing additional therapeutic assistance must find an outside counselor).
- to take a leave of absence from the program, with conditions specified by the Chair of Counseling Programs
- To withdraw from the program itself.

The desired end result is that pertinent issues are sufficiently addressed and/or resolved, and it is determined that the student is able to continue in a program of study that will result in working with people as a mental health care provider. Final determinations will be at the discretion of counseling personnel and will be made with the utmost care and with the student's best interests in mind. Students have the right to appeal a decision under the Admissions Policy and Procedures Guidelines.

#### **Disclaimer**

Courses that are offered through the Counseling programs, as well as any accompanying materials and instruction, are intended for educational purposes. They are neither designed to give legal advice nor take the place of appropriate legal, professional, or medical consultation. Because laws vary from state to state and from country/province to country/province, students are advised to discuss specific question(s) with the proper authorities. The purpose of this program and instruction is to equip students with the educational and experiential tools to understand the needs of hurting people and to be able to provide leadership in the discipline of counseling. Completion of this degree program, in part or in whole, will not qualify an individual to function as a certified or licensed professional counselor, therapist, or school counselor. Students are advised to check the specific regulatory or legal requirements that may presently exist in their state, province or country.

## Clinical Mental Health Counseling (CMHC)

Students are encouraged to adjust their master's degree plan to maximize their unique gifts and individual interests. There are three tracks: Licensed Alcohol and Drug Counselor (LADC), Marriage and Family, and the Cross-Cultural Track, in addition to open electives. Students may take one or more electives from any track or the open electives. Due to differing licensure requirements from state to state and within other countries/provinces, students should determine from their initial course of study which electives they will pursue.

- **LADC TRACK:** Designed for students interested in working primarily as a drug and alcohol counselor. Course work may lead to licensure as an Alcohol and Drug Counselor. Students are required to determine licensure rules for each state and ensure they have met all licensure requirements.
- **MARRIAGE AND FAMILY TRACK:** Designed for students interested in working primarily with family systems. Coursework may meet **partial** requirements for certification as a Marriage and Family Therapist in the state of Nebraska.
- **CROSS-CULTURAL COUNSELING TRACK (Member Care):** Designed for students interested in working primarily with mission organizations domestically and globally.

## Counseling Curriculum

“Full time” for purposes of the counseling course sequence is defined as six hours per semester. The faculty is committed to including issues of diversity and multiculturalism (including ethnic, cultural, class, gender, sexuality and disability) and ethics throughout the curriculum. The program will address these issues specifically in the multicultural course, but these issues are intentionally integrated into all other courses. The course progression and clinical training are designed to reflect the 2016 Standards of the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) (the counseling programs are working toward CACREP Accreditation and are NOT currently CACREP Accredited). It is recognized that in some cases, a student may face an unplanned emergency of some type and may have to drop out of portions of the course progression. At the discretion of the Program Chair, appropriate adjustments may be made to receive a grade of Incomplete and/or allow the student to take a leave of absence from the program, or take a reduced load of courses. Normally the student should make every effort to return to a full-time status within a year.

## Program Format

The counseling courses are offered in a traditional graduate format with selective weekend elective classes. Courses may have e-learning components as noted in the course syllabus. The University uses Its Learning as its e-learning platform.

## Integration of Faith and Learning

The M.A. in Counseling at Grace University trains students to be both competent counseling professionals and reflective, ethical Christian professionals. Although students are not required to embrace a particular style of worship, students should be aware that the counseling program embraces the Judeo-Christian worldview. Many of the graduates work in practice contexts where clients of similar faith traditions deliberately seek them out. Consequently, the programs are designed to provide students with specialized expertise in working with Christian clients in an ethical manner. This does not mean that the values or faith tradition of Christianity are imposed upon clients. Students are trained to respond ethically to client diversity in a variety of forms, including varying client religions. Yet a primary goal of the training program is to facilitate “worldview integrity” in its Christian counseling trainees. This is accomplished through the inclusion of integration objectives in each course. Counseling students are able to select additional electives, beyond the program credit-hour requirement, that include instruction in Theological and Biblical Studies from the Christian Ministries Degree.

## Course Offerings by Semester

Course offerings by semester can be found on the Grace University website:  
[www.GraceUniversity.edu/academics/registrar\\_office.shtml](http://www.GraceUniversity.edu/academics/registrar_office.shtml)

## CMHC Exit Exam

All CMHC students will be required to take, and pass, the Counselor Preparation Comprehensive Examination (CPCE) prior to graduation. The current fee for this exam is \$75.00, but may be subject to change. The CPCE is administered in the spring and fall semesters, and may be taken once a student has completed 30 hours of Core 1 and Core 2 coursework (see Counseling Student Handbook). It is in the student's best interest to take the CPCE after they have completed or are currently in the 8 courses listed below, which will be covered in the examination. Upon completion of the required hours, students must complete the department

application to take the CPCE (Appendix J in the Counseling Student Handbook). All students will be required to pass this official exit exam before graduation. [The cut-off score is determined by national statistics and will be determined each semester.] Those who fail to meet the cut-off score will need to retest at their further expense. If a student fails the exam twice, they will work with their Advisor and Department Chair to establish a possible remediation plan. A remediation plan would require the student to retake the sections in which they scored low on the exam, at the student's expense. Once a satisfactory grade has been completed by the student, and has been approved by the counseling department faculty, the student's degree will be conferred. This exit exam is beneficial in the following ways:

- Assesses your knowledge of counseling information received while here at Grace University
- Gives you comparative strength/weakness feedback
- Helps faculty in adapting and developing curricula
- Compares our program's results to national data
- Preparation for licensure/NCE exam

The exam covers the eight CACREP (Council for Accreditation of Counseling and Related Education Programs) common core areas as defined by their "Standards for Preparation": Human Growth and Development; Social and Cultural Diversity Foundations; Helping Relationships; Group Counseling; Career Development; Assessment and Appraisal; Research and Program Evaluation; and Professional Orientation and Ethics.

The CMHC recommends students prepare for the exam. There are a number of study aids available for the CPCE; however, the CMHC faculty and staff do not recommend any specific study material or methods of study.

Counseling students should be aware of the following:

1. Core 1 courses must be passed with a grade of B before beginning Practicum. These courses are:

- CS 602 Introduction to Professional Clinical Counseling
- CS 604 Integration Issues in Counseling
- CS 605 Helping Relationships
- CS 606 Professional Orientation and Ethics
- CS 608 Counseling Theories
- CS 609 Psychopathology and Diagnosis
- CS 651 Assessment & Appraisal

2. Summer Internship hours will be completed over a 10-week period. This depends upon availability of supervision.



## Course Descriptions

- CS 601 Personal Evaluation 1**  
An exploration of the student's personal background, strengths and challenges, and the potential impact on working with others. There is an additional fee for this class.
- CS 602 Introduction to Professional Clinical Counseling 1**  
This course addresses counselor professional identity formation, and issues related to the practice of professional counseling. Students will explore development of their personal counselor identity formation. Within this course, students will be introduced to the counseling profession and given opportunity to examine current issues related to the practice of professional counseling and related fields. The course will provide students with an overview of the historical development of counseling as a profession, discussion of counselor licensure, and an overview of major professional organizations, specialties, and credentialing options available to mental health professionals.
- CS 603 Professional Orientation and Development 2**  
This course will provide students with an overview of the field of professional counseling and the role of the Clinical Mental Health Counselor. Special attention will be given to the ongoing development of the identity of the professional counselor through training, supervision and professional organizations. This course is open to students in the Christian Ministries program.
- CS 604 Integration Issues in Counseling 2**  
This course will provide the student with a beginning framework as to the role and practice of spiritual integration from a Christian perspective in the field of counseling. Issues such as the role of evil, prayer, sin, the Holy Spirit, and the definition of Christian counseling will be addressed. Central to the course is the development of the Christian Counselor's worldview and how one's worldview influences counseling work with a concentration on multicultural issues and different belief systems. Additionally, this course will consider the different views of spiritual integration in counseling.
- CS 605 Helping Relationships 3**  
This course is designed to introduce the student to the interpersonal and counseling skills involved in effective helping. The class will cover basic counseling theory and the process of therapeutic interpersonal communication. Emphasis will be given to practice and acquisition of basic counseling skills. Integration of psychological and biblical principles will be examined throughout the course. This course will provide an understanding of the philosophic bases of helping processes, counseling theories and their applications, helping skills, consultation theories and applications, helper self-understanding and self-development, and facilitation of client or consultee change. This course is open to students in the Christian Ministries program.
- CS 606 Professional Orientation and Ethics 3**  
This course will provide students with an overview of the field of professional counseling and the role of the Clinical Mental Health Counselor. Special attention will be given to the ongoing development of the identity of the professional counselor through training, supervision and professional organizations. This course is open to students in the CMHC program only.
- CS 607 Legal and Ethical Issues in Counseling 3**  
An overview of the field and ethics of professional counseling. Emphasis is given to professional ethics, licensure, and practice issues. Studies that provide an understanding of professional roles and functions, boundaries, peer review, standards for record keeping, confidentiality, informed consent, duty to warn, professional goals and objectives, professional organizations and associations, professional history and trends, ethical and legal standards, professional preparation standards, and professional credentialing.
- CS 608 Counseling Theories 3**  
This course will provide the student with an overview of basic theories, principles, and techniques of counseling and their application to professional counseling settings. The primary focus of this class will be on acquiring a basic mastery of the counseling process by using diagnosis, treatment planning, and application of a brief therapy model to case studies. This course will provide an understanding of the diagnostics, assessment, and treatment of psychopathology as detailed in the current *Diagnostic Statistical Manual of Mental Disorders*. This course will cover therapeutic techniques and strategies for human behavioral intervention, which includes major contributions of the biological, behavioral, cognitive, and social sciences relevant to understanding assessment and treatment of the person and his/her environment with emphases on the social systems framework, personality theories, and individual development through the life cycle, and their application.
- CS 609 Psychopathology and Diagnosis 3**  
This course is designed to introduce the student to the various classifications of abnormal behavior encountered in a counseling context. Special focus will be given to diagnosing disorders according to the most current edition of the *Diagnostic Statistical Manual of Mental Disorders*. Integration issues such as the role of sin, evil, and the perception of mental illness within the Christian

community also will be addressed.

