



KINGDOM COLLEGE

UNDERGRADUATE AND GRADUATE CATALOG

VOLUME VII

2024-2025

Kingdom College aims to be faithful to the provisions of this catalog. However, Kingdom College reserves the right to alter or modify the college catalog policies at any time without notice. Policies regarding financial costs, admissions requirements, and college course offerings are subject to change after the date of publication but prior to the creation of an updated catalog. The most current policies can be found on the Kingdom College website and are also available in hard copy in the Registrar's Office. The responsibility for fulfilling the requirements for a degree lies with the individual student. All requirements must be met before a student can be awarded a degree. Upon the date of enrollment, students are required to follow the provisions of the degree requirements in effect upon the date of enrollment at Kingdom College. Students must also complete these degree requirements within five years of enrollment, or students become subject to updated degree requirements. Also, any changes in requirements in earning a degree imposed by an accrediting agency, state board, or the Alabama Department of Education must be fulfilled before a student can be awarded a degree. Any student who withdraws from Kingdom College for more than one semester will be bound by the terms in the catalog at the time of his or her return. This catalog does not signify a contract between any person and the College. Any questions or inquiries about this catalog or its contents must be made at the Registrar's Office.

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Dear Student,

Welcome to Kingdom College! We would like to thank you for considering us and allowing us to be a part of the journey to connect your calling to the mission and vision God has set forth for your future. We consider it an honor to be a part of your journey. Further, we accept the responsibility to see you through your program in such a manner that your experiences at Kingdom College will provide you with pride in the accomplishments and achievements you garner while attending.

The programs at Kingdom College have been carefully crafted to offer the very best in instruction in the fields of study they represent. Our professors are dedicated to training and equipping students to fulfill their calling and providing them with a sound foundation upon which to experience success in their chosen field. Classes are designed for not only content, but also application. In addition to the knowledge gained in each student's field of study, opportunities are available to apply that knowledge while gaining wisdom in the field through practicums and internships.

Studies at Kingdom College are current and allow students the flexibility to work and train in their fields at a pace suited to individual needs through hybrid classes and an online presence. Independent studies can be designed to help students needing an extra class in time for graduation or to catch up with a cohort group. Kingdom College provides as much flexibility as possible to assist students with the varying circumstances that can arise. This catalog is designed to help students gain the greatest benefits from their chosen program.

This catalog serves as a guide to help you structure the time spent at Kingdom College while working through your program. It is designed to show you what your program looks like in its entirety and also the individual courses. Your counselor will be able to assist you with your scheduling as you need it. Because your professors are also aware of specific program needs and requirements, we encourage you to discuss your program with your professors if questions arise. In closing, let me say again that we are honored by your choice to become a part of Kingdom College. We are praying for you as we work together to achieve your calling.

Sincerely,

Virginia T. Mayer, Ed.D., LPCS

President

## **MISSION**

Kingdom College is a Christian college dedicated to preparing and equipping God’s people for works of service (Ephesians 4:12-13 NIV) by teaching students on the undergraduate and graduate levels to perform works of service in the areas of Biblical Studies, Psychology, and Christian Clinical Mental Health Counseling.

## **VISION**

A Christian college sending forth His people empowered by The Holy Spirit through love to fulfill His divine plan as seen in Acts 1:8, “But you will receive power when The Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and all Judea and Samaria, and to the ends of the earth,” and Matthew 28:19, “Therefore go and make disciples of all nations, baptizing them in the Name of The Father, and of The Son and of The Holy Spirit” in the fields of Biblical Studies, Psychology and Clinical Mental Health in order to establish strength, hope and soundness to the people in the global and local market place.

## **THE BOARD OF KINGDOM COLLEGE**

Sylvia Shepherd, President

Amanda Banner

Will Barnes

Alex Brown

Stephanie Capps

Gary Johnson

Myra Hicks

Kim Sheppard

April Thomas

Randy Wiggins

## 2024-2025 ACADEMIC CALENDAR

### FALL 2024

#### AUGUST

- 12 Classes Begin
- 12 ADD/DROP Period Begins (Late Registration)
- 16 Last Day to ADD courses
- 23 Last Day to DROP courses (After this date a student who withdraws from a course will receive a grade of “W”)

#### SEPTEMBER

- 2 College Closed in Observance of Labor Day Holiday
- 30 Mid-Semester Examinations Begin

#### OCTOBER

- 1-6 Mid-Semester Examinations
- 14 College Closed in Observance of Columbus Day Holiday
- 16 Last Day to Withdraw from a course with “W” (After this date a student who withdraws will receive a grade of “F”)

#### NOVEMBER

- 11 College Closed in Observance of Veterans Day Holiday

25-29 College Closed for Thanksgiving Holiday Break

## DECEMBER

2-8 Final Examinations

8 Semester Ends

13 Final Grades Due

## SPRING 2024

## JANUARY

6 Administrative Offices Open

13 Classes Begin

13 ADD/DROP Period Begins (Late Registration)

17 Last Day to ADD Courses

20 College Closed in Observance of Martin Luther King Jr. Holiday

24 Last Day to DROP Courses

## FEBRUARY

17 College Closed in Observance of President's Day Holiday

## MARCH

3-9 Mid-Semester Examinations

10-16 Spring Break

19 Last Day to Withdraw from a course with "W" (After this date a student who withdraws will receive a grade of "F")

## APRIL

- 18 College Closed in Observance of Good Friday
- 30 Final Examinations Begin

## MAY

- 1-6 Final Examinations
- 6 Semester Ends
- 10 Final Grades Due

## SUMMER 2025

## MAY

- 12 Classes Begin
- 12 ADD/DROP Period Begins (Late Registration)
- 16 Last Day to ADD Courses
- 23 Last Day to DROP Courses
- 26 College Closed in Observance of Memorial Day Holiday

## JUNE

- 19-25 Mid-Semester Examinations
- 30 Last Day to Withdraw from a course with “W” (After this date a student who withdraws will receive a grade of “F”)

## JULY

- 4 College Closed in Observance of Independence Day
- 21-27 Final Examinations
- 27 Semester Ends
- 30 Final Grades Due

## BIBLICAL RESPONSIBILITIES AND EXPECTATIONS

### Responsibilities for Loving God, Others, and Self

We glorify God by loving and obeying Him. Because we are commanded to love one another, relationships and behaviors that reflect such love confirm our allegiance to God and are glorifying to Him (Matthew 22:36-40; John 15:11-14; Romans 15:5-6). Being in daily fellowship with other Christians is a privilege and an expression of God's will and grace. In recognition of this privilege, great value is placed on the quality of relationships in our community. We acknowledge that we are participating in a fellowship where we are dependent on and accountable to one another. The New Testament word for fellowship is *koinonia*, which is translated as a close mutual relationship, participation, sharing, partnership, contribution, or gift. Members, therefore, are encouraged to seek opportunities to demonstrate *koinonia* (1 Corinthians 12:12-31; Ephesians 4:1-6).

All people are created in the image of God, and each person is known by God and knit together in the womb with intentional design. God's attention to creative detail is uniquely applied in each person whom is given the capacity to love God with heart, soul, mind, and strength. The commandment to love our neighbor as ourselves reminds us of our potential to minister to others while at the same time recognizing our own need for care and support (Psalm 139:13-14; Mark 12:29-31; 1 Corinthians 6:19).

### Responsibilities for Community

Within the Kingdom College community, the greatest expression of fellowship and the highest principle for relationships is love. Since God first loved us, we ought to demonstrate love toward one another (1 John 3:11, 16, 18; 4:7-21). For the purpose of our community, we have identified the following specific expressions of love as being among the most desirable.

### Expectations for Individual Attitudes and Behavior

In addition to subscribing to the section on Biblical Responsibilities, members of the Kingdom College community voluntarily commit themselves to the following expectations of behavior. This commitment results from the conviction that these expectations serve the common good of the individual and the institution. These expectations are not set forth as an index of Christian spirituality but rather as values and standards of Kingdom College and guidelines that serve to preserve the ethos of the college community. Furthermore, they reflect our commitment to helping each other grow in maturity and in the ability to make wise choices. Because of the importance of trust and responsibility to one another, violations of these expectations are regarded as a serious breach of integrity within the Kingdom College community. The following expectations apply to all members of the campus communities: the faculty, staff, visitors, and students of Kingdom College.

- Esteeming One Another

We expect each member of the Kingdom College community to strive consciously to maintain relationships that support, encourage, and build up one another (Romans 15:1-2).

- Making Allowance for One Another

Because of our sin nature, difficulties in relationships do occur. In such cases we are to respond with compassion, kindness, humility, gentleness, and patience, making allowance for each other and forgiving one another (Colossians 3:12-13).

- Caring for One Another

We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. Expressions of bearing one another's burdens include comfort, encouragement, consolation, and intercession (Galatians 6:2).

- Respecting One Another

Because of the God-given worth and dignity of individuals, each member of the community is expected to be sensitive to the image of God created in every person. Therefore, discrimination against others on the basis of race, national origin, age, gender, or disability is not acceptable.

Any kind of demeaning gesture, symbol, communication, threat, or act of violence directed toward another person will not be tolerated (Colossians 3:11-14; 1 John 3:14-18).

- Multicultural Philosophy Statement

We believe in equality for all people as embedded in biblical teachings and as an integral part of the Christian commitment. We acknowledge that this is affirmed in the *Constitution of the United States of America*. We believe in an environment in which people can live and work cooperatively, valuing the multiple cultures from which they have come without violating institutional values. We believe in multicultural education as an interdisciplinary effort to prepare graduates who understand, appreciate, and work effectively with those who are different from themselves. We believe in global interdependence, implying the need to graduate individuals capable of functioning as global citizens.

- Submission To Civil Authority

In keeping with scriptural admonitions to bring ourselves under the authority of the government, members of the Kingdom College community are expected to uphold the laws of the local community, the state, and the nation. An exception would be those rare occasions in which obedience to civil authorities would require behavior that conflicts with Scripture. On such occasion, each individual would submit voluntarily to the penalty for his or her behavior (Romans 13:1-7). Behavior resulting in arrest on or off campus is subject to review within the Kingdom College disciplinary procedures.

- Sanctity of Life Statement

Scripture affirms the sacredness of human life, which is created in the image of God. Genesis 1:27 (NIV) states, “So God created man in His own image, in the image of God He created him; male and female He created them.” Therefore, human life must be respected and protected from its inception to its completion.

- Conclusion

The book of Colossians provides an appropriate summary of the goals for our community:

*“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the*



*message of Christ dwell among you richly as you teach and admonish one another. And whatever you do, whether in work or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him (Colossians 3:12-17 TNIV).”*

## STATEMENT OF FAITH

Kingdom College is firmly committed to the Lordship of Jesus Christ and evangelical Christianity. To assure the central place of Christian principles in the philosophy and life of the College, the trustees, administration, faculty, and staff believe the following:

- There is one God, eternally existent in three persons—Father, Son, and Holy Spirit—the ultimate Creator and Sustainer of all things in heaven and on earth.
- The Holy Bible is the inspired and infallible written word of God, progressively revealing God’s will for humankind.
- Jesus Christ is the Living Word of God who made known and carried out God’s plan of redemption through His virgin birth, sinless life, atoning death, bodily resurrection, and ascension, and who will return in power and glory.
- The Holy Spirit is present in the life of the believer, testifying to the Lordship of Christ and enabling the believer to live a godly life.
- Man, though uniquely created in God’s image, rebelled and stands in need of redemption.
- God graciously extends salvation to anyone who comes to Christ by faith.
- The Church is the community of believers who express their unity in Christ by loving and serving Him and each other.

## LOCATIONS OF CLASSROOM INSTRUCTION

Kingdom College will utilize the following locations for classroom instruction:

- Kingdom College Education Center, 30 South Main Street, Headland, AL 36353
- Administrative Offices for Kingdom College, 208 S. Main Street, Headland, AL 36345.
- Living Waters Counseling, 2130 County Road 125, Headland, AL 36345
- Harvest Church, 2727 Fortner St, Dothan, AL 36305

## CONTACT INFORMATION

Kingdom College regular office hours will be Monday – Thursday, 8:00 a.m. – 5:00 p.m., and Friday, 8:00 a.m. until noon. The administrative offices are located in Headland, 208 South Main Street and are available to all students for questions/concerns in areas such as registration, advisement, scholarship information, and career counseling. 334-785-5042

## STUDENT SERVICES

### ADMISSIONS

Kingdom College operates under an admission philosophy that welcomes students who have the aptitude for future academic success into an intentional Christian community. The Office of Admissions operates under standards and policies developed by the administration and faculty and consider a student for admission based on academic aptitude, preparedness, integrity, maturity, and motivation.

Kingdom College does not unlawfully discriminate on the basis of race, color, national origin, religion, sex, age, disability, genetic information, or veteran status in admission to or access to the programs within the College.

### When to Apply

Application for admission should be made well in advance of the expected enrollment date. Applications may be submitted as early as the summer following completion of the junior year of high school. Applications for admission can be made until one month before the semester that the student will begin classes. *\*For Dual Enrollment admission deadlines, contact the Kingdom College Administrative Office.*

### How to Apply

1. Apply at the Kingdom College website [www.kingdomcollege.net](http://www.kingdomcollege.net). Complete online application and pay the nonrefundable application fee: \$25 for undergraduate students or \$35 for graduate students. (Exceptions to the application refund policy will need to be considered in some circumstances for Veterans Benefit recipients.) Read and sign the Statement of Faith.

2. Request ACT, SAT, or CLT scores to be sent to the Registrar's Office. Foreign students must submit a TOEFL score.
3. Submit all official high school and/or college transcripts directly to the Registrar's Office. An official high school transcript is required for students with less than 12 hours of transferable academic credit, earning a 2.0 grade point average or higher.

### Undergraduate Admission Requirements

1. Graduation from an accredited high school. An unaccredited high school transcript will be reviewed if it meets the same standards as an accredited high school. An applicant who is not a high school graduate must provide official test results from the GED. A passing score must be reported.
2. A composite score of 18 or above on the ACT or 940 or above on the SAT and at least an academic 2.0 GPA.
3. One (1) character reference. This form may be downloaded, completed by each character reference, and submitted to the Registrar's Office.
4. Background screen checks. Because each program of study contains some form of a clinical component, you may have a background check and/or drug screen at the discretion of Kingdom College. The student will be notified prior to this occurring, will be asked to sign a waiver, and will be responsible for the costs associated with the background check.

### Freshman Entry

An official high school transcript is required for students with less than 12 hours of transferable academic credit, earning a 2.0 grade point average or higher. All transcripts from schools previously attended must be submitted. ACT score of 18 or higher and SAT score of 940 or higher is part of the standard admission requirements. A student who has completed at least 12 hours of transferable college coursework may be exempt from submitting SAT or ACT scores. Home school students are encouraged to apply for review. A passing score on the GED must have been achieved for those students that have taken this exam.

## Graduate Admission Requirements

1. Apply at the Kingdom College website [www.kingdomcollege.net](http://www.kingdomcollege.net). Complete online application and pay the nonrefundable application fee: \$35 for graduate students. Read and sign the Statement of Faith.
2. Submit official transcripts from all previously attended colleges and universities. Standard admission will be considered for those students with a 2.25 GPA on the degree-granting baccalaureate transcript and those who have completed the MAT with a score of 370 or higher or the GRE with a combined verbal and quantitative score of 274. College of Education standards require a 2.75 grade point average, with no provisional entry based on the grade point average, or a Class B (Baccalaureate certificate). Provisional entry may be considered on exam scores for all Graduate students upon review of over-all credentials. *Students with a cumulative graduating grade point average of 3.0 or higher do not have to submit exam scores and are not required to submit a letter of recommendation.*
3. One (1) letter of recommendation from an advisor, colleague, supervisor, or member of community. We request that this letter not be from a family member without college approval.
4. Background screen checks. Because each program of study contains some form of a clinical component, you may have a background check and/or drug screen at the discretion of Kingdom College. The student will be notified prior to this occurring, will be asked to sign a waiver, and will be responsible for the costs associated with the background check.