- CS 612 Addictions Counseling 3**  
This course will provide all CMHC students with a basic understanding of the nature of addictions. Topics covered include: an understanding of the history and trends in addictions, the major addictions models, ethics, and roles of an addictions counselor and the potential need for additional training, networking, and referral sources. (Students interested in obtaining their license in this area should consider the electives CS 681, CS 682 and CS 683).
- CS 614 Introduction to Professional School Counseling 3**  
This is an exploratory course for candidates entering the field of professional school counseling. Students will become familiar with the history, philosophy, and trends in school counseling and the educational systems, as well as current trends in education in relation to federal and state legislation. In addition, students will know the roles, functions, settings and professional identity of a school counselor within a multidisciplinary team.
- CS 615 Enrichment Programs and School Counseling Groups 3**  
This course provides an overview of the principles of group theory, dynamics, and process as applied to school counseling settings. Techniques and selection processes involved in group counseling with various age groups and populations will be emphasized. Studies that provide both theoretical and experiential understanding of group purpose, types of groups, development, methods, dynamics, counseling theories, group counseling methods, facilitative skills, descriptions of group practices, and other group approaches. The subject of group counseling and enrichment programs in school settings is studied. We will explore the design, set up and administration of groups and enrichment programs. Included in this course is a supervised group practice and 10 hours of group experience supervised by a licensed professional. Prerequisite: CS 605.
- CS 618 Marriage and Family 3**  
This course is designed to give students an understanding of the major systemic theories/models (with a focus on systems theory), the diversity of approaches to marital and family counseling, and the ethics and skills pertinent to engage in counseling with premarital couples, couples, families, and marital dissolution. The focus is on didactic learning, applied practices evolving from each theoretical orientation, diagnosis and treatment, the understanding of interpersonal competencies, and learning how to apply consistent implementation of an individualized counseling style as applied to couples and families. Expansion of counseling knowledge, skills, and strategies based on the special needs and characteristics of diverse client populations also will be emphasized. This course is open to students in the Christian Ministries program.
- CS 622 Research and Program Evaluation 3**  
This course will provide students with a review of statistics, program evaluation, and research methods and practices. Students will gain an understanding of research methods, statistical analysis, needs assessment, and program evaluation. The student will learn to critically evaluate research methodologies, engage in studies that provide an understanding of types of research, basic statistics, research report development, research implementation, program evaluation, needs assessment, ethical and legal considerations, and the need for an understanding of and practice of social and cultural diversity in research and program evaluation practices. This course has an additional required fee.
- CS 626 Counseling, Prevention and Intervention 3**  
The student will learn the principles of the counseling profession and clinical mental health, as well as the operation of programs and networks that promote mental health in a multicultural society. This course will provide an overview of the principles of crisis intervention for helping people during crises, disasters, and other trauma-causing events. The student also will learn to recognize his/her own limitations as a clinical mental health counselor and the importance of self-care in the profession. This course has an additional required fee.
- CS 630 Seminar: Self-Esteem from a Christian Perspective 1**  
The course will include a discussion about the characteristics of a Christian counselor and will provide an overview of a variety of Christian approaches to counseling. It will approach the issue of self-esteem by looking at true and false sources of identity and how to help a client overcome a false source of identity. The student will gain an understanding of how emotional beliefs are transformed through the use of biblical truth. This course is open to students in the Christian Ministries program.
- CS 631 Seminar: Grief Counseling – Strategies and Intervention 2**  
The focus of this seminar is to teach clinical intervention strategies for use in grief counseling. This seminar will also discuss the history of grief counseling, DSM-IV TR and DSM-V considerations, and discussing spirituality during the course of counseling.
- CS 632 Seminar: Self-Esteem II from a Christian Perspective 1**  
The course will include a discussion about the difficult questions in resolving hurts, exploring personal responsibility, hurts caused by others, and hurts that are an unavoidable part of life. The student will be equipped to help others acknowledge their own part in causing

problems and creating natural consequences for behaviors. Practical tools will be provided for helping someone understand how to forgive, the consequences of choosing not to, obstacles to forgiveness and benefits of doing so. Suggestions will be given for how to identify with and support a person who is suffering, how to provide a perspective on the difficult “why questions” associated with suffering, as well as how to respond to a variety of forms of suffering. This course is open to students in the Christian Ministries program.

**CS 633 Play Therapy 2**  
The course is designed to introduce the student to play therapy. The student will develop skills in effective play therapy and the utilization of sand tray therapy. The class will cover basic theory and the process of the therapeutic use of play and sand tray therapy. Emphasis will be given to practice and acquisition of basic play skills. This course will provide: an understanding of philosophic bases of play processes; consultation; theories and applications; helper self-understanding and self-development; and facilitation of client or consultee change or growth and development. Integration of psychological and biblical principles will be examined throughout the course.

**CS 635 American Association of Christian Counselors Conference 1-3**  
A special area of investigation, based on attendance at the American Association of Christian Counselors (AACC) conference. Students are expected to collect, analyze and present the findings of a given track (e.g., Marriage and Family, Trauma, Addiction, etc.) in a scholarly way following the conference. Students will select a track with the approval of the instructor, and attend all workshops pertaining to that track.

**CS 641 Human Growth and Development 3**  
This course will examine major theories of human development while discussing and critiquing them in terms of application to educational and counseling practice. Special attention will be given to multicultural issues and spiritual implications and influences of these issues to the understanding of human development. The purpose of this course is to provide you with specific information about developmental issues faced at different stages of life and ways in which you can help clients overcome these obstacles. Course content includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels. Emphasis is placed on biopsychosocial approaches. Also included are such areas as human behavior (normal and abnormal), personality theory and learning theory, and the integration of the psychological, sociological and biological approaches within the life cycle.

**CS 643 Counseling International Workers 3**  
In this course, the student will examine the field of member care, and develop an understanding of issues such as culture shock, burnout, compassion fatigue, team dynamics, resiliency, and trauma caused by international disasters.

**CS 644 Social and Cultural Diversity 3**  
This course will help students to identify and understand multicultural and pluralistic trends in counseling, including characteristics and concerns within and among diverse groups nationally and internationally. The student will explore his/her own attitudes, beliefs, and understandings of self and culturally diverse clients through specific experiential learning activities. In addition, the student also will examine theories of multicultural counseling, identity development and social justice, together with strategies for working with and advocating for diverse populations, including multicultural competencies. Counselors’ roles in bringing insight to the existence and influence of biases, prejudices, and of intentional and unintentional oppression and discrimination will be discussed.

**CS 645 Group Counseling 3**  
This course provides an overview of the principles of group theory, dynamics, and process as applied to various therapeutic group settings and problems. Techniques and selection processes involved in group counseling with various age groups and populations will be emphasized. Studies that provide both theoretical and experiential understanding of group purpose, types of groups, development, methods, dynamics, counseling theories, group counseling methods, facilitative skills, descriptions of group practices, and other group approaches. Included in the course are a supervised group practice and 10 hours of group experience supervised by a licensed professional.

**CS 651 Assessment and Appraisal 3**  
This course serves as an introductory course to the principles of psychological assessment, testing and evaluation. The focus will be on both psychometric theory and the usage of prominent psychological and counseling testing instruments. By the end of the course, each student will have a firm foundation from which to begin developing skills as an assessor. Focus will be on providing students with a firm grasp on the administration and interpretation of assessments typically utilized in a counseling setting for evaluation, diagnosis, and treatment of mental health problems. It is important to note that this course only serves as an introduction to testing procedures and psychological evaluations that are usually reserved for licensed professionals. Further courses and skills training may be needed for the student interested in developing this as a specialty area. Refer to your local licensure laws to determine qualifications when administering or interpreting psychological and/or counseling assessments. This course has an additional course fee. Prerequisites: CS 606, CS 609.



- CS 672 Counseling Older Adults 2**  
 This course will focus on the particular counseling needs of older adults, including stage-of-life transitions, spiritual needs, grief and loss, and "wellness" care, in addition to mental health issues such as dementia.
- CS 673 Forgiveness and Reconciliation 3**  
 This course focuses on three objectives: (1) addressing the essential theme of forgiveness in historic Christian theology as it interfaces with the counseling profession; (2) investigating the application of forgiveness to Christianity and counseling; (3) extending current knowledge of forgiveness in mental health practice by conducting a literature review. Objective 1 looks at the history and current considerations of important theological debates within Christian traditions regarding forgiveness. Objective 2 explores the process by which forgiveness is understood within the Christian tradition, which is contrasted to religious, spiritual, and secular mental health practices. Objective 3 examines the specific application of two essential Christian themes, the interface between sin and grace. This course is open to students in the Christian Ministries program.
- CS 674 Counseling International Workers 3**  
 This course will address personal and organizational issues often encountered by those in cross-cultural work outside the United States such as: personnel selection and screening, family issues, marriage and singleness, team relationships, stress, burnout, crisis, and trauma. Understanding the impact of crises, disasters, and other trauma-causing events on people living internationally also will be addressed.
- CS 675 Cross-Cultural Counseling 3**  
 This course will help students develop an understanding of the role of mental health counseling in countries outside the United States. The student will develop an understanding of the overview of international mental health and available programs, as well as the need to adapt mental health models and interventions to be culturally appropriate. Multicultural and pluralistic trends, including characteristics and concerns within and among diverse groups internationally also will be addressed.
- CS 676 Counseling Field Experience 3-6**  
 This course will be taught based on faculty availability and experience, and may only be taken with Instructor approval. Students will have the opportunity to travel and work alongside faculty in a setting outside the United States in the delivery of mental health services in a cross-cultural context and to gain a first-hand understanding of the unique needs of living and working in another culture. Prerequisites: CS 674 or CS 675 or CS 690.
- CS 677 Advanced Marriage and Family Therapy 3**  
 This course will focus on further development of the skills and theories learned in CS 618. The course also will identify and address some of the more difficult and complex situations sometimes encountered in marital and family therapy, including abuse and child custody disputes. This course has an additional course fee which may be part of student fees or noted in the syllabus as a textbook fee. Prerequisite: CS 605, CS 618.
- CS 679 Counseling Business Practices 2**  
 A review of counseling business practices, counseling ethics related to business practices, skills needed to organize and plan important elements, self-care, marketing and public awareness, and biblically based leadership skills relevant to establishing and operating a professional counseling-related business.
- CS 681 Alcohol/Drug Assessment and Case Planning 3**  
 This course will cover the process of collecting relevant data about clients/client systems and their environment, and evaluating the data for making decisions regarding alcohol/drug disorder diagnosis, treatment and/or referral. Identifying and prioritizing client treatment goals and collaboration and coordination with other services, agencies and resources to achieve those goals will be included. The student will practice assessing and managing cases, including the development of sample case records, using the client's written record to guide and monitor services with emphasis on the development of the social history and intake, initial assessment, individual treatment plan with measurable goals and objectives, and documentation of progress and ongoing assessment.
- CS 682 Medical and Psychosocial Aspects of Alcohol/Drug Use and Abuse 3**  
 This course will include the study of the physiological and sociological aspects of alcohol/drug use, abuse and dependence. The classification and basic pharmacology of drugs, basic physiology and the effects of drug use on the systems of the body, and alcohol and drug tolerance will be addressed. The course also will include etiological, behavioral, cultural, and demographic aspects and belief systems about alcohol/drug use together with the processes of dependence and addiction including signs, symptoms and behavior patterns.
- CS 683 Clinical Treatment Issues in Chemical Dependency 3**  
 This course will include the study of treatment issues specific to alcohol/drug disorders, including dual diagnosis and the impact of physical and mental health disorders on treatment, historical and generation influences, the family disease concept, and 12-step

philosophies. Also covered are special populations and how they affect the assessment of, response to, and delivery of alcohol and drug treatment.

**CS 685                      Practicum in School Counseling for Elementary and Middle School                      1**  
This course is designed to provide the prospective school counselor with supervision in an elementary and middle school guidance program. Students will continue to develop counseling skills and will become immersed in the work of a professional school counselor. During the internship, students are required to have 600 hours of experience where the student performs, under supervision, a variety of activities that a regularly employed school counselor would be expected to perform. Of the 600 hours, 40% or 240 hours of direct contact must be documented and include, but are not limited to, individual counseling, group work, classroom group guidance, and consultation. Prerequisite: CS 684.

**CS 686                      Internship in Elementary/Middle School Counseling                      3**  
Students will be required to complete a minimum of 300 hours of supervised advanced internship toward the total of 600 hours of supervised internship. This is a continuation of CS 685. It is a field experience in an approved school counseling program under the supervision of a qualified elementary and middle school counselor and a counselor educator. Prerequisite: CS 685

**CS 687                      Practicum in School Counseling for Secondary School                      1**  
This course is designed to provide the prospective school counselor with supervision in a secondary school guidance program. Students will continue to develop counseling skills and will become immersed in the work of a professional school counselor. During the internship, students are required to have 600 hours of experience where the student performs, under supervision, a variety of activities that a regularly employed school counselor would be expected to perform. Of the 600 hours (40%) or 240 hours of direct contact must be documented and include, but not limited to; individual counseling, group work, classroom group guidance, and consultation.

**CS 688                      Internship in Secondary School Counseling                      3**  
Students will be required to complete a minimum of 300 hours of supervised advanced internship toward the total of 600 hours of supervised internship. This is a continuation of CS 687. It is a field experience in an approved school counseling program under the supervision of a qualified secondary school counselor and a counselor educator. Prerequisite: CS 687.

**CS 689                      Practical Training Internship                      1-3**  
The student must gain part-time or full-time practical work experience in his or her field of study. The internship must be located at an off-campus facility. Students are individually supervised by faculty members. The maximum number of units of CS 689 that may be applied toward the degree is determined by each department, but no more than 3 units of CS 689 are allowed for credit toward a single degree.

**CS 690                      Practicum                      3**  
The student will be introduced to fieldwork within the mental health industry by way of orientation, observation, and a minimum of 40 documented clock hours of clinical experience with supervision. Students will engage in clinical mental health activities including, but not limited to, the following: individual counseling, group counseling, peer consultation, documentation of sessions using the Subjective, Objective, Assessment, Plan (SOAP) note format (or another approved method), development of treatment plans, intake interviews, documentation of informed consent, and proper methods of office practices including filing. \*\*Prerequisite: CS 602, CS 605, CS 606, CS 608, CS 609, (CS 651 and CS 604 must be taken prior to or concurrent with Practicum); Additional prerequisite includes the completion of the online criminal background check form and ten (10) hours of individual counseling.

**CS 691                      Internship 1                      3**  
The student will work in a mental health setting gaining practical experience working with a variety of clients and mental health problems. A minimum of 140 documented clock hours of clinical experience with individual and/or group supervision is required. A site is selected by the student and is approved by both the cooperating agency and the Director of Clinical Training. Students will engage in clinical mental health activities including, but not limited to, the following: individual counseling, group counseling, peer consultation, documentation of sessions using the Subjective, Objective, Assessment, Plan (SOAP) note format (or another approved method), development of treatment plans, intake interviews, documentation of informed consent, and proper methods of office practices including filing. Prerequisite: CS 690.

**CS 692                      Internship 2                      3**  
Focus is given to further development of diagnosis, treatment planning, and counseling skills in mental health settings under individual and group supervision. A minimum of 140 documented clock hours of supervised clinical experience is required. An internship site is selected by the student and is approved by the cooperating, authorized agency and by the supervising professor. Students will engage in clinical mental health activities including, but not limited to, the following: individual counseling, group counseling, peer consultation, documentation of sessions using the SOAP note format (or another approved method), development of treatment plans, intake interviews, documentation of informed consent, and proper methods of office practices including filing. Prerequisite: CS 691.

**CS 693 Internship 3**

**3**

Focus is given to continued further development of diagnosis, treatment planning, and counseling skills in mental health settings under individual and group supervision. This is to allow student to ensure that they meet the full requirements for practical clinical training. Consequently, the students will complete a total of 600 hours during the internship phase and will remain registered for Internship 3 until all hours are documented and completed. Prerequisite: CS 692.

**CS 699 Directed Studies**

**1–3**

A special area of investigation is selected with the guidance and supervision of the Department Chair and the instructor who directs the study. Students are expected to collect, analyze and present the findings of their research in a scholarly way. Regular written reports, a complete bibliography, and a critical paper are required. Attendance at regular seminars also may be required. Students may accumulate no more than a total of six units of Directed Studies during their program.

**Grace University**  
**College of Graduate Studies**



**Counseling**  
Master of Arts in Counseling

**Clinical Mental Health Counseling Track**

**Total Program Credits 62**

Hours Needed: \_\_\_\_\_ Transfer Hours: \_\_\_\_\_

**Theology Courses (4 Hours)**

**Theology Integration Courses**

Course#	Course Description	Cr. Hr.
_____ BS 503	Hermeneutics **	2
_____ TS 502	Introduction to Theological Studies**	2
_____ BS 505	Jesus and the Gospels**	2
**Select one of the above courses		
_____ CS 604	Integration Issues in Counseling	2
<b>Total Credits</b>		<b><u>4</u></b>

**Counseling Courses (60 Credit Hours)**

**Core 1 Courses**

Course #	Course Description	Cr. Hr.
CS 602	Intro to Professional Clinical Cslng	1
CS 605	Helping Relationships	3
CS 606	Professional Orientation and Ethics	3
CS 608	Counseling Theories	3
CS 609	Psychopathology and Diagnosis	3
CS 651	Assessment & Appraisal	3
<b>Total Credits</b>		<b><u>16</u></b>

\*Can be taken concurrently with Practicum.