## Transfer Students

Undergraduate students who have completed 12 hours of academic transfer credit from an approved college/university with a 2.0 grade point average or higher will also be granted standard admission. A student who desires to transfer college credits from another college/university or standardized test must submit an official, current transcript of all college coursework attempted. Kingdom College currently follows the guidelines established by the American Council on Education (ACE) for standardized test scoring and credit. The College also awards credit for Advanced Placement Exams, based on standards set by the College Board

and AP committee. A student who has completed at least 12 hours of transferable college coursework may be exempt from submitting SAT or ACT scores.

Graduate transfer credit will be evaluated by the Chief Academic Officer of the college.

A minimum of twenty-five percent of the degree must be completed with Kingdom College at the undergraduate level. Per the STARS agreement in Alabama, no more than 60 hours may be transferred from a Community College toward a 120-hour baccalaureate degree. Thirty-three percent must be completed with Kingdom College for graduate degree programs.

### Nontraditional Admission

Students aged 24 and older must meet the same requirements as traditionally admitted students, with the exception of admissions test scores. These students are not required to submit ACT, SAT, or CLT scores for admission to Kingdom College. This also applies to veterans of any age.

*\*Kingdom College reserves the right to make a decision for nontraditional admission on a case-by-case basis upon review of overall credentials. Provisional admission may be considered for any students initially submitting unofficial documents. Official documents must be received prior to the second semester of registration in order to clear provisional admission.*

### Returning Students

A student who withdraws from Kingdom College for more than one calendar year will be subject to the degree requirements in the Academic Course Catalog at the date of return, rather than the original date of enrollment in Kingdom College, if any changes have transpired. This student must reapply through the Office of Admissions and pay the designated application fee. The administration and faculty will exercise due diligence when catalog changes are made.

### Transient Students

Students who would like to attend a course offered by Kingdom College and transfer that course back to their home institution may do so with official written authorization from that college or university. Students approved by another institution to attend Kingdom College are considered transient when the intent is to return to that college or university. An application for admission is required and a transcript may be requested from the home institution.

## Early Acceptance

A student who demonstrates exceptional academic success may receive early acceptance to Kingdom College. This applies to a student who begins receiving college credit after the junior year of high school while still attending high school.

## Dual Enrollment

Kingdom College allows cooperating high schools to allow students to receive both high school and college credit for certain courses that apply toward their coursework required for graduation. Each of these students must be in either grade 10, 11, or 12. The student must obtain a recommendation from the high school guidance counselor or principal. In addition, the student's grade point average must be at least 2.5 unless the County or School System that the student is coming from states otherwise. Students must also meet all other Kingdom College undergraduate admission criteria, with the exception of high school graduation, before starting dual enrolled classes. Kingdom College follows the guidelines set by the Alabama State Department of Education related to dual enrollment.

The responsible administrator for assisting students with the Admissions Process is the Director of Enrollment and Student Services. If a student has any questions concerning how to enter Kingdom College, the Director will help the student through the process of being admitted as a student.

## Transcript Requests

Mail: Director of Enrollment

Kingdom College

208 South Main Street

Headland, AL 36345

Email: [pjhamm@kingdomcollege.net](mailto:pjhamm@kingdomcollege.net)

Requests sent by email must be sent from the student's Kingdom College email account or a signed letter of request must be attached. Please, include your name, date of birth, telephone

number, current address, where the transcript should be sent (including address and phone number).

- In person: 208 South Main Street, Headland, AL 36345
- Awarded Degrees: *If you need your transcripts to reflect an awarded degree, please make note of that on your request.*
- Final Grades: *If you need your transcripts to reflect final grades from the current semester, please specify that when completing your request for your transcript.*
- Cost and Shipping: Official transcripts are \$10 per official transcript via USPS regular mailing. Transcript requests are processed within 1-2 business days. *(Requests made over the weekend will not be processed until the following week and holidays will affect the timeline for processing as well).* Unofficial transcripts will be sent via CANVAS for current students. Otherwise, those may be sent the same method as official transcripts, at no cost, unless the transcript must be expedited.

### ACCUPLACER Testing Administration

This testing situation allows students to be accurately placed in the appropriate math and English classes. The personnel responsible for this situation have been trained and certified in the administration of The ACCUPLACER Test. The Director of Enrollment and Student Services and The Human Resources Director are both able to administer this test.

### Assistance for Students with Disabilities

Students requiring accommodations or modifications for a disability should inform the instructor at the close of the first class meeting or as soon as possible. The instructor will refer you to the Kingdom College disability officer to document your disability, determine eligibility for accommodations under the ADA/Section 504 and to request a Faculty Accommodation Form. Disability accommodations or status will not be indicated on academic transcripts. In order to receive accommodations in a class, students with sensory, learning, psychological, physical or medical disabilities must provide their instructor with a Faculty Accommodation Form to sign. Students must return the signed form to the Office of Student Services. *A new form must be requested each semester.* Students with a history of a disability perceived as having

a disability or with a current disability who do not wish to use academic accommodations are also strongly encouraged to register with the Student Services and request a Faculty Accommodation Form each semester. For further information, please contact the Office of Student Services.

The Director of Enrollment and Student Services manages the process of assessing the needs for the student with disabilities.

### Mental Health Counseling

The Director of Enrollment and Student Services will assist in the case that a student comes that is in need of mental health services, or if a professor has referred a student to The Director of Enrollment, that may need mental health assistance. If the student is in need of mental health services, the Director of Enrollment and Student Services will offer a list of local mental health service providers to the student.

### Scholarships

The Director of Enrollment and Student Services and The Chief Academic Officer are the personnel involved in determining the process and granting of scholarships.

### Administrative Services

The Director of Enrollment and Student Services will assist and participate in the Administrative Council for Kingdom College. This role allows the Director of Enrollment and Student Services to help in the decision making and assessment of The Enrollment and Student Services Office and its role in the overall working of Kingdom College and its future growth.

### Assistance with Technology for Students

The Director of Enrollment and Student Services will assist students if any questions or concerns come up about technology at any of the teaching sites. If necessary, the contractors for IT may be called if the technology issue is one that requires expertise in the breakdown of the WIFI or internet.



## STUDENT RIGHTS

### ACADEMIC RIGHTS

It is the right and responsibility of each student to know and to be fully aware of the policies and procedures that exist at Kingdom College. These policies and procedures are expressed in the Kingdom College Undergraduate and Graduate Catalog. The Students Rights are as follows:

- a. The right to be respected by faculty, staff, and fellow classmates.
- b. The right to have access to his/her professor or staff member if he/she has a question about the academic process in the class or within Kingdom College.
- c. The right to know the expectations of each course in which he/she participates.
- d. The right to know how grades are ascertained in any course.
- e. The right to appeal a grade.
- f. The right to be advised in an appropriate manner and in a timely manner of the path of his/her program courses.

### POLICY GOVERNING DISCRIMINATION

Kingdom College is committed to providing equal opportunities to all employees and applicants as defined under federal and state law. Kingdom College does not discriminate on the basis of race, color, mental or physical disability, national origin or ancestry, citizenship, age (age 40 or older), gender, sex, pregnancy, genetic information, marital or familial status, veteran or military status, membership in the Uniformed Services, or any other characteristic protected by law. As a religious educational institution, Kingdom College reserves the right to hire employees who share a commitment to the Christian faith. Unlawful employment discrimination and harassment by managers, supervisors, employees, vendors, clients, and contractors will not be tolerated. This Policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, benefits and training. It applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Employees who believe they have been subjected to any form of unlawful discrimination or retaliation, or have questions about this policy or inquiries regarding a specific employment issue should contact the Human Resources Department. Employees can raise concerns and make

reports without fear of reprisal, as retaliatory behavior is prohibited. Kingdom College reserves the right to maintain its destiny as a Christian witness in higher education and asserts its right to employ and retain only those persons who subscribe to and support the intent, mission, and Statement of Faith as presented in the Employee and Faculty Handbook. The Director of Human Resources serves as the Equal Opportunity Officer and is responsible for the overall college implementation and coordination of the equal employment opportunity efforts. Any individual who believes she or he has been discriminated against on the basis covered under Kingdom College's Equal Employment Opportunity policy may contact Human Resources. An investigation of all such claims and appropriate action will be taken.

### Title IX and Section 504 Grievance Procedure

Any student who believes he/she may have a legitimate grievance regarding alleged Discrimination based on Title IX, Section 504 of the Rehabilitation Act of 1973, or any federal Civil rights law, may do one of two things. First, the student may go to the duly appointed institutional grievance officer, the Director of Enrollment and Student Services, or secondly, the student may file a grievance directly with the U.S. Department of Justice, Civil Rights Division, 950 Pennsylvania Avenue, N.W., Educational Opportunities Section, PHB Washington, D.C. 20530 950 Pennsylvania Avenue, NW, Civil Rights Division, 1425 NYAV, Washington, D.C. 20530.

If the student chooses to take the grievance to the institutional grievance officer, the institutional grievance officer will be responsible to launch an investigation of the alleged discrimination, in the following manner:

- 1) A written and signed statement of the grievance should be presented to the Director of Enrollment and Student Services by the student.
- 2) The Director will conduct an informal hearing session with the individuals involved, and issue a decision in writing within ten working days from the time of the informal hearing.
- 3) If the decision rendered by the Director is not satisfactory to the individuals involved, those individuals may present a written request for appeal to the Administrative Council. This council will meet for a formal hearing within ten working days of the written request for appeal. At the formal hearing, the grievant has the right to be represented by the person or persons of the grievant's choice. All proceedings will be recorded and a written decision will be returned to the

grievant within five working days. The decision rendered by the council is the final decision of the college.

## CONFIDENTIALITY AND STUDENT RECORDS

### FERPA

The Family Educational Rights and Privacy Act (FERPA) prohibits a school from disclosing personally identifiable information from students' education records without the consent of the student, unless an exception to FERPA's general consent rule applies.

Complaints regarding violations of FERPA (including unauthorized disclosures of student information) should be directed to the Registrar. The College will treat each complaint seriously and take prompt action to ensure the College complies with FERPA and mitigates the effect of any non-compliance.

The goal of the Family Educational Rights and Privacy Act of 1974 is to provide parents and students greater access to educational records. Parents and students also have greater control over those records.

A student who is either presently enrolled or who has ever been enrolled in Kingdom College has FERPA privileges. Students have the right to all educational records which apply to them within forty-five days of requesting access to this information. Students do not have access to other students' information. Any requests which involve students other than the individual student requesting the information will be denied.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW  
Washington, D.C. 20202-8520”

## STUDENT COMPLAINT GUIDELINES

The purpose of the option for student complaints is to provide consistency and fairness for the student. Any student who is charged with a values violation and any student that submits a complaint will be granted the following rights:

- Any student, parent, faculty, staff, or guest may submit an oral or written report of the details regarding the complaint or violation.
- This report is submitted to the Director of Enrollment and Student Services, who will set up a meeting.
- The student will be notified in writing by the Director of Enrollment and Student Services for a meeting.
- Any student who fails to attend this meeting will abide by the decision made at the meeting without any student input.
- The student will receive written notification of the results of the meeting.
- Any student may appeal the complaint or values violation meeting.
- The result of the meeting may prevent a student from registering for future classes until the complaint is settled.

## COMPLAINT POLICY FOR STUDENTS RECEIVING VA EDUCATION BENEFITS

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link:

<http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about

education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## STUDENTS’ RIGHTS IN THE COMPLAINT PROCESS

1. Right to be informed of the process
2. Right to a meeting to plead the student’s case
3. Right to be informed of all evidentiary material gathered that ties the student to the complaint or values violation
4. Right of the student to give testimony, to decline to testify, and to request personal witnesses be present at the meeting to testify
5. Right to bring a personal witness such as a counselor, advisor, or friend to the meeting

## ACADEMIC ADVISORS

When students enroll in Kingdom College, they are assigned an advisor. This person is an instructor who teaches classes in the student’s field of study. The role of an advisor is to assist students in appropriate course selection to provide general guidance in the student’s field of study. Program maps are used to help in this process. The student has the responsibility of pursuing academic advisement after enrollment. Even though the advisor provides guidance, it is the student’s sole responsibility to meet all requirements for graduation.

### Example Program Map for Master of Science in Christian Clinical Mental Health Counseling (MSCCMHC)

The Course Program Map offers a picture of what your program will look like throughout your tenure at Kingdom College. This outline will be as close as possible to the classes that will be offered so that you can complete your course work in a timely manner. Circumstances may create a change in some courses, but your advisor and you will work together to be sure that the best course of action will be taken for the student’s benefit.

\* Must be completed before all other coursework with minimum grade of “B”.

Student:		
Course Number & Title	Sem./Yr.	Initials
Required (Ck Sem/Yr on Projected Course Cycle)		
1. * COU 502—Professional Ethics & Legal Issues		

2. * COU 506—Helping/Listening Skills		
3. * COU 604—Theories of Counseling		
4. * COU 606—Diagnosis & Treatment Planning		
5. * COU 608—Orientation to the Professional Christian Counselor Identity		
6. COU 503— Social & Cultural Issues in Counseling		
7. COU 504—Human Growth & Development		
8. COU 600— Group Counseling		
9. COU 611—Practicum (with Dept approval)		
10. COU 510— Human Sexuality/Sex Therapy		
11. COU 607— Integration of Counseling & Christianity		
12. COU 609—Marriage and Family Counseling (Required before counseling couples/families in Practicum/Internship)		
13. COU 612—Internship 1 (prereq: COU 611)		
14. COU 601— Assessment & Testing		
15. COU 605— Crisis & Trauma Counseling & Theodicy		
16. COU 505—Career Counseling		
17. COU 613—Internship 2 (prereq: COU 611,612)		
18. COU 603— Soul Care		
19. COU 602— Research		
Electives (Ck Sem/Yr on Projected Course Cycle)		
COU 500— Counseling Using Expressive Arts		
COU 501— Intro to Art Therapy		
COU 507— The Missionary Family - Adult		
COU 508— The Missionary Family - Child		
COU 509— Substance Abuse		
COU 511— Contemporary Issues in Counseling		
COU 610— Family Systems		

COU 614— Cognitive-Behavioral Therapy		
COU 616— Brief Approaches to Counseling		
COU 615— Childhood Disorders and Therapies		

## STUDENT RESPONSIBILITIES

### STUDENT ACADEMIC RESPONSIBILITIES

- a. To intentionally read course syllabi and be accountable for each professor’s class requirements.
- a. To proactively manage and maintain the requirements for his/her degree/field of study.
- b. To communicate any issue the student may have concerning course content.
- c. To communicate any issue the student may have concerning faculty or staff or a fellow student.
- d. To proactively commit to completing all course work and completing the program to the very best of his/her abilities.
- e. To seek out advisement for all course choices within the program either through the student’s professor or Department Chair.

### **Academic Integrity And Truthfulness**

As a Christ-centered college community we apply biblical responsibilities for honesty to all forms of academic integrity. Plagiarism is forbidden; we expect truthfulness and fidelity to be expressed in every learning context (Luke 16:10; Ephesians 4:25).