**Core 2 Courses**

Course #	Course Description	Cr. Hr.
CS 612	Addictions Counseling	3
CS 618	Marriage and Family	3
CS 622	Research and Program Evaluation	3
CS 626	Counseling, Prevention, & Interv...	3
CS 641	Human Growth & Development	3
CS 644	Social & Cultural Diversity	3
CS 645	Group Counseling	3
CS 658	Career Development	3
<b>Total Credits</b>		<b><u>24</u></b>

**Clinical Courses (9 Credit Hours)**

Course #	Course Description	Cr. Hr.
CS 690	Practicum	3
CS 691	Internship 1	3
CS 692	Internship 2	3
<b>Total Credits</b>		<b><u>9</u></b>

**Elective Courses (May Select any Combination of Courses)**

**LADC Track**

Course #	Course Description	Cr. Hr.
CS 681	Alcohol/Drug Assmnt & Case Plng	3
CS 682	Medical & Psychosocial Alcohol/Drug	3
CS 683	Clinical Treatment Iss. in Chem Dep	3

**Cross-Cultural Counseling Track**

Course #	Course Description	Cr. Hr.
CS 674	Counseling International Workers	3
CS 675	Cross Cultural Counseling	3
CS 676	Counseling Field Experience	3 - 6

**Marriage and Family Track**

Course #	Course Description	Cr. Hr.
CS 670	Counseling Children and Adolsc	3
CS 673	Forgiveness and Reconciliation	3
CS 677	Advanced Marriage and Family	3

**Open Electives**

Course #	Course Description	Cr. Hr.
CS 661	Criminal Behavior & the Court Sys	1
CS 663	Mindfulness and Relaxation Technq	2
CS 664	Suicide Prevention Education	2
CS 665	Psychopharmacology	2
CS 633	Play Therapy	2
CS 679	Counseling Business Practices	2
CS 699	Select Seminars	1 - 3

**Total Credits from any of the Above**

**9**



Master of Arts in Counseling (School Counseling Track)

**Total Program Credits 40-53**

Hours Needed: \_\_\_\_\_ Transfer Hours: \_\_\_\_\_

**Theology Courses (4 Hours)**

<b>Theology Integration Courses</b>		
Course #	Course Description	Cr. Hr.
___ BS 503	Hermeneutics**	2
___ BS 505	Jesus and the Gospels**	2
**Select <u>one</u> course		
___ CS 604	Integration Issues in Counseling	2
<b>Total Credits</b>		<b>4</b>

**School Counseling Courses (36-48 Credit Hours)**

<b>School Counseling Courses</b>		
Course #	Course Description	Cr. Hr.
___ CS 614	Intro to Professional School Counseling	3
___ CS 615	Enrichment Programs and School Counseling	3
___ ED 511	Issues of Pluralism & Diversity OR CS 644 Social & Cultural Development (3)	2/3
___ ED 516	Program Outcomes and Assessment	2
___ ED 517	Instructional Leadership for Diverse Classrooms	2
___ ED 518	Hot Topics in Education	2
___ CS 622	Research and Program Evaluation	3
<b>Total Credits</b>		<b>17/18</b>

<b>Clinical Counseling Courses</b>		
___ CS 605	Helping Relationships	3
___ CS 606	Professional Orientation and Ethics	3
___ CS 608	Counseling Theories	3
___ CS 626	Counseling, Prevention, & Intervention	3
___ CS 641	Human Growth and Development	3
<b>Total Credits</b>		<b>15</b>

<b>Education Courses †</b>		
___ ED 500	21 <sup>st</sup> Century Technologies	2
___ ED 502	Managing the Diverse Classroom	2
___ ED 503	Methods in Education	2
___ ED 504	Exceptional High Needs Learners	2
___ ED 513	History & Philosophy of the Diverse Classroom	2
___ ED 515	Curriculum Design & Program Planning	2
<b>Total Credits</b>		<b>12</b>

<b>Practicum/Internship Courses in Elementary/Middle School***</b>		
___ CS 685	Practicum in Elementary/Middle School Counseling	1
___ CS 686	Internship in Elementary/Middle School Counseling	3
<b>Total Credits</b>		<b>4</b>

<b>Practicum/Internship Courses in Secondary School***</b>		
___ CS 687	Practicum in Secondary School Counseling	1
___ CS 688	Internship in Secondary School Counseling	3
<b>Total Credits</b>		<b>4</b>

\*\*\*Students will select either Elementary/Middle or Secondary track

† Students who do not already have a teaching license will be required to take these additional courses

# *Master of Arts in Teaching*

## **Program Purpose and Description**

The Master of Arts in Teaching (MAT) degree will help you develop a Christian philosophy of education while integrating biblical learning with professional and general knowledge of subjects. The MAT offers a secondary endorsement in six concentration areas and prepares the future educator in defined areas of endorsement. The program will ensure the student meets the initial certification requirements of the Nebraska Department of Education (NDE) for a teaching certificate in a secondary endorsement.

Individuals interested in earning an Elementary Education Field Endorsement or an Elementary/Early Childhood Education Subject Endorsement may complete the MAT program; however, this endorsement will require individuals to complete additional teaching methods courses, which are only available during the day as part of our traditional undergraduate Teacher Education program.

## **Master of Arts in Teaching Endorsement Options**

### **Field Endorsements**

- Mathematics
- Music
- Social Science
- English Language Arts
- Elementary Education Field Endorsement
- Physical Education

### **Subject Endorsements**

- English
- Basic Business
- History
- Religious Education
- Instrumental Music
- Vocal Music

### **Supplementary Endorsements**

- Coaching Supplemental Endorsement
- Early Childhood Education Supplemental Endorsement

## **Program Objectives**

Master of Arts in Teaching outcomes and requirements originate from principles established by the Interstate New Teacher Assessment and Support Consortium (INTASC) and the Nebraska Department of Education (NDE) requirements as specified in 92 NAC 20-24 for teacher certification. For more information about the NDE Professional Practices Criteria, consult NDA Rule 27 at:

[www.education.ne.gov/legal/webrulespdf/RULE27FINAL.pdf](http://www.education.ne.gov/legal/webrulespdf/RULE27FINAL.pdf).

### **Students who complete the MAT program should be able to demonstrate:**

- An understanding of and an appreciation of the philosophy, history, and operation of the private and public school, especially of the private Christian school.
- Proficiency in the subject areas in which one will be instructing students.
- Familiarity with current curriculum, methods, and materials, essential for a new teacher within the scope of the teacher's endorsement area.
- Necessary teaching strategies and skills, management techniques, and personal dispositions normally expected of a successful new teacher consistent with the INTASC's Ten Principles of Assessment.
- Understanding of, a concern for, and a desire to teach students.

## **MAT Coursework for Secondary Endorsement**

This 41-credit-hour teaching certification (secondary level) is offered in a convenient year-round rotation.

### **Important Notes:**

- The Education Practicum (ED 514 and ED 519) is taken twice prior to the Student Teaching experience and is available in the fall or spring semesters. Candidates completing 50 hours of practicum experience in a traditional classroom or approved alternative site receive credit for this course.
- The Student Teaching Experience (ED 521) is taken during the last semester of the MAT program as a culmination and application of all previous coursework.

## **Elementary Education/Early Childhood Endorsements**

Elementary Education Field Endorsement is for students who desire to:

- Teach children in all elementary subjects from kindergarten through grade six in all schools
- Teach students in grades seven or eight within self-contained classrooms

Students pursuing this endorsement may follow the typical schedule that follows. Early Childhood Subject Endorsement may:

- Teach children in Pre-Kindergarten
- Teach all children through grade three in elementary schools that offer such programs

Students pursuing this endorsement take the Elementary Education coursework, plus the following courses:

- ED 331 Principles of Early Childhood Education (3 credit hours)
- ED 332 Methods in Early Childhood Education (3 credit hours)
- ED 333 Early Childhood Practicum (1 credit hour)

### **Important Notes:**

- Students selecting some endorsement options will extend the coursework timeframe by at least one additional semester.
- Near the completion of the all programs, students MUST complete the PRAXIS II exam required for the endorsement area. This exam is required for NDE certification. More information can be found at [www.ets.org](http://www.ets.org), the Educational Testing Service website.

### **Program Addendum:**

Due to a decision of Grace University's Board of Directors to discontinue academic operations of Grace University after the Spring Semester, 2018, the Curriculum Committee of the Faculty have approved a non-licensure version of the Master of Arts in Teaching. This program completes a Grace masters degree, but does so without the Student Teaching Experience being complete before conferral. This provision is being made available with the support of Nebraska Department of Education (NDE) in light of closure. Program requirements in this situation will be adjusted by the addition of a Capstone Experience class in order to complete all program objectives as well as to complete an adequate number of graduate-degree credits. It is expected that students in this program will complete an approved Teaching Experience subsequent to the closure of the institution.

This arrangement provides a means by which students attempting to fulfill the objectives of Grace's MAT degree (including certification) are able to complete what was started after the institution closes. In this case, and only in this situation due to Grace's closure, students who complete the MAT (non-licensure) with a minimum of 30 hours will, upon completion of their student teaching through another approved institution, be approved by NDE for certification. Approval from the Teacher Education Department and from the VP Academic Affairs is required for students to participate in this option.

Additional Class:

ED 525 MAT Capstone Experience

3 credits

# *Master of Science in Education*

## **Program Purpose and Description**

Grace University's Master of Science in Education (M.S.Ed.) degree exists to develop servant leaders within the education profession through excellence in biblically integrated instruction and student-focused service learning. We accomplish this mission through a research-based, portfolio-oriented advanced education degree. Candidates will apply evidence-based and reflective practices to provide learning opportunities to meet the unique needs of English Language Learner (ELL) students. Candidates will design standards-based curriculum, instruction, and assessment to ensure all students learn and achieve at the highest levels possible.

## **Program Objectives**

M.S.Ed. program outcomes and requirements originate from principles established by the Interstate New Teacher Assessment and Support Consortium (INTASC) and the Nebraska Department of Education requirements as specified in 92 NAC 20-24 for teacher certification.

### **As a result, candidates who complete the M.S.Ed. should be able to demonstrate:**

- An understanding of effective strategies for integrating faith and learning,
- Proficiency in engaging ELL students to build student knowledge and strengthen understanding,
- Familiarity with current curriculum, methods, and materials, essential for English as a Second Language (ESL) teaching,
- Ability to conduct research to improve teaching and learning in the classroom,
- Understanding of collaborative processes to improve instructional policy, curriculum development, and staff development.

## **MSED Coursework**

This 36-credit-hour degree program offered in a convenient year-round rotation.