### **Attendance**

Class attendance is a necessary and an essential ingredient to success in any class at Kingdom College. After all, the classroom is where much of college learning takes place, and where professors often evaluate student progress. It is for this reason that regular and punctual attendance is expected. Multiple absences may result in a lowered grade that requires the class to be retaken. Repeated tardiness and failure to meet course deadlines, may in turn necessitate the need to repeat a class.



Unless otherwise specified by the professor/instructor, the following policy applies to attendance and punctuality:

Students are required to attend class. The professor/instructor will keep accurate records of attendance and tardiness. The professor will calculate the semester grade, including the penalty for absences. The professor's grading scale will explain how absences figure into grade calculation, but attendance /participation will be a minimum ten percent of the overall grade. The professor/instructor will excuse a limited number of absences due to justifiable emergency reasons and serious illness. College-sponsored events which take place during a student's class will be considered excused as long as those have been approved in advance. Any Kingdom College employees who take students on events of any nature must submit a list of the participating students to the Director of Enrollment & Student Services at least one week prior to the event. Students who miss class due to their participation in these events must not be penalized and must be allowed to make up all missed work during their absence because of their participation in the event. The responsibility for taking the initiative to inquire about missed work and to follow through with making up the missed work lies with the student alone. A student who has missed class due to a serious medical condition, pregnancy, or childbirth should present a doctor's signed medical excuse with the dates listed which affected that student's attendance so that the same consideration above may be given. If a portion of that class's grade is based on class participation, the professor should develop an alternate assignment which can assess the student in lieu of class participation that is unable to occur during the student's absence.

Specific examples of excused absences include the following:

- Illness or hospitalization accompanied by a doctor's excuse
- Death of an immediate family member (spouse, parent, grandparent, sibling, child)
- Hospitalization of an immediate family member
- Official school business
- Weddings or special events of family members that are approved in advance by the instructor
- Extenuating circumstances approved by the Chief Academic Officer

Specific examples of unexcused absences include the following examples:

- Schedule conflicts
- Routine doctor appointments
- Oversleeping
- Interviews beyond 2 per academic year

All professors/instructors must keep up-to-date records of student absences and tardiness. A tardy occurs when a student is late up to ten minutes after the class period begins.

Being late beyond ten minutes results in a student penalty. The accumulation of three tardies results in one absence from class. A tardy student must be admitted to class.

### **Dress Code Standard**

Clothing is to be something that represents Kingdom College in a way that is God honoring. Students are to wear clothing that is modest and reasonable. The following types of clothing violate the principles of modesty and are not to be worn on campus or when representing Kingdom College, unless otherwise specified:

- Skirts, dresses, or shorts that fall above the fingertips when arms are held straight down
- Leggings not covered by a long shirt or by shorts or a skirt over them
- Clothing containing racial slurs, derogatory statements, alcohol or drug references, or profanity
- Low-waisted or baggy bottoms that reveal part of a person's buttocks or undergarments
- Pajamas or pajama pants
- Clothing that reveals the chest, cleavage, undergarments, or the abdominal area
- Swimsuit attire

## **FINANCIAL RESOURCES**

### **TUITION AND FEES**

Kingdom College aims to offer an education to everyone who qualifies for admission, regardless of his or her financial readiness for college. It is for this reason that Kingdom College has sought to create affordability for its students. Kingdom College is primarily tuition funded. All expenses

for each semester/term must be paid at the beginning of the semester. Any student with an outstanding balance at the end of a semester will be denied the opportunity to receive his/her grades, receive a transcript, or register for a future semester, unless arrangements are made with the Finance Office. Below is the breakdown of expenses per semester for students at Kingdom College.

“Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual’s inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs”.

Tuition:	\$275	per credit hour (Undergraduate)
	\$375	per credit hour (Master’s)
Fees:	\$50	Registration
	\$100	Facilities
	\$100	Technology
	\$100	General
	\$25	Undergraduate Admission Application Fee
	\$35	Graduate Admission Application Fee

*\*For most current tuition & fees for Dual Enrollment courses, contact the Kingdom College Administrative Office.*

## SCHOLARSHIPS

Kingdom College offers academic scholarships to students that express a need and document that in a letter. These scholarships are donor funded and have helped the larger percentage of our students to start and continue classes.

\*Pre-Accreditation will be needed for Federal Student Aid approval. Financial need is primarily the means by which financial aid is offered at Kingdom College. The Chief Academic Officer is the Approving Official for Scholarships. Students are advised to check with the Director of Enrollment and Student Services for applications for scholarships and the procedure for receiving tuition assistance for employees, or any other resources that may become available.

## TUITION ASSISTANCE

Kingdom College offers employee tuition assistance to full-time and part-time employees. Living Waters Counseling, Inc. offers two tuition assistance opportunities to Lay Counseling students each year.

## KINGDOM COLLEGE TUITION EDUCATION ENDOWMENT

**PURPOSE:** Kingdom College Tuition Education Endowment Fund is established to assist students with limited or no funds to be able to attend Kingdom College and find their path in working in the fields of labor to which God has called them.

### Tuition Endowment

#### Policies:

#### Student Information:

1. This is a loan- based formatted tuition assistance program.
2. This loan is non-interest bearing.
3. This loan is for tuition, fees, and books.
4. Students agree to maintain an average of a “C” every semester. If the average drops, the ad hoc committee will be notified and appropriate counseling will ensue to determine if the award of the loan will continue and if so, under what circumstances.
5. Students will be awarded a non-interest-bearing loan for his/her education based on an income/debt ratio review with personal circumstances taken into consideration.
6. The process is as follows:
  - a. Student makes application.

- b. This application is given to The Education Endowment (TEE) committee.
- c. The TEE committee interviews the individual student.
- d. The TEE committee then decides and notifies the student.
- e. If the student is awarded the loan, the appropriate documents of agreement will be signed by the student; the Financial Department will be notified; the appropriate monies will be transferred to the appropriate funding area.
7. The student agrees to pay an agreed upon amount monthly while in school; a payment of no less than \$25.00 a month.
8. Upon graduation, the student will go through a review of his/her financial situation with the Tuition Education Endowment Committee to set up a fair repayment schedule. A review of debt/income and personal circumstances will be conducted to arrive at an agreed upon amount to continue paying off the loan. After graduation, the student agrees to a yearly review of his/her payment agreement.
9. The student agrees to report his/her grades to the TEE committee to ensure that the student has maintained a grade of a “C” or above on average per semester. This will be done via a Confidentiality Waiver.
10. The student will sign a re-new commitment agreement every semester with an annual renewal. The commitment agreement will be a part of the student’s registration process.
11. Students will be notified by email of their award.
12. The following monetary limits are in place for each degree/certification level:
  - a. Certification – Not to exceed \$2,500 (tuition for one class per semester, fees, books)
  - b. Undergraduate – Not to exceed \$5,475.00 (tuition for five classes per semester, fees, books; undergraduates must take a minimum of two classes per semesters)
  - c. Graduates – Not to exceed \$6,925.00(tuition for two classes per semester, fees, books; a third class can be taken, but would need the Department Chair’s approval and the Ad Hoc Committee’s approval.)

The Tuition Education Endowment Committee Information:

1. The TEE Committee is comprised of 3 – 5 local stakeholders.
2. The committee members duties are as follows:
  - a. Review prospective applications from students
  - b. Award selected students that qualify based on the criteria of income/debt ratio

along with personal circumstances taken under consideration.

c. Solicit donors for the TEE fund.

3. The TEE committee will serve on a life-time basis unless the TEE member requests to step down or the Kingdom College Board of Directors deems a necessary change be made.

## ACADEMIC PROCEDURES

### ACADEMIC STANDARDS

To be considered as and to remain in good academic standing at Kingdom College, a student must meet the following minimum academic requirements:

\*Bachelor's Degree:

- Complete a minimum of 120 semester hours.
- Maintain a cumulative grade point average of 2.0 at the undergraduate level.
- \*Master's Degree: Complete a minimum of 30 semester hours.
- Maintain a cumulative grade point average of 3.0 at the graduate level.
- Minimum undergraduate full-time status each semester is 12 semester hours
- Maximum undergraduate hours per semester is 18 semester hours (Maximum hours with approval from Department Chair and Chief Academic Officer may be granted up to 21 hours with prior approval)
- Minimum graduate full-time status each semester is 9 semester hours
- Maximum graduate hours per semester is 15 semester hours (Maximum hours with approval from Department Chair and Chief Academic Officer may be granted up to 18 semester hours with prior approval)

A student with a semester grade point average lower than 2.0 will be placed on academic probation for the following semester. A student will be removed from academic probation by earning a 2.0 grade point average the following semester. Any student earning below a 2.0 grade point average the semester after being placed on academic probation will be allowed to only take fifty percent of the student's previous semester course load the following semester. If the semester grade point average does not increase to a 2.0 on a fifty percent course load, the student will be placed on academic suspension for one semester. After serving one semester of academic

suspension, the student may apply for readmission. A student may appeal academic suspension with the Director of Enrollment. Any student placed on academic suspension for a third time will be indefinitely suspended.

In addition, students on academic probation or suspension should check with the Director of Enrollment for academic criteria pertaining to scholarships, to tuition assistance, or to veterans benefits. Sometimes these monies are withdrawn or suspended for students on probation or suspension. Financial assistance, to include all sources (scholarships, loans, and veterans benefits) can be affected by a student’s academic standing.

No student on academic suspension may enroll in any Kingdom College courses, including online courses. No student may enroll in any practicum or internship classes without the written consent of the his or her advisor, dean, or chief academic officer. For more information on academic probation or suspension, contact the Director of Enrollment.

## GRADING POLICY

### Grading Scale

Letter grades are assigned for all courses, for which students have registered as follows:

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Poor	60-69
F	Failure	below 60
W	Withdrawal	
I	Incomplete	
P	Non-Credit	
AU	Audit	

At the undergraduate level, grades of A, B, and C are considered satisfactory. Students should be aware that many colleges and universities will not accept grades of “D” for transfer, and these courses should be repeated before attempting transfer. At the graduate level, grades of A and B are considered satisfactory. Grades of C or lower are below standard for graduate work, and normally will not be considered as transferable credits. Yet, up to two C’s may be considered when fulfilling degree requirements as long as the specific course doesn’t require a B or better (Research, Internship, Practicum, etc.).

A grade of “W” will be assigned to students who officially withdraw from the college or a particular course according to college policy. A grade of incomplete “I” will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. A grade of “I” must be cleared by the first day of final exams of the following semester. If the grade of “I” is not cleared, a grade of “F” will be assigned. It is the student’s responsibility to follow up with the College to ensure the grade of “I” has been appropriately changed.

Students may access their grade report and a variety of other student information items online. Official transcripts must be requested from the Registrar’s Office or online. No credit will be awarded for courses in which the student is not registered and for which all tuition and fees are not paid. All discrepancies in student schedules and registration must be resolved during the semester in which they occur or before the first day of class for the next term.

## Credit Hour Policy

### Purpose and Scope of the Policy

This policy defines the credit hour at Kingdom College in accordance with federal Program Integrity Regulations and requirements of the Southern Association of Colleges and Schools Commission on Colleges. The credit hour policy applies to all courses at all levels (undergraduate, graduate, and professional) that award academic credit regardless of the mode of delivery. Academic teams are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

### Federal Definition of a Credit Hour

For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonable approximates

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work internships, practicum, studio work, and other academic work leading to the award of credit hours.

### Kingdom College Credit Hour Policy

Kingdom College exceeds the Carnegie unit for contact time: 900 minutes of classroom or direct faculty instruction and a minimum of 1800 minutes of out-of-class student work for each credit awarded. Kingdom College defines a class hour as 60 minutes. The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a



course, whether it is fully online, a hybrid of face-to-face contact with some content delivered by electronic means, or one delivered in lecture or seminar format.

### Guidelines for the Implementation of Kingdom College's Credit Hour Policy

Traditionally-delivered (face-to-face) courses on the 15-week semester: A 3-hour course must have 2700 minutes of classroom instruction. Condensed courses: Classes meeting on an accelerated schedule will have the same number of instructional minutes (2700 for a 3-hour class) as those taught in the 15-week semester. A faculty member who, with requisite approval by the dean's office, wishes to move some of the required direct instructional time to a web-based environment or to another out-of-class experience for pedagogical reasons must clearly delineate in the syllabus the additional out-of-class experiences that will substitute for in-class instruction. Such experiences must exceed assignments required for the fully face-to-face version of the course in order to count toward direct instructional time and must be required, structured, and faculty directed. Faculty are responsible for designing their courses to ensure the required number of direct instructional minutes each week, as well as the expected additional student preparatory work (two hours for each hour of direct instruction). Deans' offices are responsible for reviewing and monitoring any proposed deviations from the regular face-to-face class schedule.

Hybrid or Online Courses: A course that is delivered partially or fully online must meet the same requirements of 900 minutes of direct instruction and 1800 minutes of student work per credit hour.

Faculty teaching online or hybrid courses must account for 45 hours (2700 minutes) of direct instructional time for each 3-credit hour course. The syllabus must clearly delineate direct instructional activities, as well as any required synchronous activities required outside class session times indicated in the schedule. Courses carrying the same course number that are offered both face-to-face and hybrid/online must meet the same learning objectives, be organized around the same or comparable learning activities, and be assessed by similar, comparable assessments.

Activities that count toward direct instructional time include the following:

1. In-class instruction
2. In-class tests/quizzes
3. In-class student presentations
4. Online lectures/instruction (synchronous or asynchronous)
5. Virtual synchronous class meetings
6. Case studies
7. Group Wiki projects
8. Video presentations
9. Journal/Blog writing
10. Chat rooms
11. Discussion boards
12. Field trips (including virtual)
13. Online tests/quizzes

14. Video conferencing
15. Virtual labs
16. Online content modules
17. Service learning
18. Group or team-based activities
19. Podcasts

**Independent Study Courses and Lab Work:** Courses where students are working on independent projects, such as in thesis/dissertation hours and independent studies, will comply with the minimum of 180 minutes of student work per week over a 16-week semester or the equivalent amount of work distributed over a different period of time for each credit hour awarded.

**Laboratory work:** One credit hour is assigned for 60 minutes or more of laboratory work per week throughout a 16-week semester.

**Internships, Clinical experiences, Student Teaching:** Such experiential, field-based courses require a minimum of 3 hours of student work per week over the 16-week semester for each credit hour awarded. Student work includes clock hours at the field site and meetings with supervisors, as well as outside preparation and assignments. Programs may require more than the minimum 3 hours of student work per credit hour and may be guided by their specific accrediting bodies or applicable state regulations.

### Quality Points

To evaluate the scholastic standing of students, the following quality points are assigned to grades:

- A - 4 quality points per credit hour
- B - 3 quality points per credit hour
- C - 2 quality points per credit hour
- D - 1 quality point per credit hour
- F - 0 quality points per credit hour

Students' scholastic standing or grade point average (GPA) is obtained by dividing their total number of quality points by the total number of semester hours for which the grades of A, B, C, D, or F are assigned, including physical education. Any course for which the student has previously registered may be repeated at the undergraduate level. When a course is repeated, only the first attempt will be left out of the calculation of the grade point average. All other attempts will be used to determine the final grade point average. This policy is not carried over to the Graduate level. All grades received in Graduate School are used to determine the final grade point average of a student at that academic level. A letter grade of D is not passing at the Graduate level and must be repeated in the case of required courses or electives. An elective course, in this situation, may be satisfied by taking a different course.

## ACADEMIC HONORS

Kingdom College rewards academic excellence for undergraduate student diplomas with three levels of honors that appear on a student's diploma and receive recognition at Commencement.