## *Graduate Teacher Education Course Descriptions*

- ED 500 21st Century Technologies 2**  
This course provides an introduction to instructional technologies for secondary educators. Special emphasis is placed on instructional software, classroom technology tools, learning management systems, and internet resources.
- ED 501 Learning and Development 2**  
A study of the psychological principles underlying learning and effective teaching, the effect of social and personality factors on the learning process, and the application of learning theory to teaching.
- ED 502 Managing the Diverse Classroom 2**  
This course provides prospective elementary, middle, and high school teachers an opportunity to discuss the relationship between classroom management and effective teaching. During the class, students evaluate current theory in classroom management, analyze personal management styles, and learn to apply classroom planning to minimize wasted time and maximize student attention and discipline.
- ED 503 Methods in Education 3**  
This course is a study of the concepts, skills, and tools of inquiry and methods of instruction necessary for the study of teaching at the secondary level. This course will develop the skills needed to create learning experiences that will make the field of secondary education meaningful to the students. Emphasis is placed on effective teaching in every subject area.
- ED 504 Exceptional High Needs Learners 2**  
This course is designed to provide a survey of the areas of exceptionality in the field of special education. The course will identify significant changes that have occurred in the education and exceptional populations, learn methods of teaching students with handicapping conditions, and alternative multi-disciplinary team approaches, and provide an introduction to the various characteristics and classifications of handicapping conditions as defined by the Nebraska Department of Education.
- ED 511 Issues of Culture and Diversity 2**  
This course will explore the very diverse student population in today's schools to better prepare teachers for the 21st century. The course content will include various ethnic and cultural viewpoints as well as gender roles in today's world. Special attention is given to teaching students whose lives are impacted by poverty. These students have special needs, and our teacher candidates will be ready to meet them.
- ED 512 Content Reading Across the Curriculum 2**  
This course is a study of the concepts, skills, and tools of inquiry and methods of instruction necessary for the study reading comprehension at the secondary level. This course will develop the skills needed to create learning experiences that will make the field of secondary education meaningful to the students. Emphasis is placed on effective teaching of reading in every subject area.
- ED 513 History and Philosophy of the Diverse Classroom 2**  
This course is a historical and philosophical analysis of educational theorists and their contribution to current educational thought. Worthy of discussion are educational philosophies like Idealism, Realism, Pragmatism, Existentialism, Marxism, analytical theories, and naturalistic theories and their proponents. The student develops skills to analyze and evaluate the philosophical presuppositions in various educational philosophies, textbooks, methodologies, trends, or subject matters used in the educational community.
- ED 514 Practicum in Education 1 0**  
Practicum provides field experience in elementary, middle, or secondary schools related to the teaching of the specific subject areas. Total practicum requires the minimum of 50 clock hours to integrate theory and practice with elementary, middle or secondary school experience.
- ED 515 Curriculum Design and Program Planning 2**  
The purpose of this graduate course is to examine curriculum design and instruction for the 21st century classroom. In this course, graduate students are introduced to the philosophy, methods and factors used in the research and development of curriculum in schools. The course will assist educators in preparing an integrated, interdisciplinary instructional unit that employs concept-based curriculum that addresses national, state, and local content standards.
- ED 516 Program Outcomes and Assessment 2**  
This course emphasizes the procedures for creating assessments, evaluating validity and reliability, and applying good testing principles to evaluating student progress. Basic statistical principles are applied to using, analyzing, and interpreting test results. The emphasis is placed on standardized tests and their value in educational assessment. The course will explore the use of alternative types of assessment as indicators of outcome completion.
- ED 517 Instructional Leadership for Diverse Classrooms 2**  
This course is designed for instructional leaders to explore, critique, and create lessons and activities that utilize all learners' intellectual, social, and emotional styles that make up their cultural ways of knowing and doing. Participants are introduced to a variety of strategies and

practices that link home, school, and community experiences that nurture and foster students' strengths and accomplishments. This course will emphasize the creation of classroom environments that are affirming, respectful and intellectually rigorous. Students will also explore an instructional strategy that is new to them to solve a problem, opportunity, or challenge they face in the classroom.

**ED 518 Hot Topics in Education 2**

This course will address issues, problems and controversial topics related to the student, program, school organization, staff, media, school building, educational practices, and how innovation and change come about in education. Current trends and practices are discussed with an eye toward predicting what is on the horizon for educational reform. Emphasis is placed on developing a sound approach to dealing with the rapid pace of change and reform surrounding the K-12 system in the 21st century.

**ED 519 Practicum in Education 2 0**

Practicum provides field experience in elementary, middle, or secondary schools related to the teaching of the specific subject areas. Total practicum requires the minimum of 50 clock hours to integrate theory and practice with elementary, middle or secondary school experience.

**ED 521 Student Teaching Experience 12**

Student Teaching provides field experience in elementary, middle, or secondary schools related to the teaching of the specific subject areas. Student Teaching requires a minimum of 16 full-time weeks of classroom time in a school with students to integrate theory and practice with elementary, middle or secondary school experience.

**ED 522 Foundations of Educational Research 3**

This course will provide students with a review of statistics, program evaluation, and research methods and practices. Students will gain an understanding of research methods, statistical analysis, needs assessment, and program evaluation. The student will learn to critically evaluate research methodologies, engage in studies that provide an understanding of types of research, basic statistics, research report development, research implementation, program evaluation, needs assessment, ethical and legal considerations, and the need for an understanding of and practice of social and cultural diversity in research and program evaluation practices.

**ED 523 Capstone Project 4**

This course involves planning an action research project in school classrooms. The class will be suited to the needs of teachers who wish to design and carry out research and develop a project involving their own classroom and students. Topics for this research can be wide-ranging. Individual topics will be decided as an initial part of the course and will be developed to meet particular interests and needs. Research may focus on curriculum, teaching, learning, assessment, student needs, or any logical combination of these. Examination of relevant literature will be a part of the planning so that the study is informed by previous research. Teachers will design and implement the research plan, analyze data, and prepare a report of the action research.

**ED 525 MAT Capstone Experience 3**

The course is a summative evaluation of learner's growth throughout the MAT program in the following areas: student development and exceptionalities, the learning environment, content knowledge and application, instructional planning and assessment, instructional methods and strategies, professional and ethical practice, and collaboration and leadership within the educational construct.

**ED 540 Linguistics for Teachers 3**

Lecture material content will alternate between a focus on foundational topics in language study and practical considerations for second language instruction. Information will be presented through assigned readings, handouts, presentations, discussion boards, as well as various group and individual assignments/projects.

**ED 542 Children's Literature 3**

A survey of literature for children through adolescence with an emphasis on various genre of literature for children and adolescents. This course surveys winners of the Caldecott, Newberry, and Golden Sower awards. It provides creative experiences and reporting methodologies by which students can express their understanding of the books. Discussion also focuses on motivation techniques to encourage readers to develop life-long reading habits.

**ED 544 Intercultural Communication 3**

This course is a field-based study of the basic principles of cultural anthropology and its implications for interpersonal relationships, successful mission involvement, Bible interpretation and biblical application. The course provides a basis for understanding and appreciating other peoples and their cultures so that one can adjust more readily and minister more effectively in our increasingly multicultural world.

**ED 581 Literacy Methods for the Diverse Classroom 3**

A course focused on exploring instructional methods and materials to teach English Language Learners (ELL). Methods and materials will be evaluated for age appropriateness and cultural sensitivity.

- ED 582                    Diagnosis and Assessment in the Diverse Classroom                    3**  
This course examines the assessment of English Language Learners in the ELL/bilingual classroom and the content classroom. Special attention is given to authentic assessment techniques and strategies and the role of assessment alternatives to standardized testing and other multiple-choice tests. Assessment designs are examined for use as an integral part of instruction. The main goal of the course is to provide teachers, particularly within K-12 settings, theoretical and practical information about assessment.
- ED 583                    ELL Practicum                    3**  
A practical experience teaching English Language Learners in age appropriate settings under supervision. Prerequisites: ED 581, ED 582, and one year of foreign language training.
- ED 584                    Literacy Practicum for the Diverse Classroom                    3**  
This practicum is taken concurrently with the corresponding Literacy Methods course. It provides field experience in elementary, middle, and/or secondary education settings. This practicum requires a minimum of 30 clock hours to integrate theory and practice in the area of teaching reading and diagnostic concepts in the urban classroom setting. The draft syllabus is attached to the end of this document.
- BS 503                    Hermeneutics                    2**  
This class will investigate and apply the skills and principles necessary for sound interpretation of the biblical text. Focus will be on the balance of theory and practice. Attention will be paid to the history of interpretation, general and genre-based interpretive principles, the interpreter in the interpretive enterprise, and the role of hermeneutics in applying the text correctly to one's (contemporary) audience.
- TS 502                    Introduction to Theological Studies                    2**  
A study of prolegomena, the nature, method, and sources of theology and bibliography, which covers revelation, inspiration, inerrancy, illumination, preservation of the text, and Bible interpretation that includes an introduction to dispensationalism.

**GRACE COLLEGE OF GRADUATE STUDIES**

**Education**

Master of Arts in Teaching  
(M.A. Degree)



**TOTAL HOURS (41 hrs)**

**RELIGIOUS STUDIES (4 hrs)**

- \_\_\_\_\_ BS 503 Hermeneutics (2)
- \_\_\_\_\_ TS 502 Introduction to Theological Studies (2)

**CORE COURSES (8 hrs)**

- \_\_\_\_\_ ED 515 Curriculum Design (2)
- \_\_\_\_\_ ED 516 Program Outcomes (2)
- \_\_\_\_\_ ED 517 Instructional Leadership (2)
- \_\_\_\_\_ ED 518 Hot Topics in Education (2)

**CONCENTRATION: CERTIFICATION (17 hrs)**

- \_\_\_\_\_ ED 500 21<sup>st</sup> Century Technologies (2)
- \_\_\_\_\_ ED 501 Learning and Development (2)
- \_\_\_\_\_ ED 502 Managing the Diverse Classroom (2)
- \_\_\_\_\_ ED 503 Methods in Education (3)
- \_\_\_\_\_ ED 504 Exceptional High Needs Learners (2)
- \_\_\_\_\_ ED 511 Issues of Culture and Diversity (2)
- \_\_\_\_\_ ED 512 Content Reading Across the Curriculum (2)
- \_\_\_\_\_ ED 513 History & Phil of the Diverse Classroom (2)

**FIELD EXPERIENCE (12 hrs)**

- \_\_\_\_\_ ED 514 Education Practicum 1 (0)
- \_\_\_\_\_ ED 519 Education Practicum 2 (0)
- \_\_\_\_\_ ED 521 Student Teaching Experience (12)



Student name \_\_\_\_\_ Date Evaluated \_\_\_\_\_ Advisor \_\_\_\_\_

**GRACE COLLEGE OF GRADUATE STUDIES**

**Education**

Master of Science in Education  
(M.S. Degree)



**TOTAL HOURS (34-37 hrs)**

**RELIGIOUS STUDIES (4 hrs)**

- \_\_\_\_\_ BS 503 Hermeneutics (2)
- \_\_\_\_\_ TS 502 Introduction to Theological Studies (2)

**CORE COURSES (8 hrs)**

- \_\_\_\_\_ ED 515 Curriculum Design (2)
- \_\_\_\_\_ ED 516 Program Outcomes (2)
- \_\_\_\_\_ ED 517 Instructional Leadership (2)
- \_\_\_\_\_ ED 518 Hot Topics in Education (2)

**CONCENTRATION: Endorsement Area**

**ELL Concentration (15 hrs)**

- \_\_\_\_\_ ED 540 Linguistics for Teachers
- \_\_\_\_\_ ED 544 Intercultural Communication
- \_\_\_\_\_ ED 581 Literacy Methods for the Diverse Classroom
- \_\_\_\_\_ ED 582 Diagnosis and Assessment in the Diverse Classroom
- \_\_\_\_\_ ED 583 ELL Practicum

**Reading & Writing Concentration (18 hrs)**

- \_\_\_\_\_ ED 512 Content Reading Across the Curriculum
- \_\_\_\_\_ ED 540 Linguistics for Teachers
- \_\_\_\_\_ ED 542 Children's Literature
- \_\_\_\_\_ ED 581 Literacy Methods for the Diverse Classroom
- \_\_\_\_\_ ED 582 Diagnosis and Assessment in the Diverse Classroom
- \_\_\_\_\_ ED 584 Literacy Practicum

**Research (7 hrs)**

- \_\_\_\_\_ ED 522 Foundations of Educational Research (3)
- \_\_\_\_\_ ED 523 Capstone Project (4)

## *Directories*

### **Board of Trustees**

Michael Goding, B.A.  
Omaha, Nebraska  
Management Consultant, M.E. Goding Consulting

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John Hundahl, B.S.  
Tekamah, Nebraska  
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Omaha, Nebraska  
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Estate & Business Planning Attorney, Legacy Design Strategies, LLC

Eric Tompkins, M.M.  
Omaha, Nebraska  
Self-Employed

Doug Troupe, M.B.A. (1st Vice Chair)  
Omaha, Nebraska  
Director, Insurance and Risk Management, Tenaska, Inc.

Carlton Tschetter, Th.M. (Chair)  
Yukon, Oklahoma  
Pastor, Covenant Community Church

## Resident Faculty

**Susan E. Alford**, Chair, Graduate Teacher Education Program; Chair, Teacher Education; Professor of Teacher Education  
B.S., Wheaton College; M.S., University of Nebraska at Omaha; Ph.D., University of Nebraska at Lincoln.  
*Grace University, 1994*

**Beth Gerhard-Burnham**, Associate Professor in Counseling  
B.A., Indiana University of Pennsylvania; M.A. Indiana University of Pennsylvania; Ph.D., Regent University.  
*Grace University, 2014*

**John D. Holmes**, V.P. of Student Life and Donor Relations; Associate Professor of Biblical Studies  
B.A., Grace College of the Bible; Th.M., Dallas Theological Seminary; Ph.D., University of Nebraska at Lincoln.  
*Grace University, 1993*

**Mark W. Linder**, Associate Professor of Biblical Studies; Chair, Graduate Christian Ministries; Chair, Bible Department  
B.S., University of Illinois; M.Div., International School of Theology; Ph.D., Fuller Theological Seminary.  
*Grace University, 2006*

**Michelle L. Lundgren**, Assistant Dean, Graduate Studies/Faculty Development; Professor of Teacher Education; Teacher Education  
Certification Officer  
B.S., University of Nebraska at Omaha; M.S., University of Nebraska at Omaha; Ed.D., University of Nebraska at Omaha.  
*Grace University, 2001*

**Karl E. Pagenkemper**, VP, Academic Affairs; Professor of Biblical Studies  
B.A., The Pennsylvania State University; M.Div., International School of Theology; S.T.M., Dallas Theological Seminary; Th.D.,  
Dallas Theological Seminary; Doctoral Studies, Claremont Graduate University.  
*Grace University, 2002*

**Richard A. Ramsey**, Chair, Christian Ministries Department; Professor of Christian Education  
B.G.S., Indiana University Southeast; M.Div., Southern Baptist Theological Seminary; Ph.D., Southern Baptist Theological  
Seminary.  
*Grace University, 2004*

**Paul A. Roberts**, Library Director  
B.A., M.A., Columbia International University; M.L.I.S., University of South Carolina  
*Grace University, 2017*

**Kris J. Udd**, Associate Professor of Bible and Archaeology; Registrar  
B.A., Calvary Bible College; M.Div., Grace Theological Seminary; M.L.S., Indiana University; Ph.D., Andrews University.  
*Grace University, 2004*

**Linda J. Vermooten**, Professor in Counseling, Chair, Clinical Mental Health Counseling Department  
R.N., B.G. Alexander School of Nursing; B.A., Central Bible College; M.A., Assemblies of God Theological Seminary; M.Div.,  
Assemblies of God Theological Seminary; Psy.D., Forest Institute of Professional Psychology.  
*Grace University, 2012*

## Adjunct Faculty

**Christy Bauer**, Teacher Education

B.S., University of Nebraska at Omaha; M.S., Doane University  
*Grace University, 2016*

**Larry Duncan**, Counseling

B.A., Chapman University; Master of Human Relations, Oklahoma University  
*Grace University, 2010*

**Deborah Hoffman**, Counseling

B.A., Hope College; M.A. and Psy.D, Fuller Theological Seminary.  
*Grace University, 2014*

**Courtney Hunsberger**, Teacher Education

B.S., Grace University; M.S., University of Nebraska at Omaha  
*Grace University, 2010*

**Tim Kahl**, Teacher Education

B.S., Grace University; M.A., Grace University  
*Grace University, 2016*

**Casey Lundgren**, Teacher Education

B.S. University of Nebraska at Omaha; M.S., University of Nebraska at Omaha  
*Grace University, 2012*

**Don L. Paul**, Pastoral Ministries

B.A., Grace University; General Studies; M.Div, Providence Seminary; D.Min., Denver Seminary.  
*Grace University, 2005*

### **Alumni Association**

The University strives to help Grace Alumni stay connected with Grace. The purpose of the Association is to maintain communication between the alumni and University, to promote fellowship among the alumni, to foster prayer and support for the University and one another, and to encourage alumni to uphold the spiritual, evangelistic, and academic emphasis of the University. Alumni are a vital part of the continuing excellence that is Grace University. More information about the Alumni Association and its activities can be found on the web site at [www.GraceUniversity.edu/Alumni](http://www.GraceUniversity.edu/Alumni).

## **Public Institutional Documents**

### **Certified Public Accountant's Audit Report**

Each year, the University's financial records are audited by an independent certified public accounting firm. The results of this report are available for review. Contact the Executive Vice President for Finance and Operations for a copy of the report.

### **Campus Security Report**

Each year, in accordance with the Higher Education Act requirements, the Student Development Office publishes a Campus Security Report regarding security policies, procedures, and crime statistics. Contact the Dean of Student Services for a copy of the report.

### **Institutional Assessment Report**

Each year the Faculty prepares a report evaluating the effectiveness of the institution in student learning and in other areas of institutional research and assessment. The evaluation is based on assessment of the stated goals and objectives of the University. The results of this report are available for review. Contact the Academic Vice President for a copy of the report.

# *Our Doctrinal Statement*

*The following is the unabridged doctrinal statement of the University and provides the basis for doctrinal agreement. Each member of the Board of Trustees, Administration, and Faculty is required to subscribe annually to the doctrinal statement. Copies of this document are available from the President's Office and on the University web site.*

## **ARTICLE I**

### **The Scriptures**

We believe... That "all Scripture is given by inspiration of God" (2 Tim. 3:16), accepting unreservedly the writings of the Old and the New Testaments as the infallible Word of God (Jn. 17:17; 1 Thess. 2:13; Ps. 119:89).

...That it is divine revelation, given by the Holy Spirit to holy men of God (2 Pet. 1:21; Acts 1:16; Jn. 16:3; 1 Cor. 2:13); verbally inspired in all its parts (Ex. 4:15) and therefore wholly without error as originally given of God (Matt. 5:18; Jn. 10:35); altogether sufficient in itself as our only infallible rule of faith and practice (2 Tim. 3:16, 17; Rom. 15:4; 1 Cor. 10:11) and everywhere centering in, and pointing to, the Person and work of our Lord Jesus Christ of Whom all Scripture testifies (Lk. 24:27, 44; Jn. 5:39; Acts 17:2-3; 18:28).