- Cum laude is awarded to students with a 3.5 minimum cumulative GPA.
- Magna cum laude is awarded to students with a 3.7 minimum cumulative GPA.
- Summa cum laude is awarded to students with a 3.9 minimum cumulative GPA.

\*In addition, special distinction awards will be given to students who maintain a cumulative 4.0 GPA.

## GRADE APPEAL POLICY

A student grade appeal may be expected to occur on an occasional basis. The philosophy of the College is that such appeals be handled informally if possible. In the cases involving a miscalculation or error in documenting, a Grade Change Form may be completed by the instructor and returned to the Registrar prior to the mid-term of the semester following the one in which the grade was assigned. However, if it is not possible to resolve the matter informally, then a grade appeal must be received in writing in the office of the Registrar by the midterm of the semester/term following the date the grade is issued.

All academic concerns relative to a final grade, except academic dishonesty, are subject to the steps outlined below. Please note that issues of plagiarism must be handled via the Administrative Council. Also, all issues related to plagiarism must be resolved before a grade appeal request can be addressed.

The following procedure for appealing a grade must be followed in the order listed:

- The student should first contact the instructor to request verification of the grade and how it was calculated.

- If resolved satisfactorily, the matter will be considered closed. If the grade is changed by the instructor, the appropriate procedure for changing grades will be followed.
- However, if the student does not reach a resolution with the instructor, the student should appeal to the Department Chair formally. The Department Chair will confer with the student and the faculty member, independently or jointly, in an attempt to reach closure. A copy of a grade appeal form must also be filed with the Director of Enrollment and Student Services.
- If closure is not reached at this level, an Administrative Council will review the circumstances presented. The written appeal must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, and previous attempts at resolving the situation.
- The Chief Academic Officer will forward copies of the student's request letter along with the instructor's and Department Chair's grade appeal response form and any supporting documentation from the student and the instructor to the Administrative Council for a hearing. Members of the Administrative Council will sit as the investigative body. If the Council requests additional information for the hearing, the Chief Academic Officer will coordinate the collection of information. After the hearing, a final decision will be made. If the Council decides a grade change is appropriate, that will be requested by written notification to the Director of Enrollment and Student Services and the grade will be changed effective immediately. However, if the Committee decides that the grade will stand, the student will be notified in writing of that decision.
- The decision of the Administrative Council is final and may not be appealed.

## WITHDRAWAL POLICY

A student may withdraw from or drop an individual course until the published (See Kingdom College Academic Calendar) dates for fall, spring, or summer semester. After this period, students are expected to maintain their course loads. A student contemplating withdrawal from a course is strongly encouraged to contact his or her academic advisor before changing the schedule, as changes can result in delayed graduation. Also, plan for the impact dropping classes may have on insurance (health & auto), financial aid, scholarships, loans, and veterans

assistance. Ask the Registrar/Financial Aid Officer about this. (Full-time status is 12 credit hours for undergraduate students, and 9 credit hours for graduate students.) A student may not withdraw from or drop individual courses in which penalty grades were assigned as a result of academic misconduct.

No permanent notation is made of a course that is dropped during the designated change of schedule period (drop/add). A course dropped after the designated end of the change of schedule period (drop/add) to the end of the published deadline to withdraw for each semester is indicated on the student's permanent academic transcript with a grade of W.

### Withdrawal for Active Military Duty

For purposes of this section, active military duty means: service, whether voluntary or involuntary, in the Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under a call or order to active duty of more than thirty consecutive days.

A student who has been admitted to or who has been enrolled at Kingdom College may request a withdrawal to fulfill a U.S. military obligation. The student should notify the Office of the Registrar and provide documentation of his or her call to service, and submit notification whether or not he/she intends to return to the College. Graduate students should also provide documentation to the Registrar. Withdrawal is not contingent on the student's notification of intent to return to the College. The intent to return is used as information for future communication with the student.

A student returning from active military duty may be readmitted per the readmission provisions in the Higher Education Opportunity Act of 2008 (Section 484C of the HEA) and implementing regulations in 34 CFR. (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI>) A student can be promptly readmitted, providing he or she withdrew to fulfill a U.S. military obligation, was not dishonorably discharged from the uniformed services, and the cumulative length of his/her absence and of all previous absences from undergraduate studies due to military service did not exceed five years.

When a student is called to active military duty during an academic term, he or she may choose one of the following three options:

1. The student may request retroactive withdrawal to the beginning of the semester, with a full refund of tuition and fees.
2. If at least 75 percent of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed. The final decision about grading is left to the faculty member.
3. If the faculty member assigns a grade of I, the student will have a minimum of two weeks after returning to campus to complete the course requirement. Additional time may be granted if alternative arrangements are made with the faculty member, and provided the alternative arrangement is in compliance with Alabama Code S3 31-12-3. (<https://codes.findlaw.com/al/title-31-military-affairs-and-civil-defense/al-code-sect-31-12-3.html>) This requires individuals be restored to the educational status he or she had prior to military duty, without the loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the commencement of military duty.

### Withdrawal for Spouses of Service Members Called to Active Duty

A student who is the spouse of a service member called to active duty qualifies for the same withdrawal options that apply to service members. The student should notify the Office of the Registrar and provide documentation of the call to service, and submit notification whether or not he/she intends to return to the College. Graduate students should also provide documentation to the Registrar. Withdrawal is not contingent on the student's notification of intent to return to the College. The intent to return is used as information for future communication with the student.

### Refunds for Withdrawal

A student who withdraws from Kingdom College through a formal application with the Registrar, or who withdraws without notice, will receive adjustments to the refund of expenses or in financial aid or veterans benefits reduction. The federal Title IV pro rata percentage will

dictate the percentage of refund or reduction according to the amount of time spent in academic attendance if the student was the recipient of any form of financial aid, veterans benefits, or scholarships. The pro rata percentage determines the percentage adjustment at the time of withdrawal up through the completion of the 60 percent point in a class term. After the 60 percent point, a student has earned 100 percent of the financial aid and expenses incurred for a class term. The date that the student either formally or informally initiates the withdrawal process, in writing, or the last date of attendance, is considered to be the withdrawal date. If a date of intent to withdraw cannot be determined, the midpoint of a term will become the withdrawal date.

Refunds of unearned prepaid tuition, fees, and other charges shall be made in the following manner within thirty (30) days of termination. If cancellation occurs within the designated change of schedule period as posted on the Kingdom College Academic Calendar, all money paid by the prospective student shall be refunded. If a drop/withdrawal occurs after those published dates, but prior to midnight the very next Friday, 75% tuition only will be refunded for the hours dropped or withdrawn (this does not include fees, because fees are still due as originally charged). If drop/withdrawal occurs prior to midnight the next Friday, 50% tuition only will be refunded for hours dropped or withdrawn (this does not include fees, because fees are still due as originally charged). Finally, when drop/withdrawal happens prior to midnight the third Friday following the end of the designated change of schedule period, 25% tuition may be refunded for hours dropped or withdrawn (this does not include fees, because fees are still due as originally charged). Once books and supplies are issued and received by students, these become the property of students and refunds may be made only at the discretion of the book store. This refund policy complies with the Federal Department of Education Title IV requirements. (Kingdom College is not currently approved for Title IV benefits, but will use this method in preparation for that approval.)

### Refunds for Involuntary Withdrawal or Dismissal

When a student is dismissed involuntarily for discipline reasons, he or she will receive a pro rata percentage reduction of financial aid or veterans benefits. Kingdom College will refund tuition charges at one half the financial aid pro rata percentage. (Kingdom College is not currently approved for Title IV benefits, but will use this method in preparation for that approval.)

### Important Note

After the Last Day to Drop with a W, a student must petition the college office for approval to withdraw or drop for reasons beyond the student's control. The presumption is that the student CANNOT withdraw without extenuating circumstances, which must be documented. Specifically, the student cannot drop/withdraw because he or she isn't doing well in the class after the deadline. The College allows a sufficient amount of time to make this judgment call and to ask for guidance. This note also applies to any retroactive withdrawal or drop. Supporting

documentation is required in the withdrawal appeal process. These documents can be submitted via email to the Registrar: [pjhamm@kingdomcollege.net](mailto:pjhamm@kingdomcollege.net). Typically, these documents include: professor confirmation of the last day attended, death notices or obituaries, doctor's notes, etc. The Withdrawal Appeal Form can be obtained by contacting the Registrar.

*There are many variables in determining if a balance will be owed when a student withdraws from all courses for any reason. Tuition and fee liability is based on the withdrawal date, not the reason for the withdrawal. The College is required to calculate the unearned semester percentage, return the amount of any unearned aid and the resulting balance remaining must be paid to the College. **The last date to withdraw each semester is published in the Kingdom College Academic Calendar.***

## FINAL EXAMINATIONS

Final examinations are an integral part of a student's education at Kingdom College. These examinations will be given the final week of each semester's academic calendar. Each student is expected to be present during this time and to abide by the instructor's policy concerning final examinations. Any student who fails to comply will earn a zero on the exam.

Extenuating circumstances will be evaluated on a case-by-case basis. Any appeals by a student are to be made to the Chief Academic Officer no later than the date of the final examination for the class in question.

## COMPUTER USAGE POLICY

Kingdom College's computer usage policy is in essence about being a good and wise steward of technology. The following standards do address all areas of stewardship, but they do not provide some parameters that when followed, lead to wise stewardship of technology resources.

- Kingdom College technology device and bandwidth usage should not be excessive so that it does not impede on the ability of others to access these resources. Limit personal game playing and social-media usage, especially during peak hours.
- Respect standards of good taste by not accessing pornography or gambling on Kingdom College devices, while using Kingdom College networks, or while representing Kingdom College in any capacity.
- Only Kingdom College students, faculty, staff, and specific guests are authorized to have access to computing, video and voice networks, and ID cards. No student is allowed to



give an unauthorized user access to any technological resource of Kingdom College, or to use illegal software. This does not include all prohibited uses of technology. All federal, state, and local prohibitions regarding technology are also prohibited at Kingdom College.

- All technology and network usage must comply with federal, state, and local law, along with Kingdom College policies. For example, students may not use technology to harass others, to plagiarize, to send email through false user names, to steal other student or staff passwords, to distribute copyrighted material illegally to others, to use shareware without registering Mass messages that need to be sent out on behalf of college business on the student's part are to be considerate of others. The messages are to include the name and the title of the sender of the message. Mass messages only get sent out if they pertain to Kingdom College business and will be sent as blind copy.
- As a matter of courtesy, as any reputable airline attendant would say, "Please make sure that all cell phones and other electronic devices are in the "off" position and properly stowed for the duration of our class period." If it is necessary that you be accessible for emergency reasons, please make sure your cell phone is placed in the "vibrate only" mode and that you respond to your call outside of the classroom. As a matter of courtesy, if you think you may need to leave the room during the class period, please sit close to the exit to minimize disruption of fellow students.
- You may bring your laptop or other technology to class and use it to take notes. However, if use of your laptop/technology become disruptive or if it impedes your ability to attend to subject matter (i.e., surfing the net, preparing assignments for this or other classes, etc.), you will be asked to shut down your program and leave your laptop/technology at home.
- Kingdom College will pursue disciplinary actions and legal actions, if necessary, in response to violations of computer and technology usage.

## INTELLECTUAL PROPERTY

Kingdom College maintains rights to intellectual property created at college expense. The College reserves rights of ownership of all intellectual property, including, but not limited to, curricular materials, books, Web pages, electronic publications and programs written or

otherwise created by a student, instructor or staff member while using College materials or equipment and while working during time that is compensated by the College.

## GRADUATION

Graduation from any degree program at Kingdom College is a significant milestone in a student's life. Before graduation, it is essential to the student to know if he or she has met all of the requirements for graduation. It is the student's responsibility to complete and submit an Application for Graduation one semester prior to the intended date of graduation. The student will submit this completed application, along with any required documentation and fee to the Director of Enrollment and Student Services. The student should meet regularly with the advisor and the advisor will either recommend or deny the student as eligible for graduation one semester prior to graduation. Any student recommended for graduation must complete all requirements for graduation or that student will not have a degree posted.

Commencement takes place at Kingdom College as needed in May, August, and December. The commencement ceremony is a significant ritual in a graduate's life. The importance with which commencement is given at Kingdom College is something a graduate will always remember. Just as a student prioritizes attending classes and other required expectations, the commencement ceremony is part of a student's educational experience. A student is encouraged to attend his or her graduation.

### Diplomas

Graduates of Kingdom College will be mailed their diplomas in a timely fashion following graduation if for some reason the diploma is not received at the ceremony.

All efforts will be made to notify students that are not eligible for participation in commencement if the degree requirements are not met. However, any student who has not met all requirements for graduation but has participated in commencement will not receive his or her diploma nor transcript until all requirements are met. Remember that it is the sole responsibility of the student to know the requirements for graduation and to meet all requirements for graduation. Any questions about the requirements are to be addressed with the student's academic advisor well in advance of commencement.

## HEALTH AND SAFETY

### KINGDOM COLLEGE SEXUAL HARASSMENT POLICY

It is the policy of Kingdom College, and all departments thereof, to prevent sexual harassment and to guard against any occurrence, which remotely resembles this illegal act. Sexual harassment lowers morale and is damaging to the college environment. Therefore, Kingdom College will treat sexual harassment like any other form of misconduct. It will not be tolerated.

#### Sexual Harassment Defined

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, written or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual’s employment; or
- Submission to or rejection of such conduct by any individual is used as the basis for employment decisions affecting an individual; or
- The purpose or effect of such conduct is to substantially interfere with the individual’s work performance or to create a hostile or abusive work environment.

#### Identification of Sexual Harassment

Sexual harassment may occur in a variety of forms. Four categories of sexual harassment and some concrete examples of conduct, which may constitute sexual harassment, if unwelcome, are:

- Verbal-unwelcome words of a sexual nature directed at another, including: making sexual demands or sexual propositions; sexual innuendoes; demeaning sexual jokes; references to a person’s anatomy; catcalls; whistles; demeaning name-calling; remarks on the intimate details of one’s life or sexual likes or preferences; and, if unwelcome, invitations for lunch, dinner, drinks, or dates.

- Visual- unwelcome exposure to visual objects such as: pictures, photos, drawings, cartoons, magazine, objects, or posters (including poster calendars); sexually obscene gestures or obvious staring; and nudity.
- Written-notes or letters of sexual content or propositions; sexually-explicit literature, poems, or magazine articles containing obscene words, phrases or graphics on walls, bulletins, or posters that contain any of the previously mentioned obscenities.
- Physical-unwelcome physical contact with another, including touching, hugging, kissing, patting, fondling, grabbing, rubbing, pinching, and in some instances close physical positioning.

This list does not include the entire possible behavior which could be viewed as sexually harassing by Kingdom College and which could result in job discipline. It is merely a list of offensive behaviors. Other behavior might be viewed as being sexually harassing depending on the circumstances and frequency in which they occur. Plus, some of the behavior on the list might not in all circumstances be sexually harassing, such as when they are not unwelcomed. Employees are reminded, however, that certain behaviors may be inappropriate for other reasons, even if the behavior is not sexually harassing. For example, intimate behavior at work, such as kissing and handholding with a willing partner is always unprofessional.

### Who Can Be Involved in Sexual Harassment?

Sexual harassment can occur in a wide variety of circumstances and may encompass many variables. It is important to realize that:

- Harassers can be of either gender (male or female);
- Harassers may be supervisors of victims, but harassers may also be co-workers or even non-employees;
- Harassers and victims need not be of the opposite gender, if the conduct is still based upon sex;
- Victims may be third-party observers, affected by the behavior of others and exposed to a hostile or abusive atmosphere based upon sex;
- Victims need not suffer any financial loss;
- The sexual harassment need not seriously affect a victim's psychological well-being or lead the victim to suffer injury; instead, conduct or an environment based upon sex that a

reasonable person would and does believe to be hostile or abusive constitutes sexual harassment.