## **ARTICLE II**

### **The Godhead**

We believe...That God is spirit (Jn. 4:24), eternally existing in three Persons, the Father, the Son and the Holy Spirit (Matt. 28:19; 2 Cor. 13:14).

...That these three are one God (Mk. 12:29), Who is perfect, infinite and eternal in His being, holiness, love, wisdom and power (Ps. 18:30; 147:5; Deut. 33:27; Ps. 135:6); absolutely separate from and above the world as its Creator (Gen. 1:1), yet everywhere present in the world as the Upholder of all things (Ps. 139:1-10; Ps. 104); self-existent and self-revealing (Jn. 5:26; Matt. 11:27).

...That each of the three Persons is worthy of equal honor, obedience and worship (Jn. 1:1-3; Acts 5:3-4; Jn. 5:23).

## **ARTICLE III**

### **God the Father**

We believe...That, although God is the Creator of the universe and of the human race (Gen. 1:1, 26, 27; 2:7, 21, 22; Acts 17:28, 29), He is the Father only of those who accept the Lord Jesus Christ as their personal Savior (Jn. 1:12, 13; Gal. 3:26; 1 Jn. 3:2).

We do not believe in the universal Fatherhood of God, nor the universal Brotherhood of man (Jn. 8:42-44; 1 Jn. 5:12).

## **ARTICLE IV**

### **Jesus Christ**

We believe...That the Lord Jesus Christ, the Second Person of the Triune God (Matt. 28:19), the Eternal and Only-begotten Son of God (Ps. 2:7; Jn. 1:18; 8:58), came into the world, as provided and purposed by God, and as pre-announced in the prophecies of the Scriptures (1 Pet. 1:10; Acts 2:23; Gen. 3:15), that he might become the Redeemer of a lost world (Lk. 19:10).

...That without any essential change in His divine Person (Heb. 13:8), He was conceived by the Holy Spirit (Matt. 1:18; Lk. 1:35), became a man through the miracle of the Virgin Birth (Matt. 1:23), received a human body and a sinless human nature (Jn. 1:14; 2 Cor. 5:21; 1 Pet. 2:22; 1 Tim. 3:16; Heb. 2:14, 17; 1 Jn. 3:5) and thus continues forever as both true God and true Man (Col. 2:9; Rev. 22:16), one Person with two natures (Rom. 1:3-4; 1 Tim. 2:5).

...That as a Man He was in all points tempted as we are, yet without sin (Heb. 4:15; Jn. 8:46).

...That as the perfect Lamb of God (Jn. 1:29) He gave Himself in death upon the Cross (Matt. 20:28; Phil. 2:8), shedding His own precious Blood (1 Pet. 1:18-19), bearing there our sin (1 Pet. 2:24) and suffering its full penalty of divine wrath as our substitute (Isa. 53:5-6; Gal. 3:13).

...That He arose from the dead and was glorified in the same body in which He suffered and died (Jn. 20:25-28; Acts 2:32, 33).

...That as our great High Priest He ascended into heaven (Heb. 4:14; Acts 1:9), there to appear before the face of God as our Advocate and Intercessor (Heb. 7:25; 9:24; 1 Jn. 2:1).

...That He will come again (Acts 1:11), first to receive from the earth His own (Jn. 14:3), and then to establish His righteous kingdom upon the earth (Acts 15:14-16).

## **ARTICLE V**

### **The Holy Spirit**

We believe...That the Holy Spirit, the Third Person of the Trinity (Matt. 28:19), is the divine Agent in nature, revelation and redemption (Gen. 1:2; Ps. 104:30; 1 Cor. 2:10; Tit. 3:5).

...That, though omnipresent from all eternity, He took up His abode in the world in a special sense on the Day of Pentecost, dwelling in each and all believers (Acts 2:1-4), baptizing them into one body, the Church of Christ (1 Cor. 12:13).

...That He will never take His departure from the Church (Jn. 14:16; Eph. 1:14), but is ever present to testify of Christ, seeking to occupy fill the believer with Him (Jn. 15:16; 16:14).

...That His abode in the world, in this special sense, will cease when the Church is completed, and when Christ comes to receive His own (2 Thess. 2:7; Jn. 14:16; Rev. 4:5).

...That in this age certain well-defined ministries are committed to Him, such as: the restraining of evil in the world to the measure of the divine

will (2 Thess. 2:7); the convicting of the world with respect to sin, righteousness and judgment (Jn. 16:8-11); the regenerating and cleansing of all believers (Jn. 3:5; Tit. 3:5); the indwelling of all who are saved (Rom. 8:9; Jn. 14:16, 17); the anointing of believers to teach them all truth (Jn. 16:13; 1 Jn. 2:20, 27); the sealing of believers unto the day of redemption (Eph. 1:13,14; 4:30); the continued filling for guidance, power and service of those among the saved who are yielded to Him, and who are subject to His will (Eph. 5:18; Acts 4:31); and the bestowal of spiritual gifts upon the members of Christ's body according to His own will (1 Cor. 12:1, 8-11).

## **ARTICLE VI**

### **Creation and Fall of Man**

We believe...That man was the direct creation of God (Gen. 2:7; 18-22), spirit and soul and body (1 Thess. 5:23), and not in any sense the product of animal ancestry (1 Cor. 15:39), but made in the image and likeness of God (Gen 1:26, 27).

...That through personal unbelief and disobedience to the revealed will of God man fell (Gen. 2:17, 3:11), became a sinful creature (Mk. 7:21-23), lost his spiritual life (Eph. 4:18), became "dead in trespasses and sins" (Eph. 2:1), lives under the righteous judgment and wrath of God (Rom. 1:18; Jn. 3:36) and became subject to the power of the devil (Acts 26:18; Col. 1:13).

...That this spiritual death, or total depravity of human nature (Jer. 17:9; Rom. 7:18), has been transmitted to the entire human race (Gen. 5:3; Rom. 5:12), Jesus Christ only being excepted (Lk. 1:35), so that all are sinners both by nature and by practice (Eph. 2:3; Rom. 3:23) and are essentially and totally unable of themselves to gain recovery or salvation (Rom. 3:20; Jer. 13:23; Jn. 1:13; 2 Cor. 4:4).

## **ARTICLE VII**

### **Salvation through Grace by Faith**

We believe...That our salvation is the free gift of God's grace (Rom. 6:23; Eph. 2:8).

...That we are justified solely on the ground of the shed Blood of our Lord Jesus Christ (Rom. 3:24; Heb. 9:22) who was made sin for us by His substitutionary death on the Cross (2 Cor. 5:21; 1 Pet. 2:24).

...That salvation is received only by personal faith in the Lord Jesus Christ (Acts 16:31; Jn. 3:16).

...That it is neither merited nor secured, in part or whole, by any virtue or work of man (Rom. 4:4, 5; Jn. 6:28, 29), for no repentance, no confession, no feeling, no sincere efforts, no good resolutions, no submission to any rules or ordinances of any church can add in the least to the value of the Blood of Christ, nor be added in any sense to believing as a condition of salvation (Eph. 2:8, 9; Isa. 64:6; Gal. 3:11; Col. 2:13, 14).

...That this salvation has a threefold aspect: salvation from guilt and penalty of sin justification; salvation from the power of sin – sanctification; salvation from the presence of sin – glorification (Tit. 2:11-13; Heb. 9:24, 26, 28; Phil. 3:20, 21; Rom. 8:23), and includes the whole man – spirit, soul and body (1 Thess. 5:23).

...That true believers have as a present possession the gift of eternal life (1 Jn. 5:10-12), a perfect righteousness (Rom. 3:22), sonship in the family of God (Jn. 1:12; 1 Jn. 3:1, 2), every spiritual resource needed for life and godliness (Eph. 1:3; 2 Pet. 1:3) and deliverance from all condemnation (Jn. 5:24).

...That in view of this completeness in Christ (Col. 2:10) and the abiding, sanctifying presence of the Holy Spirit (Jn. 14:16, 17; Tit. 3:5), it is in no way required by God to seek a "second work of grace" (Gal. 3:3).

...That apart from Christ there is no possible salvation (Jn. 14:6; Acts 4:12; 13:39).

## **ARTICLE VIII**

### **Sanctification**

We believe...That sanctification, which is a setting-apart unto God, is threefold:

...That it is already complete for every person because his position toward God is the same as Christ's position (Heb. 10:10, 14; 1 Cor. 6:11, RV).

...That while the standing of the believer is thus perfect "in Christ", his present state is as imperfect as his experience in daily life, and there is therefore also a progressive sanctification wherein the believer is to "grow in grace" and to be "changed" by the unhindered power of the Holy Spirit (2 Cor. 7:1; 3:18; 2 Pet. 3:18).

...That, lastly, the child of God will yet be fully sanctified in his state, as he is now sanctified in his standing, when he shall see his Lord and "shall be like Him" (Jn. 3:2; 1 Thess. 3:13; 5:23).

## **ARTICLE IX**

### **Assurance**

We believe...That, because of the eternal purpose of God towards the objects of His love (Eph. 1:4; 2:6, 7) because of His freedom to exercise grace towards the meritless on the ground of the propitiatory Blood of Christ (Rom. 5:8-10; Jn. 10:28), because of the very nature of the divine gift of eternal life (Jn. 5:24; 1 Jn. 5:13), because of the present and unending intercession and advocacy of Christ in heaven (Heb. 7:25; 1 Jn. 2:1), because of the abiding and sealing presence of the Holy Spirit in the hearts of all who are saved (Jn. 14:16; Eph. 1:13, 14) we, and all true believers everywhere, can have a firm assurance of our salvation (Heb. 6:18, 19).