### If You Are Subjected to Sexual Harassment, Register A Complaint with Your Supervisors/Administrators.

Any employee or student of Kingdom College who feels they have been subjected to sexual harassment should register a complaint with their immediate superior or with the Human Resources Department.

The sexual harassment complaint may initially be made verbally, by talking to the appropriate supervisor. The complaint will then have to be put in writing and signed and dated by the person complaining. Kingdom College is committed to building a healthy and safe campus environment, thus members of the campus community may bring complaints or concerns about discriminatory, harassing, or retaliatory behavior to the attention of faculty, supervisors, department chairs, deans, or the Human Resource Department. Any of the above to whom a complaint or concern has been reported must promptly notify the Director of Human Resources whether or not a formal complaint is anticipated. Discrimination, harassment, and retaliation must be reported even if the complaining employee or student is not a specifically intended target of the conduct.

The investigative process will protect, to the extent possible, the identity of the complainant in accordance with the complainant's request, with the understanding that the college may need to take certain steps even if a complainant requests that his or her identity be protected. The college will act, to the extent possible, to protect the complainant once a complaint has been filed. The college may need to initiate an investigation and disciplinary action even if the complainant does not request it because the college has a legal obligation to resolve any reported discrimination, harassment or retaliation.

### Prompt Investigation of Complaint

Kingdom College shall fully, impartially and promptly investigate any sexual harassment complaint filed by one of its employees. The President will assign an investigator who will be in

charge of these investigations to ensure a thorough investigation and to assist in maintaining confidentiality of the matter to the fullest extent practicable.

#### Confidential Report of Investigation

The investigator will timely file a confidential written report of the result of the investigation to either an impartial supervisor of the complainant or to the President, depending on the situation at hand. Also, the complainant will be promptly informed of the results of the investigation.

#### Prompt Remedial Action

Kingdom College will take prompt action to end any sexual harassment. Following a report by the investigator that sexual harassment in fact occurred, Kingdom College shall take immediate steps to discipline the offending employee or employees, including if appropriate immediate discharge.

Any Kingdom College employee who acts in a manner to sexually harass any other Kingdom College employee is acting outside the line and scope of their employment with the Kingdom College.

#### Right Of Rebuttal

Both the complaining employee and the employee who has been accused of sexual harassment have the right to submit facts, documents or other evidence contesting the report of the investigator, to a higher supervisor, or to the President, if the circumstances so dictate.

#### Retaliation Prohibited

No employee of Kingdom College shall discharge or otherwise discriminate or harass any other Kingdom College employee who has filed a complaint of sexual harassment under this policy or who has sought redress for sexual harassment with the Equal Employment Opportunity Commission or by instituting an action in Court.

#### Notice

Kingdom College shall take all appropriate steps to inform all employees of Kingdom College of the contents of this policy. Kingdom College encourages employees to come forward if you

have any employee who asserts a sexual harassment complaint. Remember, if you do not make your complaint known to your supervisors, there will not be any opportunity for Kingdom College to assist you in ending the sexual harassment.

## **ILLEGAL AND LEGAL SUBSTANCES**

Kingdom College prohibits the possession, use, or distribution of illegal substances and the abuse or illegal use of legal substances, including prescription and over-the-counter medication.

**Tobacco**—Kingdom College and all of its campuses are tobacco-free to include smokeless tobacco and electronic cigarettes.

**Alcoholic Beverages**—Kingdom College and all of its campuses are alcohol-free. Alcoholic beverages are not permitted at any college functions or programs on or off campus.

## **GAMBLING**

Gambling (the exchange of money or goods by betting or wagering) is not acceptable at Kingdom College or any of its campuses.

## **RELEASE OF LIABILITY**

Student participation in certain activities and coursework presents a degree of risk to person and/or property. Because of these risks, a student and his or her parent or guardian will sign specific forms releasing Kingdom College from all liability for any injuries or damage to personal property which results from the participation in these activities.

Extenuating circumstances will be evaluated on a case-by-case basis. Any appeals by a student are to be made to the Chief Academic Officer no later than the date of the final examination for the class in question.

## **INCLEMENT WEATHER PROCEDURES**

It is the role of the Director of Enrollment and Student Services to monitor severe weather threats and the potential for the weather threats to cause harm to any members of the Kingdom College Community. Cancellations of school due to severe weather will be made as soon as possible and will be announced on social media and the local television and weather stations.

## STANDARDS OF CONDUCT AND DISCIPLINE

### **STUDENT POLICIES AND PROCEDURES**

Compliance with the day-to-day policies and procedures of the college is expected from all. These routine items are listed in the Kingdom College Policies and Procedures, the Employee and Faculty Handbook, and the Undergraduate and Graduate Catalog.

#### *Academic Dishonesty*

Academic dishonesty is a violation of the principles of honesty and integrity and may result in substantial penalties, including an automatic zero on an assignment and automatic college academic probation. If another violation of academic dishonesty is confirmed, the student may be suspended from the college for a minimum of one year.

Some examples of academic dishonesty: Plagiarizing, cheating, submitting the same or a similar paper in different classes without the instructors' permission, and sabotaging other students' work. All examples of academic dishonesty will be reported to the Chief Academic Officer. Also, penalties for academic dishonesty in an instructor's class will be explained in the syllabus that is presented at the beginning of each academic class, and those penalties will be exercised for academic dishonesty.

#### **Academic Dishonesty Appeal**

A student may appeal a teacher's accusation of academic dishonesty regarding plagiarism and cheating when the student believes he or she has been wrongly accused of academic dishonesty. Academic dishonesty appeals may be made up to thirty working days after the final grade in a class is received by the student. The first step in the academic dishonesty process is to set up an appointment with the instructor that the student wants to appeal. If this meeting does not resolve the issue, the second step is to meet with the Department Chair. If resolution of the issue does not occur, the third step is to set up a conference with the Administrative Council. The decision of the Administrative Council is final.



## **Student Disciplinary Procedures**

### **General Policy Of Conduct**

When students are admitted to Kingdom College, they are expected to conduct themselves with self-control and restraint. Rules and regulations cannot be written for every possible violation that could be committed. The general policy of conduct is that Kingdom College students will live as people of faith and conduct themselves in wisdom and in love, with Jesus Christ serving as the model of how to live their daily lives. Please make sure that you have read the Life Together Covenant and the Biblical Responsibilities.

### **Self Report**

A student who is struggling with a violation or a difficulty in life is always encouraged to seek help from a member of the Kingdom College community. Every effort to restore healing and relationships will be made. The student may initiate a confidential interaction with any staff member at Kingdom College without the threat of disciplinary action. The staff member will work with the student on the personal problem, guiding him or her to making wiser choices and engaging in Christ-like living. In cases where the student's problem or behavior is self-destructive, harmful to self or others, illegal, or hazardous, exceptions to confidentiality will be made and the student will be referred to the appropriate resource that will serve the student's best interest.

### **Disciplinary Process Potential Consequences**

A student who commits values violations is subject to one or more of the following penalties.

Values violations are behaviors that are incongruent with Kingdom College's interpretation of Christian values.

Community service is a designated number of hours serving the community.

- Final Suspension - Permanent suspension of the student from Kingdom College
- Fine - financial consequence related to the violation

- Immediate suspension - This would occur until a hearing could take place.
- Loss of privilege from specific college activities
- Reprimand - conversation with the student about how to make wiser choices in the future and a warning of further penalties if the violation continues
- University probation - a conditional period where the student's standing at Kingdom College is in jeopardy, whereby enrollment in the college is dependent on the student not committing further values violations and also being a good citizen in the college community
- University suspension - Removal from Kingdom College for the remainder of the semester without reimbursement of tuition
- Written assignment - Personal reflection paper or research paper related to the values violation
- Counseling with a licensed counselor appointed by Kingdom College to assess the student

### Readmission After Suspension

Any Kingdom College student who has been suspended will be allowed to reenroll by the date that the Administrative Council deems appropriate for reenrollment if approved for reenrollment.

## GENERAL EDUCATION REQUIREMENTS

### Purpose

The general education requirements of the College will provide the knowledge, skills, and values essential to all academic disciplines. These courses will expose students to commonly recognized areas of knowledge, introduce students to diverse subject areas, and equip students with skills essential and necessary for careers and lifelong learning. Embedded in each course will be the recognition of the truth that all knowledge and skill has as its source the God of creation, who imparts these gifts to mankind according to His mercy and grace.

### Objectives

The student will

- Be able to demonstrate competencies in problem-solving, decision-making, and critical thinking through effective communication, reasoning, and the ability to use scientific and technological processes and procedures.
- Complete 1 semester hour of Orientation.
- Complete 3 semester hours of Technology courses.
- Complete 6 semester hours of English Composition.
- Complete 6 semester hours of courses in the Humanities.
- Complete 6 semester hours of courses in the Fine Arts.
- Complete 8 semester hours in Natural Sciences (that include laboratory experiences).
- Complete 3 hours in Mathematics
- Complete 6 semester hours in History
- Complete 6 semester hours in Social/Behavioral Science.
- Complete 12 semester hours in Biblical Studies.

*\*For an Associate's degree, the student will complete 12 semester hours in one focus area: Psychology.*

## GENERAL EDUCATION

Minimum Required Credit Hours for General Education = 60

Course #	Course Title	Credit Hours	Prerequisites
KIN 101	Orientation/Transition to College and Career	1	
	Technology (3 hours)		
CIS 100	Introduction to Technology	3	

	English Composition (6 hours)		
ENG 101	English Composition I	3	See course description
ENG 102	English Composition II	3	See course description
	Oral Communication (3 hours)		
SPH 100	Fundamentals of Public Speaking	3	
	Humanities (6 hours)		
*Select 2:	*Students must complete a 6-hour sequence either in literature or history.		
ENG 201	American Literature I	3	ENG 102
ENG 202	American Literature II	3	ENG 102
ENG 203	World Literature I (Homer to Renaissance)	3	ENG 102
ENG 204	World Literature II (Renaissance to present)	3	ENG 102
	Fine Arts (6 hours)		
*Select 2:			
MUS 101	Music Appreciation	3	
ART 101	Art Appreciation	3	
DAN 101	Dance Appreciation	3	

THE 101	Theatre Appreciation	3	
	Mathematics (3 hours)		
Select 1:			
MTH 110	Finite Mathematics	3	See course description
MTH 112	Pre-Calculus Algebra	3	See course description
	Natural Science (with lab) (8 hours)		
Select 2:			
BIO 103	Principles of Biology I	4	
BIO 104	Principles of Biology II	4	A grade of C or better in BIO 103
CHM 103	Introduction to Inorganic Chemistry	4	MTH 110 or MTH 112
CHM 104	Introduction to Organic Chemistry	4	A grade of C or better in CHM 103
PHS 103	Physical Science I	4	
PHS 104	Physical Science II	4	MTH 110 or MTH 112
	History (6 hours)		

*Select 2:	*Students must complete a 6-hour sequence either in literature or history.		
HIS 101	American History I	3	
HIS 102	American History II	3	HIS 101
HIS 103	World History I	3	
HIS 104	World History II	3	HIS 103
	Social /Behavioral Sciences (6 hours)		
*Select 2:			
PSY 200	General Psychology	3	
SOC 200	Introduction to Sociology	3	
	Biblical Studies (12 hours)		
BOT 101	Introduction to Old Testament	3	
BNT 101	Introduction to New Testament	3	
BSH 100	Bible Study Methods & Hermeneutics	3	
BPH 221	Apologetics	3	
	Total Required Hours	60	

## SCHOOL OF BIBLICAL STUDIES

### CHAPLAINCY CERTIFICATION PROGRAM

This program leads to certification only and is not a degree. (Completion of the following four or five Chaplaincy classes – 12 – 15 semester hours.) However, you will obtain college credit with the successful completion of these courses. That credit could later or simultaneously be used toward an Associate's or Bachelor's level degree.

#### **Purpose**

To provide, in a variety of settings, basic and advanced training in chaplaincy skills, helping skills, crisis intervention and counseling.

#### Student Learning Outcomes/Objectives

Upon completion of this certificate the student will be able to:

- Identify the various roles of chaplains and the skills needed for each role.
- Demonstrate basic counseling skills in various situations, to include crisis, trauma, and grief.
- Share biblical and theological elements as part of a chaplaincy ministry.
- Understand current trends and issues pertaining to the roles of chaplains.

Chaplaincy is a calling and a powerful ministry. Chaplains serve in a variety of settings: Hospitals, jails, prisons, police departments, fire departments, denominational ministry, churches, military, crisis centers, team sports, athletics, corporations and counseling ministry. Chaplains serve an important role in caring for people in times of distress, trauma and natural disaster. Chaplains serve both in voluntary and paid capacities. To be effective, this requires a certain skillset. The Chaplain Certification Program provides for basic and advanced training in necessary chaplaincy skills, taught by experienced chaplains with doctoral degrees. Those that would benefit from this program include those interested in serving in the chaplaincy and those already serving as chaplains, looking to hone their skills.

Enrollment Limit - 30

Program Matrix – 12 -15 hours

CHP 101	Introduction to Chaplaincy	3	
CHP 102	Chaplaincy Counseling & Crisis Intervention	3	
CHP 103	Theology of Chaplaincy	3	
CHP 104	Current Issues in Chaplaincy	3	
CHP 105	Chaplaincy Internship	3	

\*100-hour internship required for those with no experience. This requirement is waivable for those with chaplaincy experience as approved by the Chief Academic Officer.

\*Completion of 4 courses plus internship would provide the candidate with the Chaplaincy Certificate from Kingdom College.

### ADVANCED CHAPLAINCY CERTIFICATION PROGRAM

1) Requires Completion of the 4 course Basic Chaplain Certification Program and Internship, unless approval for waiver is granted.

2) Completion of the 4 course Lay Counseling Program (See Lay Counseling Certificate Program)

\*Those completing both of these components would earn the Advanced Chaplaincy Certificate from Kingdom College.

### BACHELOR OF ARTS IN BIBLICAL STUDIES

#### Purpose

This degree program is designed to prepare students to effectively study the Scriptures in pursuit of both academic excellence and spiritual growth. The program is grounded in the authority of scripture and will introduce students to the 66 books of the Old and New Testaments. Students in this degree program will also be introduced to church history, systematic theology, comparative religions, ethics, apologetics, evangelism and missions. Requires 120 credit hours.



Student Learning Outcomes/Objectives

Upon completion of this degree, the student will be able to:

- Effectively study the Bible using the skills of observation, interpretation and application
- Utilize historical geography and relevant ancient cultural contexts in the interpretation of the Old and New Testaments
- Summarize the story of the Old and New Testaments
- Explain the major branches of theology
- Explain the history of the Christian Church from Acts to recent time
- Assess theological issues and contemporary theological developments in light of an orthodox, protestant, evangelical theology

*\*To fulfill degree requirements, the student must select 3 additional electives from any course offering, and these electives must be approved by the student's academic advisor.*

*Enrollment Limit - 30*

Program Matrix – 60 hours

Course #	Course Title	Credit Hours	Prerequisites
BOT 102	Pentateuch	3	BOT 101
BOT 103	Deuteronomistic History and the Early Prophets	3	BOT 101
BOT 104	Prophetic, Apocalyptic and Wisdom Literature	3	BOT 101
BNT 105	Gospels & Acts	3	BNT 101
BNT 106	Epistles & Later New Testament	3	BNT 101
BHI 101	History of the Christian Church I	3	
BHI 102	History of the Christian Church II	3	BHI 101

BHI 201	Comparative Religions	3	
BST 301	Systematic Theology I	3	
BST 302	Systematic Theology II	3	BST 301
BPH 201	Christian Worldview & Ethics	3	
BMS 201	Evangelism & Missions	3	
BSF 101	Spiritual Formation	3	
BSF 401	Internship	2	BSF 402
BSF 402	Senior Seminar	1	BSF 401
	Major Hours	42	
Select 3:			
BLG 300	Introduction to Hebrew	3	
BLG 310	Introduction to Greek	3	
BHI 301	Intertestamental Period	3	BOT 101
BHI 202	Church in America	3	Recommended BHI 101 & BHI 102
BSF 201	Personality & the Spiritual Life	3	PSY 200
BHI 302	Eschatology	3	BST 302
BHI 303	Background to the Life and Times of Jesus	3	
BST 401	The Theology of Jesus	3	BST 302
BST 402	The Theology of Paul	3	BST 302

Select 3 electives (see note above):			
	Advisor Approved Elective	3	
	Advisor Approved Elective	3	
	Advisor Approved Elective	3	
	General Education Hours	60	
	Elective Hours Total	9	
	Major Hours	51	
	Total Program Hours	120	

## MASTER OF ARTS IN BIBLICAL STUDIES

### Purpose

This degree program is designed to prepare students to effectively study the Scriptures in a more in depth and intensive manner in pursuit of both academic excellence and spiritual growth.

Students in this degree program will be introduced to biblical studies, church history, theology, biblical languages and apologetics. Requires 45 credit hours.

### Student Learning Outcomes/Objectives

Upon completion of this degree, the student will be able to:

- Effectively study the Bible using the skills of observation, interpretation, application, and research
- Demonstrate the ability to properly interpret and apply biblical texts using sound hermeneutical principles and exegetical methods
- Utilize historical geography and relevant ancient cultural contexts in the interpretation of the Old and New Testaments

- Using theology as the basis, research concepts and communicating concepts will be introduced, to include contemporary theological developments and assessment of theological issues
- Explain the history of the Christian Church from Acts to recent time
- Introduction to theological research to include contemporary theological developments and assessment of theological issues

Enrollment Limit - 30

Program Matrix – 45 hours

Course #	Course Title	Credit Hours	Prerequisites
BST 700	Christian Worldview	3	
BST 701	Ethics	3	
BPT 603	Introduction to Biblical Counseling	3	
BPT 600	Theological Research & Comm.	3	
BOT 601	Old Testament Theology I	3	
BOT 602	Old Testament Theology II	3	
BLG 600	Introduction to Biblical Languages	3	
BNT 601	New Testament Theology I	3	
BNT 602	New Testament Theology II	3	
BSH 700	Advanced Bible Study Methods and Hermeneutics	3	
BHI 601	Hist. of Christian Church I	3	
BHI 602	Hist. of Christian Church II	3	
BPT 701	Apologetics	3	
	Major Hours	39	

Select any combination to total 6 hours from the following and/ Or Advisor Approved Elective(s):			
BST 601	Systematic Theology I		
BST 602	Systematic Theology II	3	BST 601
BST 603	Ecclesiology	3	BST 602
BPT 604	Introduction to Missions	3	
BPT 609	History of Modern Missions	3	
BOT 611	Old Testament Messianism	3	
BNT 611	Difficult Passages in the New Testament	3	
BPT 606	Spiritual Formation	3	
BHI 701	Old Testament Archaeology	3	
BHI 702	New Testament Archaeology	3	
BHI 703	Qumran & The Dead Sea Scrolls	3	
	Elective Hours	6	
	Total Program Hours	45	

## MASTER OF DIVINITY

### Purpose

This degree program provides more intense study of the biblical languages, systematic theology, and church history. Courses of study will also focus on contemporary issues related to world missions, evangelism, apologetics, and counseling. Practicums are offered to give the student

hands on experiences in their chosen area of study. Preaching courses are offered to those desiring to pursue pulpit ministry. Requires 90 credit hours.

**Student Learning Outcomes/Objectives**

Upon completion of this degree, the student will be able to:

- Demonstrate the ability to properly interpret and apply biblical texts using sound hermeneutical principles and exegetical methods.
- Integrate learning from theological and other disciplines with the practice of ministry.
- Demonstrate an understanding of theology and ministry that engages people and families across generations.
- Utilize practical ministry skills in leadership, preaching, worship, teaching, caregiving, and administration.

Enrollment Limit - 30

**Program Matrix – 90 hours**

Course #	Course Title	Credit Hours	Prerequisites
BOT 601	Old Testament Theology I	3	
BOT 602	Old Testament Theology II	3	
BLG 601	Beginning Hebrew	3	
BLG 602	Intermediate Hebrew	3	BLG 601
BNT 601	New Testament Theology I	3	
BNT 602	New Testament Theology II	3	
BLG 610	Beginning Greek I	3	
BLG 612	Beginning Greek II	3	BLG 610
BLG 613	Intermediate Greek	3	BLG 612

BHI 601	History of the Christian Church I	3	
BHI 602	History of the Christian Church II	3	
BPH 600	Philosophy of Religion	3	
BST 601	Systematic Theology I	3	
BST 602	Systematic Theology II	3	BST 601
BST 603	Ecclesiology	3	BST 602
BST 701	Ethics	3	
BST 702	Gospel and Culture	3	
BPT 600	Theological Research and Communication	3	
BPT 601	Biblical Preaching I	3	BST 600
BPT 602	Biblical Preaching II	3	BPT 601
BPT 604	Introduction to Missions	3	
BPT 605	Contemporary Evangelism	3	
BPT 701	Apologetics	3	
BPT 741	Christian Ministries Practicum	2	
BPT 742	Evangelism & Missions Practicum	1	
	Major Hours	75	
Select 5 Electives:			
BOT 600	Pentateuch	3	
BPT 603	Introduction to Biblical Counseling	3	

BPT 606	Spiritual Formation	3	
BOT 611	Old Testament Messianism	3	
BNT 611	Difficult Passages in the New Testament	3	BNT 602
BHI 701	Old Testament Archaeology	3	
BHI 702	New Testament Archaeology	3	
BHI 703	Qumran and the Dead Sea Scrolls	3	
BST 700	Christian Worldview	3	
BPT 607	Introduction to Church Music	3	
BPT 608	Traditional Religions, World Religions, and Cults	3	
BPT 609	History of Modern Missions	3	
BPT 610	Church Planting and Growth	3	
BPT 611	Church Leadership and Administration	3	
	Elective Hours	15	
	Total Program Hours	90	



## SCHOOL OF COUNSELING

### CERTIFICATION PROGRAM FOR CRISIS AND DISASTER WORKERS

This program leads to certification only and is not a degree. (Completion of the following four Crisis and Disaster Workers classes – 12 semester hours.) However, you will obtain college credit with the successful completion of these courses. That credit could later or simultaneously be used toward an Associate's or Bachelor's level degree.

#### Purpose

This program trains individuals to assist during times of crisis and disaster. Using a Christian world view, individuals will be trained in understanding what crisis, trauma and disaster are and the impact they can have on families and the community as a whole. Skills in psychological first aid and crisis and trauma work will be foundational for this training.

#### Student Learning Outcomes/Objectives

Upon completion of this certificate, the student will be able to:

- Students will identify the characteristics, similarities, and differences amongst crisis work, trauma work, and disaster work and demonstrate this knowledge with a minimum score of 80% on final averages of their assignments, i.e. presentations, research, tests.
- Students will identify the characteristics, similarities, and differences amongst crisis work, trauma work, and disaster work and demonstrate this knowledge with a minimum score of 80% on final averages of their assignments, i.e. presentations, research, tests.
- Students will be able to assist in local communities as a crisis or disaster occurs and especially in the aftermath of the crisis or disaster and be able to demonstrate this ability with a minimum passing score of 80% of all averages taken from skills testing, research presentations, and clinical internship scores.

Enrollment Limit - 30

Program Matrix – 12 hours

CDW 101	Defining Crisis, Trauma and Disaster	3	
CDW 102	Skills and Techniques Utilized in Crisis, Trauma and Disaster	3	
CDW 103	Family Violence, Suicidal Events and Crisis Interventions	3	
CDW 104	Aftercare Empowerment	3	

### BEREAVEMENT AND GRIEF COUNSELING CERTIFICATION PROGRAM

This program leads to certification only and is not a degree. (Completion of the following four Bereavement and Grief Counseling classes – 12 semester hours.) However, you will obtain college credit with the successful completion of these courses. That credit could later or simultaneously be used toward an Associate's or Bachelor's level degree.

#### Purpose

The Bereavement and Grief Counseling Certification Program is designed to prepare students to work with those who have experienced grief and loss. This program will introduce students to the history and concepts of bereavement and grief while preparing them to work with a variety of people in both individual and group settings. In addition, this program will provide students with community resources to assist in healthy healing for the bereaved. While in the program, students will learn important relationship and communication skills to come alongside those who are experiencing loss. An important part of this program will be a supervised clinical experience in which the students will practice helping skills and grow in professional development. This is a four-semester program as outlined below and is designed to equip and empower men and women to go out into the community to help in the areas of grief and bereavement from a Christian worldview perspective. This program trains students to be able to assist people through their journey of loss utilizing the skills and training in addition to the compassion and empathy they have for those that are grieving.

#### Student Learning Outcomes/Objectives

Upon completion of this certificate, the student will be able to:

- To equip students with the skills necessary to address the issues of grief and educate the students in the steps to assist a grieving person in the journey of bereavement.
- To educate students in the helping relationship of assisting grieving people.
- To instruct students in the resources needed for grieving people.
- To introduce students to the psychoeducational component of grief and bereavement.
- To educate students in the development and facilitation of grief groups within the community. To allow students to hone their skills through a clinical internship under the supervision of a Licensed Professional Counselor.

Enrollment Limit - 30

Program Matrix – 12 hours

BGC 101	Introduction to Grief & Bereavement	3	
BGC 102	The Helping Relationship: Skills & Professional Development	3	
BGC 103	Psychoeducation & Resource Development	3	
BGC 104	Clinical Practice, Clinical Skills, and Supervision	3	

**LAY COUNSELING CERTIFICATE PROGRAM**

This program leads to certification only and is not a degree. (Completion of the following four Lay Counseling classes – 12 semester hours.) However, you will obtain college credit with the successful completion of these courses. That credit could later or simultaneously be used toward an Associate’s or Bachelor’s level degree.

**Purpose**

This certificate program provides an understanding of the human mind and behaviors. The program will help provide students with an understanding, from a Christian perspective, of key concepts of counseling that can be used as a foundation for further study and pursuit of a career in human services requiring knowledge of behavior. The certificate will also help to provide an ability to prepare for personal, social, and organizational issues of today. Requires 12 credit hours.

**Student Learning Outcomes/Objectives**

Upon completion of this certificate, the student will be able to:

- Introduce basic listening skills to those desiring to work with people and facilitate the helping process, as well as review traditional and contemporary treatment models
- Facilitate for appropriate referrals to professional counselors through appropriate assessment skills
- Develop attending skills, questioning skills, and development of appropriate plans to facilitate forward progress in life skills
- Have exposure to the ethics and legalities of lay counseling in the community setting
- Analyze the processes involved with developing a lay counseling practice in a community setting

Enrollment Limit - 30

**Program Matrix – 12 hours**

LCS 101	Lay Counseling I	3	
LCS 102	Lay Counseling II	3	
LCS 103	Lay Counseling III	3	
LCS 104	Lay Counseling IV	3	

## MASTER OF SCIENCE IN CHRISTIAN CLINICAL MENTAL HEALTH COUNSELING

### Purpose

The Master of Science in Christian Clinical Mental Health Counseling provides an historic overview of the development of mental health counseling with an emphasis on the development of Christian Counseling and its impact on culture and society. This program is following the requirements for Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accreditation. An in-depth review of the ethics and legalities of counseling is provided for students. Current issues in the field of mental health are also surveyed as well as the impact they have on the professional counselor. This degree program assists students develop and enhance their skills through a practicum experience and 600 hours minimum of internships at approved sites. Students will be trained in the values of being a professional as well as a lifelong learner to enhance and maintain current knowledge of the field. Further, this degree enables students to sit for the NCE Exam for licensure and to apply for state licensure. A student pursuing this degree will be able to work locally and globally as a professional Christian counselor to address the comprehensive range of mental health needs of communities to include responding to trauma and crisis. This degree trains students to develop and organize Christian counseling services in a variety of settings either on the local level or on the global level.

Requires 60 credit hours.

### Student Learning Outcomes/Objectives

Upon completion of this degree, the student will be able to:

- Demonstrate knowledge of the various counseling theories and their impact on the mental health field including the constructs of crisis intervention and trauma care.
- Identify how Christian counselors can develop and grow a Christian counseling ministry in the church and in other outside settings.
- Apply the skills of a Christian counselor to conduct community awareness programs and mental health programs for prevention.
- Demonstrate appropriate responses to crisis and trauma in the community.

- Demonstrates knowledge of both the ACA Code of Ethics and The American Association of Christian Counselors.
- Apply for state licensure as a professional mental health counselor.
- Work in a variety of agencies and ministries as a professional Christian counselor locally and globally.
- Demonstrate appropriate counseling skills that have been enhanced by experience gained through their practicum and internship sites.

Enrollment Limit - 30

Program Matrix—60 hours

Course #	Course Title	Credit Hours	Prerequisites
COU 502	Professional Ethics & Legal Issues	3	
COU 503	Social & Cultural Issues in Counseling	3	
COU 504	Human Growth & Development	3	
COU 505	Career Counseling	3	
COU 506	Helping/Listening/Facilitation Skills	3	
COU 510	Human Sexuality/Sex Therapy	3	
COU 600	Group Counseling	3	COU 502, COU 506, or Departmental Chair permission.
COU 601	Assessment & Testing	3	
COU 602	Research	3	MTH 112 or equivalent testing score, or Departmental Chair permission.
COU 603	Soul Care	3	

COU 604	Theories of Counseling	3	
COU 605	Crisis & Trauma Counseling & Theodicy	3	COU 502, COU 506, or Departmental Chair permission.
COU 606	Diagnosis & Treatment Planning	3	COU 601, or Departmental Chair permission.
COU 607	Integration of Counseling & Christianity	3	
COU 608	Orientation to the Professional Christian Counselor Identity	3	
COU 609	Marriage and Family Counseling	3	
COU 611	Practicum	3	COU 502, COU 504, COU 506, COU 600, COU 601, COU 604, COU 606, COU 607, COU 608, or Departmental Chair permission.
COU 612	Internship 1	3	COU 611
COU 613	Internship 2	3	COU 612, or Department Chair permission.
	Total Required Hours	57	
Select 1 Elective:			
COU 500	Counseling Using Expressive Arts	3	
COU 501	Intro to Art Therapy	3	
COU 507	The Missionary Family- Adult	3	
COU 508	The Missionary Family- Child	3	

COU 509	Substance Abuse	3	
COU 511	Contemporary Issues in Counseling	3	
COU 610	Family Systems	3	COU 502, COU 506, COU 604, or Department Chair permission.
COU 614	Cognitive Behavioral Therapy	3	COU 502, COU 506, COU 604
COU 615	Childhood Disorders and Therapies	3	COU 502, COU 506, COU 604
COU 616	Brief Approaches to Counseling	3	COU 502, COU 506, COU 604
	Total Elective Hours	3	
	Total Program Hours	60	



## SCHOOL OF PSYCHOLOGY

## ASSOCIATE OF SCIENCE IN PSYCHOLOGY

## Purpose

This degree program provides an understanding of the human mind and behaviors. This degree will help provide students with an understanding, from a Christian perspective, of key concepts of psychology that can be used as a foundation for further study and pursuit of a career in human services requiring knowledge of behavior. This degree also helps to provide an ability to prepare for personal, social, and organizational issues of today. Students who obtain an advanced degree have a growing range of new opportunities for employment. Requires 66 credit hours.