We believe also, however... that since God is a holy and righteous Father (1 Pet. 1:15, 16), and cannot overlook the sins of His children (Hab. 1:13), He will, when His children persistently sin and fail to judge themselves (1 Cor. 11:31), chasten them and scourge them in infinite love (Heb. 12:6) in order that He may at last present them blameless before the presence of His glory (1 Cor. 11:30, 31; Eph. 5:25, 26; 1 Cor. 5:5).

## **ARTICLE X**

## The Church

We believe...That the Church is the mystical Body and Bride of the Lord Jesus Christ (Col. 1:18; Rev. 21:9), which He began on the Day of Pentecost (Matt. 16:18; Acts 2:47), and will complete at His second coming (1 Thess. 4:16, 17; Rom. 11:25).

...That all true believers of this dispensation, irrespective of membership in the organized local churches of earth, have been baptized into this Body of Christ by the Holy Spirit (1 Cor. 12:12, 13; cf. 1:2).

...That the members of this one Body should wherever possible, assemble themselves together into local churches for worship, prayer, fellowship, and teaching (Heb. 10:25; Acts 2:42), and for the observance of the ordinances of baptism and the Lord's Supper (Matt. 28:19; 1 Cor. 11:23-26).

...That it is the solemn duty of its members to "keep the unity of the Spirit in the bond of peace" (Eph. 4:3), rising above sectarian differences (1 Cor. 3:3,4), and loving one another with a pure heart (1 Pet. 1:22).

...That the first and foremost mission of the Church in the world today is to witness for Christ among the nations (Matt. 28:19, 20; Mk. 16:15; Acts 1:8).

## ARTICLE XI

### The Blessed Hope

We believe...That the Second Coming of Christ (Heb. 9:28) will take place in two stages, the first being the Rapture (1 Thess. 4:13-17) when He comes as the "Morning Star" (Rev. 22:16), in the air (1 Thess. 4:17) to receive His own (Jn. 14:3) and the second being the Revelation (2 Thess. 1:7,8) when He comes as the "Son of Righteousness" (Mal. 4:2) to the Mount of Olives (Zech. 14:4) to be received by repentant Israel (Zech. 12:10);

...That, according to the Word of God, the next great event in the fulfillment of prophecy will be the pre-Tribulation coming of Christ (Rev. 3:10,11) in the air to receive to Himself His own, both those who have fallen asleep and those who are alive and remain unto His coming (1 Thess. 4:13-17; 1 Cor. 15:51, 52; Jn. 11:25, 26);

...That this is the "blessed hope" of the Church (Tit. 2:13), an event for which we should constantly be watching, the time being unrevealed but always imminent (Mk. 13:32-37; Rev. 22:12,20);

...That this event will be followed by the judgment of the believer's works for reward at the Judgment Seat of Christ (Rom. 14:10; 2 Cor. 5:10; 1 Cor. 3:11-15) a judgment which may result in the loss of rewards, but not the loss of salvation (1 Cor. 3:11-15) and by the Marriage of the Lamb just before the Lord returns in glory (Rev. 19:7-9).

## ARTICLE XII

### Christ's Glorious Appearing

We believe...That the world will not be converted previous to the Second Coming of Christ, but is day by day ripening for judgment (Lk. 17:26).

...That this dispensation will end with a fearful apostasy in the professing Church (1 Tim. 4:1; 2 Tim. 4:3, 4; 2 Thess. 2:11, 12) which during the Great Tribulation (Matt. 24:21), will be headed by a personal Antichrist (2 Thess. 2:3, 4; 1 Jn. 2:18).

...That God's righteous judgments will then be poured out upon the world (Rev. 6:1-18:24).

...That at the close of this period (Matt. 24: 29, 30) the Lord Jesus Christ will personally, visibly, and gloriously descend from heaven (Rev. 1:7; 19:11-16) with the Church (Zech. 14:5; Jude 14) and His holy angels (2 Thess. 1:7) to bind Satan in the bottomless pit (Rev. 20:1-3), judge the living nations (Matt. 25:31-46), restore to Israel her land (Deut. 30:3-5; Ezek. 37:21; Isa. 11:11, 12), establish His glorious and literal kingdom over all nations for a thousand years (Acts 15:16; Rev. 20:4-6), lift the curse which now rests upon the whole creation (Isa. 11:6-9; Rom. 8:19-23), and bring the whole world to the knowledge of the Lord (Isa. 11:9; Hab. 2:14).

...That at the end of the thousand years, Satan shall be loosed for a short season to deceive the nations (Rev. 20:7-9).

...That the unsaved dead shall then be raised, judged according to their works, and cast into the Lake of Fire prepared for the devil and his angels (Rev. 20:11-15; Matt. 25:41).

...That, as the Son of David (Lk. 1:32), Christ will finally deliver up the Messianic Kingdom to God the Father, in order that He, as the Eternal Son, may reign with the Father in the New Heaven and the New Earth eternally (1 Cor. 15:24-28; Rev. 21:1).

## ARTICLE XIII

### The Future Life

We believe...That the spirits of the SAVED at death go immediately to be with Christ in heaven (2 Cor. 5:8; Phil. 1:21-23), where they abide in joyful and conscious fellowship with Him until He comes for His own (1 Thess. 4:14), when their bodies shall be raised from the grave and changed into the likeness of His own glorious body (1 Cor. 15:25-58; Phil. 3:20, 21), and in that state forever to enjoy the presence of the Lord (1 Thess. 4:17) and to reign with Him on Earth (Rev. 5:10; 20:6) and throughout eternity (Rev. 22:5).

...That the spirits of the UNSAVED at death descend immediately into Hades (Lk. 16:23; Num. 16:33) where they are kept under conscious punishment and misery (2 Pet. 2:9, RV), until the judgment of the Great White Throne after the Millennium (Rev. 20:11), at which time Hades will deliver up its dead (Rev. 20:13) and their bodies shall be raised from the grave (Rev. 20:5); they shall be judged according to their works (Rom. 2:3-6; Rev. 20:12), and be cast into the Lake of Fire (Rev. 20:15; 21:8), not to be annihilated (cf. Rev. 19:20; 20:10), nor ultimately restored (Rev. 22:11), but to be punished with final and everlasting destruction away from the presence of the Lord (2 Thess. 1:9).

## ARTICLE XIV



## Angels, Fallen and Unfallen

We believe...That God created an innumerable company of sinless, spiritual beings, known as angels (Col. 1:16; Heb. 12:22).

...That one, Satan, a personal being of the highest rank (Ezek. 28:12-19) through pride (1 Tim. 3:16) and unlawful ambition (Isa. 14:12-15) rebelled against God and fell, thereby becoming completely depraved in character (Jn. 8:44) and the leader of a large host of evil angels and demons who followed him in his fall (Rev. 12:9; Matt. 12:24, RV; Jude 6).

...That a great company of angels kept their holy estate (Mk. 8:38), and are before the throne of God (Rev. 5:11) from whence they are sent forth as ministering spirits, to minister to the heirs of salvation (Heb. 1:13, 14).

...That Satan was judged at the Cross (1 Jn. 3:8) and through subtlety led our first parents into transgression (2 Cor. 11:3), accomplishing their moral fall (Gen. 3:1-7), and, as the “god of this world,” subjecting them and their posterity to his own power (2 Cor. 4:4).

...That Satan was judged at the Cross (Jn. 16:11; Col. 2:15), and, although that judgment was not immediately executed, he will ultimately be “cast into the lake of fire and brimstone” where, together with the fallen angels and all the unsaved, he will be “tormented day and night forever and ever” (Rev. 20:10,15; Jude 6).

## ARTICLE XV

### The Christian’s Walk

We believe...That the believer is called with a holy calling (2 Tim. 1:9) to walk not after the flesh, but after the Spirit (Rom. 8:4) and so to live in the power of the indwelling Spirit, that he will not fulfill the lust of the flesh (Gal. 5:16-18).

...That as the flesh with its fallen Adamic nature in this life is never eradicated (Rom. 7:23; 1 Jn. 1:8; 1 Ki. 8:46; Phil. 3:12), it needs to be kept by the Spirit in constant subjection to Christ (Rom. 6:11-13; Eph. 4:22-24; 1 Cor. 10:12; 2 Cor. 10:5).

...That good works are in no sense the procuring cause of salvation (Eph. 2:8-10), but are its proper evidence and fruit (1 Jn. 3:9-10; Tit. 2:14; Matt. 7:16-20).

...That since our citizenship is in heaven (Phil. 3:20, RV), we as the children of God should live a consistent, separated Christian life (Rom. 12:2; 2 Cor. 6:14-17; Eph. 5:11), and abstain from all worldly amusements and unclean habits which defile mind and body (1 Thess. 5:22; 1 Pet. 2:11; Rom. 13:14; 1 Cor. 6:19, 20), and from such worldly practices as: the swearing of oaths (James 5:12), affiliation with secret societies (2 Cor. 6:14), using courts from settling disputes between believers (1 Cor. 6:1-8), taking personal vengeance and participating in carnal strife (Rom. 12:17-21; 2 Cor. 10:3, 4), and divorce as forbidden by the Lord (Matt. 19:9; Rom. 13:9).

...That the believer should keep the Word of the Lord (Jn. 14:23), seek those things which are above (Col. 3:1, 21), walk as He walked (1 Jn. 2:6), be careful to maintain good works (Tit. 3:8), and especially accept as a solemn responsibility the duty and privilege of bearing the Gospel (1 Cor. 5:19; Jn. 15:16), remembering that a victorious, fruitful life is possible only to those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Him for His service (Rom. 12:1, 2).

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