## Student Learning Outcomes/Objectives

Upon completion of this degree, the student will be able to:

- Develop a fundamental knowledge of the overview of the history of psychology and its basic tenets.
- Understand the potential careers utilizing the concepts and basic knowledge psychology.
- Identify the historical figures of psychology and their impact on the field of psychology.
- Identify the Biblical beginning and meaning of psychology.

*\*PSY 200 General Psychology is a prerequisite for all other Psychology courses. It is not part of the program matrix. Therefore, it is recommended that it be taken to fulfill general education requirements (see page 30).*

*Enrollment Limit - 30*

## Program Matrix – 72 hours

Course #	Course Title	Credit Hours	Prerequisites
PSY 201	History of Psychology/Systems	3	PSY 200
PSY 202	Developmental Psychology - Life Span	3	PSY 200

PSY 204	Multicultural Psychology	3	PSY 200
PSY 206	Psychology and the Christian Faith	3	PSY 200
	General Education Hours	60	
	Focus Hours	12	
	Total Program Hours	72	

## BACHELOR OF SCIENCE IN PSYCHOLOGY

### Purpose

This degree program provides an understanding of the human mind and behaviors. This degree will help provide students with an understanding, from a Christian perspective, of key concepts of psychology that can be used as a foundation for further study and pursuit of a career in human services requiring knowledge of behavior. This degree also helps to provide an ability to prepare for personal, social and organizational issues of today. Students who obtain an advanced degree have a growing range of new opportunities for employment. Requires 120 credit hours.

### Student Learning Outcomes/Objectives

Upon completion of this degree, the student will be able to:

- Work in various capacities such as mental health technician, intake person, or helping services facilitator in a variety of areas such as business and industry, hospitals, mental health organization, educational field, and ministries.
- Identify the theories and authors of those theories in the history of psychology and the impact of those theories in today's field of psychology.
- Demonstrate the ability to work with psychological concepts as a helper, facilitator of helping services while performing these services at an internship site within the community.
- Demonstrate a working knowledge of the history, the fundamental tenets, and basic psychological theories and their implications for the response to the mental health needs of people locally and globally.

- Develop a basic foundation of mental health services to include crisis intervention and prevention within the community either locally or globally.

*\*PSY 200 General Psychology is a prerequisite for all other Psychology courses. It is not part of the program matrix. Therefore, it is recommended that it be taken to fulfill general education requirements (see page 30). To fulfill degree requirements, the student must select 3 additional electives from any course offering, and these electives must be approved by the student's academic advisor.*

*Enrollment Limit - 30*

Program Matrix—120 hours

Course #	Course Title	Credit Hours	Prerequisites
PSY 201	History of Psychology/Systems	3	PSY 200
PSY 202	Developmental Psychology - Life Span	3	PSY 200
PSY 204	Multicultural Psychology	3	PSY 200
PSY 206	Psychology and the Christian Faith	3	PSY 200
PSY 300	Crisis, Trauma, and PTSD	3	PSY 200
PSY 303	Psychological Measurements/Assessments	3	PSY 200, MTH 110 or MTH 112
PSY 304	Theories of Personality	3	PSY 200
PSY 305	Cognitive Psychology	3	PSY 200
PSY 307	Psychological Statistics	3	PSY 200, MTH 110 or MTH 112
PSY 308	Research Methods	3	PSY 303, 307
PSY 309	Marriage & Family	3	PSY 200

PSY 312	Abnormal Psychology	3	PSY 200
Select 1 Focus Area:		Credit Hours <i>(12 Required)</i>	Prerequisites
Counseling Psychology			
PSY 208	Health Psychology	3	PSY 200
PSY 302	Psychology of Addictions	3	PSY 200
PSY 310	Theories & Techniques of Counseling	3	PSY 200
PSY 311	Educational Psychology	3	PSY 200
Social Psychology			
PSY 203	Social Psychology	3	PSY 200
PSY 205	Social Issues	3	PSY 200
PSY 210	Psychology of Poverty/Social Class	3	PSY 200
PSY 400	Intercultural Communications	3	PSY 200 PSY 204
Marriage and Family Studies			
PSY 208	Health Psychology	3	PSY 200
PSY 310	Theories & Techniques of Counseling	3	PSY 200
PSY 207	Human Sexuality	3	PSY 200
PSY 401	Interpersonal Communications	3	PSY 200
Organizational Psychology			

PSY 209	Business Psychology/Industrial Organization	3	PSY 200
PSY 402	Organizational Communication	3	PSY 200, PSY 209
PSY 403	Human Resource Management	3	PSY 200, PSY 209
PSY 404	Strategic Planning/ Management	3	PSY 200, PSY 209
Select 1:			
PSY 301	Experimental Psychology	3	PSY 200
PSY 306	Neuropsychology	3	PSY 200, BIO 103 or CHM 103
	Major Hours	51	
Select 3 Electives (see note above):			
	Approved Elective	3	
	Approved Elective	3	
	Approved Elective	3	
	Total Elective Hours	9	
	General Education Hours	60	
	Total Program Hours	120	

## MASTER OF SCIENCE IN CLINICAL PSYCHOLOGY

### Purpose

The Department of Clinical Psychology is establishing itself as a training ground for researchers and clinicians, particularly known for innovation in pedagogy and clinical practice. Students within the MS Program are given an unprecedented opportunity to experience the demands of a graduate-level education in Clinical Psychology while also exploring the multiple avenues available in the ever-growing mental health field beyond. Our mission is to provide students with a platform to clarify their interests and then direct themselves toward their next professional goals. The field of psychology is vast. The MS Program exposes students to diverse perspectives and populations, and supports them with intensive academic advisement, so that they may discover the best fit for their unique abilities. Graduates of the MS Program leave prepared to confidently pursue higher education or gainful employment.

### Student Learning Outcomes/Objectives

Upon completion of this degree, the student will be able to:

- Including a combination of didactic instruction and experiential learning, students develop the critical thinking skills needed to interpret scientific knowledge
- Review traditional and contemporary treatment models
- Engage in innovative research, and contribute to fieldwork sites throughout the U.S.
- Students will be intimately familiar with the depth and breadth of the Clinical Psychology orientation as a result of their tailored educational experience.

Enrollment Limit - 30

### Program Matrix – 48 hours

PSY 501	Psychopathology	3	
PSY 502	Introduction to Clinical Practice: Basic Skills	3	

PSY 503	Psychological Measurements/Assessments	3	
PSY 504	Multiculturally Responsive Attitudes and Knowledge	3	
PSY 505	Christian Spiritual Formation and Psychotherapy	3	
PSY 506	Moral Identity Formation and Psychotherapy	3	
PSY 507	Assessment: Integrated Report Writing	3	PSY 503
PSY 508	Introduction to Clinical Skills: Advanced Skills	3	PSY 502
PSY 509	Interdisciplinary Integration and Psychotherapy	3	
PSY 510	Clinical Practicum I: Professional Practice and an Introduction to Case Conceptualization	2	
PSY 610	Clinical Practicum II: Professional Practice and Case Conceptualization		
PSY 511	Legal and Ethical Competence for Psychologists	3	
PSY 512	Psychological Theories: Psychoanalytic/Psychodynamic	2	
PSY 513	Psychological Theories: Cognitive and Behavioral	3	
PSY 514	Psychological Theories: Group	2	

PSY 515	Advanced Developmental Psychology I	3	
PSY 615	Advanced Developmental Psychology II	3	
	Major Hours	48	
	Total Program Hours	48	

## COURSE DESCRIPTIONS

### KINGDOM COLLEGE (KIN)

#### KIN 100. ORIENTATION/TRANSITION TO COLLEGE AND CAREER (1 hour)

The primary purpose of this course is to promote student readiness for college and careers through a focus on career pathways. This will enable students to acquire the necessary knowledge and skills to effectively manage the college environment and to maximize their potential for success in college, in their Christian life, and in their careers. \*This requirement may be waived for transfer students who have already taken an orientation course at the discretion of the Registrar.

Note: All undergraduate degree programs will require the Kingdom College Orientation Class.

### ART (ART)

#### ART 101. ART APPRECIATION (3 hours)

Exposure to elements, principles of art and periods of art. Experiencing studio components, exercises and gallery experiences are required. Christian art works are emphasized.

### BEREAVEMENT AND GREIF COUNSELING (BGC)

#### BGC 101. INTRODUCTION TO GRIEF & BEREAVEMENT (3 hours)

This course introduces students to the basic concepts of grief and bereavement. Students will learn the four tasks of mourning and be able to examine the immediate and long-term effects of bereavement and grief of individuals, families, and communities. Further, a component of study of the needs of those experiencing the loss of a child, infant, adolescent, adult child, suicide, homicide and mass death events whether natural or man-made events.



**BGC 102. THE HELPING RELATIONSHIP: SKILLS & PROFESSIONAL DEVELOPMENT (3 hours)**

Prerequisite: BGC 101

Students will be taught the basic steps of the helping relationship in the perspective of loss, grief, and the bereavement process. Education covering the practice of effective psychosocial communication and helping skills to build therapeutic trust will be covered in this course. Exploration of PTSD, traumatic grief and bereavement will be covered in this course as well as loss as part of a life cycle which could include the topics related to job loss, loss of a body part, loss of a pet, or loss of relationship, i.e. divorce or relocation. Further, grief and bereavement concepts as part of a comorbidly occurring situation will be taught.

**BGC 103. PSYCHOEDUCATION & RESOURCE DEVELOPMENT (3 hours)**

Prerequisite: BGC 102

Students will explore bereavement in the context of crisis and trauma, both individually and as experienced by people groups, i.e. mass shootings. Education will be provided that educates via the theology of human suffering as well as education regarding grief as a natural response to human suffering and death. Students will be educated in seeking out and developing resources that can be utilized in the local area as well as state, national, and global resources that are used in events of grief and bereavement. Students will be instructed in the development and purposes of grief groups within the community.

**BGC 104. CLINICAL PRACTICE, CLINICAL SKILLS, AND SUPERVISION (3 hours)**

Prerequisite: BGC 103

This final course is set in a clinical setting within the local community. Students will engage with individuals experiencing grief under the supervision of a Masters Level Clinical Mental Health Counselor. Further, the student will be required to attend a grief group as well as develop and facilitate a grief group during this semester's work. Students will also be required to attend supervision meetings once a week with the supervisor and present case studies to the professor.

**BIBLICAL STUDIES—HISTORY (BHI)****BHI 101. HISTORY OF THE CHRISTIAN CHURCH I (3 hours)**

A survey of the development of the Christian Church from its inception at Pentecost through the fifteenth century. People, movements, and theological conflicts that led up to the age of the Protestant Reformation are emphasized.

**BHI 102. HISTORY OF THE CHRISTIAN CHURCH II (3 hours)**

Prerequisite: BHI 101

A survey of the history of the Christian church from the Protestant Reformation to the present. People, movements, the impact of Christianity on the Western world, and the worldwide expansion of the church are emphasized.

**BHI 201. COMPARATIVE RELIGIONS (3 hours)**

This course critically analyzes the history, teachings, and practices of contemporary religious systems of the world. Six of the major world religious systems: Animism, Buddhism, Christianity, Hinduism, Islam, and Judaism are the focus. Attention is given to the development

of effective missionary strategies for reaching the followers of such religious systems with the message of the Gospel.

**BHI 202. CHURCH IN AMERICA (3 hours)**

\*BHI 101 AND BHI 102 are recommended prerequisites.

A survey of the Christian groups and movements appearing in North America from the colonial period to the present. This course includes individuals, ideas, institutions, and issues relative to the historical and theological development of Christianity in the United States. Puritanism, Evangelicalism, Fundamentalism, and the influence of Christianity on American law, culture and government are the focus.

**BHI 301. INTERTESTAMENTAL PERIOD (3 hours)**

Prerequisite: BOT 102

This course is an introduction to the history, civilizations, and literature of the intertestamental period.

**BHI 302. ESCHATOLOGY (3 hours)**

Prerequisites: BST 301

A study of the various schools of thought regarding end-time events, major themes and issues in eschatology, and the order of predicted events.

**BHI 303. BACKGROUND TO THE LIFE AND TIMES OF JESUS (3 hours)**

A study of the geography, history, and archaeology of the biblical world intended to provide a cultural and chronological framework of the life and times of Jesus Christ. Emphasis is placed on the background data that is crucial for proper understanding of the Gospels.

**BHI 601. HISTORY OF THE CHRISTIAN CHURCH I (3 hours)**

A survey of the development of the Christian Church from its inception at Pentecost through the fifteenth century. People, movements, and theological conflicts that led up to the age of the Protestant Reformation are emphasized. This course is a prerequisite for BHI 602.

**BHI 602. HISTORY OF THE CHRISTIAN CHURCH II (3 hours)**

A survey of the history of the Christian church from the Protestant Reformation to the present. People, movements, the impact of Christianity on the Western world, and the worldwide expansion of the church are emphasized. A study of the theology of the major cults of Mormonism, Christian Science, Jehovah's Witnesses and others from the perspective of evangelical Christianity.

**BHI 701. OLD TESTAMENT ARCHAEOLOGY (3 hours)**

A survey of the historical, cultural, and archaeological evidence of the rise and development of the major cultures of the Ancient Near East, particularly Ancient Egypt and Mesopotamia, from creation to the Persian period. The impact of these cultures on the pre-history and history of Israel is emphasized.

**BHI 702. NEW TESTAMENT ARCHAEOLOGY (3 hours)**

A survey of the historical, cultural, and archaeological evidence of the rise and development of the major cultures of the New Testament world from the Hellenistic period to the Byzantines.

**BHI 703. QUMRAN AND THE DEAD SEA SCROLLS (3 hours)**

A study of the archaeological excavations at Qumran and other sites in the Dead Sea region and the recovery of biblical and extra-biblical manuscripts and documents. The course includes a survey of the religious practices and communal life of the Qumran community and the environment that produced it.

**BIBLICAL STUDIES—LANGUAGES (BLG)**

**BLG 300. INTRODUCTION TO HEBREW (3 hours)**

An introduction to the writing, grammar, and vocabulary of Biblical Hebrew.

**BLG 310. INTRODUCTION TO GREEK (3 hours)**

An introduction to the writing, grammar, and vocabulary of Biblical Greek.

**BLG 600. INTRODUCTION TO BIBLICAL LANGUAGES (3 hours)**

This course collectively introduces the languages of Hebrew, Greek, and Aramaic.

**BLG 601. BEGINNING HEBREW (3 hours)**

An introduction to the fundamentals of biblical Hebrew. Major emphasis is on the assimilation of basic grammatical forms and vocabulary. This class is a prerequisite for BLG 602.

**BLG 602. INTERMEDIATE HEBREW (3 hours)**

Prerequisites: BLG 601

A continuation of BLG 601. Students will translate selected texts from the Hebrew Old Testament and be introduced to exegetical methodology.

**BLG 610. BEGINNING GREEK I (3 hours)**

An introduction to the vocabulary and grammar and of the Greek New Testament. This class is a prerequisite for BLG 612.

**BLG 612. BEGINNING GREEK II (3 hours)**

Prerequisites: BLG 610

A study of beginning Greek syntax and exegesis of selected passages in the Greek New Testament. Attention is given to areas of the Greek New Testament that are invisible to the English reader. This class is a prerequisite for BLG 613.

**BLG 613. INTERMEDIATE GREEK (3 hours)**

Prerequisites: BLG 612

A study of intermediate Greek syntax building upon the basic grammar learned in the Beginning Greek. Selected New Testament texts are examined lexically, syntactically, historically, and contextually, with application of resultant exegetical principles to the pulpit ministry.

## BIBLICAL STUDIES—HERMENEUTICS (BSH)

### BSH 100. BIBLE STUDY METHODS AND HERMENEUTICS (3 hours)

An introduction to inductive Bible study, involving the steps of observation, interpretation (hermeneutics), application, and correlation.

### BSH 700. ADVANCED BIBLE STUDY METHODS AND HERMENEUTICS (3 hours)

A graduate level introduction to inductive Bible study, involving the steps of observation, interpretation (hermeneutics), application, and correlation.

## BIBLICAL STUDIES—MISSIONS (BMS)

### BMS 101. FOUNDATIONS OF MISSIONS (3 hours)

A survey of the theology, history, culture, politics, and methods of the Christian mission, with special emphasis on recent developments, crucial issues, and future trends, ending with a careful study of missions in the local church.

### BMS 111. CULTURE AND WORLDVIEW BASICS (3 hours)

Review of the importance of understanding the culture and worldview of the people to whom you are ministering. Bonding to the culture in which students are trying to minister and following the embodiment of Jesus (becoming one of us in order to reach us) are emphasized. Focus on the importance of learning language and some of the differences between warm and cold climate cultures.

### BMS 121. EVANGELISM (3 hours)

Review of questions such as: What is the gospel (good news) that we are preaching to the nations? Should we focus more on relationship evangelism through friendships or preaching the gospel to strangers every time we have a chance? Is fear, judgment, and hell an okay motivation to come to Christ or should we focus more on how great God's love and mercy is and the promises that are in store for those that come to him? What is the purpose of the law in bringing people to Christ? What are the minimum requirements of salvation? Did Jesus and Paul preach two different messages?

### BMS 131. STORYTELLING (3 hours)

Sharing the gospel with people of oral or non-literate cultures. Review of the power of storytelling and how chronological storying has been an effective tool in many mission contexts. Study of audio and video resources that are being used overseas to disciple the nations.

### BMS 201. EVANGELISM AND MISSIONS (3 hours)

A study of the biblical methods of evangelizing individuals and groups, equipping students to evangelize, use church and parachurch resources in evangelism, discipling new converts, the use of apologetics, and current issues in evangelism.

## BIBLICAL STUDIES—NEW TESTAMENT (BNT)

### BNT 101. INTRODUCTION TO NEW TESTAMENT (3 hours)

A comprehensive overview of the New Testament.

**BNT 105. GOSPELS AND ACTS (3 hours)**

Prerequisites: BNT 101

An examination of Matthew, Mark, Luke, John and Acts with emphasis on their theology and application. Emphasis is on application of the material to present ministry.

**BNT 106. EPISTLES AND LATER NEW TESTAMENT (3 hours)**

Prerequisites: BNT 101

A survey of the Epistles and later New Testament with emphasis on the theme, the historical settings, the recipients, and the arguments of each book. Emphasis is on application of the material to present ministry.

**BNT 601. NEW TESTAMENT THEOLOGY I (3 hours)**

A study of the intertestamental period, the first-century environment, and surveys of the four Gospels and Acts. Includes the unique features, contributions, and content of each Gospel as well as an assessment of the critical methodologies in Gospel studies.

**BNT 602. NEW TESTAMENT THEOLOGY II (3 hours)**

A study of the epistles of the New Testament and the Apocalypse of John. Includes both matters of introduction and content.

**BNT 611. DIFFICULT PASSAGES IN THE NEW TESTAMENT (3 hours)**

Prerequisites: BNT 602

Designed to investigate selected passages of the New Testament that have been historically problematic or controversial. Special focus is on passages that are often encountered in the pastorate. Included in the course are hermeneutical consideration offered as an aid in understanding such texts.

**BIBLICAL STUDIES—OLD TESTAMENT (BOT)**

**BOT 101. INTRODUCTION TO OLD TESTAMENT (3 hours)**

A comprehensive overview of the entire Old Testament.

**BOT 102. PENTATEUCH (3 hours)**

Prerequisites: BOT 101

This course introduces the student to the first five books of the Bible; Genesis through Deuteronomy.

**BOT 103. DEUTERONOMISTIC HISTORY AND EARLY PROPHETS (3 hours)**

Prerequisites: BOT 101

An overview of the books of the Bible including Deuteronomy, Joshua, Judges, Samuel, and Kings. Application of the material to present ministry is emphasized.

**BOT 104. PROPHETIC, APOCALYPTIC AND WISDOM LITERATURE (3 hours)**

Prerequisites: BOT 101

An overview of the books of the Bible: Isaiah, Jeremiah, Ezekiel, and Daniel, as well as the minor prophets: Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi. Application of the material to present ministry is emphasized.

**BOT 600. PENTATEUCH (3 hours)**

This course introduces the student to the first five books of the Bible; Genesis through Deuteronomy.  
(3 hours)

**BOT 601. OLD TESTAMENT THEOLOGY I (3 hours)**

A Study of general issues pertaining to the Old Testament and the Pentateuchal and Historical books. Matters such as authorship, date, historical background, and critical theories will be discussed for the biblical books Genesis through Esther and their contents will be surveyed.

**BOT 602. OLD TESTAMENT THEOLOGY II (3 hours)**

A study of the Old Testament Poetical and Prophetic books, Job through Malachi. Characteristics of the poetic genre and wisdom literature will be presented, as well as a general introduction to Hebrew prophecy. Matters such as authorship, date, and historical background will be discussed for the biblical books, and their contents will be surveyed. Key theological themes of the prophets are emphasized: Holiness, salvation, Messiah, and eschatology.

**BOT 611. OLD TESTAMENT MESSIANISM (3 hours)**

An introduction to the important subject of Old Testament Messianism. Contemporary approaches and issues surrounding the Old Testament Messianic promise will be examined. The student will be introduced to the extensive body of literature relating to the topic, and Messianic passages in the Old Testament will be surveyed.

**BIBLICAL STUDIES—PHILOSOPHY (BPH)**

**BPH 201. CHRISTIAN WORLDVIEW AND ETHICS (3 hours)**

An examination of the essentials of a Christian worldview, giving special attention to biblical ethics, with application to current issues.

**BPH 221. APOLOGETICS (3 hours)**

Students are introduced to methodologies in defense of the faith and attention to the central issues in apologetics. Classic issues in apologetics are addressed: The existence of God, the problem of pain, the authority of the Bible, the uniqueness of Christ for salvation, creation-evolution and relations with other religions. Students are also introduced to the impact of postmodernism in our culture.

**BPH 600. PHILOSOPHY OF RELIGION**

This course serves as a prolegomena to further theological study and explores the epistemological claims of Christian theology, especially as they relate to human behavior and purpose in the world.

**BIBLICAL STUDIES—SPIRITUAL FORMATION AND APPLICATION (BSF)**

**BSF 101. SPIRITUAL FORMATION (3 hours)**

A survey that examines the theological and practical dimensions of the spiritual life. Students are encouraged to enrich their own spiritual journeys and are given methods for engaging in a ministry of spiritual formation in the local church.

**BSF 201. PERSONALITY AND THE SPIRITUAL LIFE (3 hours)**

Prerequisites: PSY 200

A study that analyzes various personality types with actual case studies from Scripture. Offers biblically based guidelines to manage vulnerabilities and affirm strengths, all with the goal of spiritual growth.

**BSF 401. INTERNSHIP (2 hours)**

A course designed to give the student practical ministry experience. The student, under supervision of college personnel, is placed in an intern relationship with a local, off-campus ministry for 90 hours of direct involvement. Four student conferences with the professor are required to analyze and evaluate the work. Detailed reports of the entire experience will be submitted to the instructor. This internship must be approved by the department head and should be completed in the senior year of study. Note: Should be taken during final year of study.

**BSF 402. SENIOR SEMINAR (1 hour)**

Prerequisite/Co-requisite: BSF 401

This course reviews and integrates the material in the Bible program and provides the student with an opportunity to reflect on the material and how it might apply to ministry. The student will produce a portfolio, including a resume. In addition, the course contains two oral exams: The Bible exam over the content of the biblical text and the exit exam, which asks the student to show his ability in integrating coursework with experience in practical ministry. Prerequisite: Senior standing or permission from the department head. Note: Should be taken during final year of study.

**BIBLICAL STUDIES—SYSTEMATIC THEOLOGY (BST)**

**BST 301. SYSTEMATIC THEOLOGY I (3 hours)**

This course explores doctrine of the Trinity, its development through Christian history, the persons of Father, Son, and Spirit, and the implications the unity and diversity of the Trinity holds for Christian life and ministry.

**BST 302. SYSTEMATIC THEOLOGY II (3 hours)**

Prerequisite: BST 301

Building on Systematic Theology 1, the focus of theology shifts from the nature of the Triune God to the works of Triune God. Special attention is given to Christian understanding of anthropology, hamartiology, redemption, sanctification and Christian hope.

**BST 401. THE THEOLOGY OF JESUS (3 hours)**

Prerequisites: BST 302

A study of the teaching of Jesus with special attention to His view of the kingdom of God and of His own person and role.

**BST 402. THE THEOLOGY OF PAUL (3 hours)**

Prerequisites: BST 302

A study of the setting, presuppositions, and themes of Pauline theology with special attention to the apostle's teachings on the kingdom of God, the person and work of Christ, and the church.

**BSH 700. Bible Study Methods and Hermeneutics (3 hours)**

A graduate level introduction to inductive Bible study involving the steps of observation, interpretation (hermeneutics), application, and correlation.

**BST 601. SYSTEMATIC THEOLOGY I (3 hours)**

This course explores doctrine of the Trinity, its development through Christian history, the persons of Father, Son, and Spirit, and the implications the unity and diversity of the Trinity holds for Christian life and ministry.

**BST 602. SYSTEMATIC THEOLOGY II (3 hours)**

Prerequisite: BST 603

Building on Systematic Theology 1, the focus of theology shifts from the nature of the Triune God to the works of Triune God. Special attention is given to Christian understanding of anthropology, hamartiology, redemption, sanctification and Christian hope.

**BST 603. ECCLESIOLOGY (3 hours)**

This course specifically examines the impact of the Spirit on the life and work of the church, globally and locally.

**BST 700. CHRISTIAN WORLDVIEW (3 hours)**

The class examines and defines worldview and focuses on the nature and functions of cultures as well as the dynamics of worldview change. The importance of communicating the gospel in a relevant fashion is the major emphasis.

**BST 701. ETHICS (3 hours)**

This class examines the biblical and theological norms and their significance for Christians in the world.

**BST 702. GOSPEL AND CULTURE (3 hours)**

This course examines how culture impacts interpretation(s) of the gospel, current methods of evangelism, and culture's consequences for the shape of Christian ministry.

**BIBLICAL STUDIES—PRACTICAL THEOLOGY (BPT)**

**BPT 600. THEOLOGICAL RESEARCH AND COMMUNICATION (3 hours)**

This class is an intensive study of academic research, composition, and communication, both oral and written. Consideration is given to the nature of personal bias, discernment of a source's



credibility, engagement of opposing ideas, nature of the audience, and available presentation tools and how to use them.

**BPT 601. BIBLICAL PREACHING I (3 hours)**

Prerequisite: BST 600

An introduction to the basic expository preaching theory and skills, emphasizing the preparation and delivery of a textually derived proposition with accuracy, interest, clarity, and relevance. Students preach twice and receive evaluation from fellow students and the professor. Note: Enrollment is limited to 12 students.

**BPT 602. BIBLICAL PREACHING II (3 hours)**

Prerequisite: BPT 601

Introduction in narrative preaching, with attention to theological development, sermon structure, oral clarity, the public reading of Scriptures, and long-term sermon development. Students preach twice and receive evaluation from fellow students and the professor. Note: Enrollment is limited to 12 students.

**BPT 603. INTRODUCTION TO BIBLICAL COUNSELING (3 hours)**

An introduction to pastoral and church-related methods of counseling. The spiritual background for counseling, the counselee in counseling, and the counseling process as well as some of the most common problems that people face are considered.

**BPT 604. INTRODUCTION TO MISSIONS (3 hours)**

An introductory study of Christian missions, with emphasis on the preparation, life, and work of the cross-cultural missionary. The first part considers the call, qualification, and appointment procedure. The second part addresses field adjustment of the missionary family on the foreign field. The third part surveys the traditional methods of missionary work and examines current innovative approaches. Primary attention is given to international missions, with additional attention being given to North American missions. A major objective is to encourage each student toward a personal commitment to missions.

**BPT 605. CONTEMPORARY EVANGELISM (3 hours)**

An introduction to the nature and practice of evangelism with emphases upon the biblical, theological, and practical applications within the context of the local church. Special emphases will be given to the principles and practices of evangelistic church growth and personal witnessing.

**BPT 606. SPIRITUAL FORMATION (3 hours)**

A study of cultural dynamics and the implications of spiritual formation, which they present. Special attention is given to the paradigms of the church's engagement with the broader cultural environment, the cultural realities that inhibit growth in Christ, and cultural factors that inform and shape faithful expressions of soul care.

**BPT 607. INTRODUCTION TO CHURCH MUSIC (3 hours)**

A study of music materials, music planning and the basics of leading church music.

**BPT 608. TRADITIONAL RELIGIONS, WORLD RELIGIONS, AND CULTS**

(3 hours)

A general survey of major world religions and American cults, with a focus on Islam, Animism, Hinduism, Buddhism, Jehovah's Witnesses, and Mormons. The course examines fundamental concepts in these religions and is designed to help students understand the basic beliefs in order to contextualize the message of the gospel in appropriate forms and lead followers of these religions to faith in Jesus Christ.

**BPT 609. HISTORY OF MODERN MISSIONS (3 hours)**

A study of missionary expansion during the modern missionary movement from the time of William Carey to the present. The course provides an outline of the significant developments in the history of the modern mission's era. Particular emphasis is given to the unique way in which God calls, prepares, and uses chosen individuals in carrying out His redemptive plan for sharing the gospel with people groups throughout the world. Biographies of selected missionaries are featured to demonstrate missionary endeavor as it is seen through the eyes of those who have been involved in God's Kingdom purpose.

**BPT 610. CHURCH PLANTING AND GROWTH (3 hours)**

An introductory course in planting and growing the church. The goal will be to gain a general understanding of church planting and church planting issues. Students will integrate theological, missiological, and cultural church planting principles. Students will also gain an understanding of the theological, environmental, and leadership factors that each church planter must face. Developing a culture of evangelism and ministry in the church, managing change, and developing lay leaders and staff to facilitate growth are emphasized.

**BPT 611. CHURCH LEADERSHIP AND ADMINISTRATION**

The purpose of this course is to provide students with a broad overview of the theory and practice of administration in the local church by exploring the biblical concepts of leadership and administration. Concepts addressed include goal setting, team building, delegation, human relationships, budgeting, working with committees, legal issues, personnel management, church operations, and training of leaders.

**BPT 701. APOLOGETICS (3 hours)**

An introductory study of selected issues in apologetics. Common objections to Christian truth claims will be critically appraised and answered.

**BPT 741. CHRISTIAN MINISTRIES PRACTICUM (2 hours)**

The students will not meet in classroom format, but will be involved in the practical exercise of direct Christian ministry under the supervision of a faculty member. Students will be accountable to the mentoring supervision of their supervisor in the chosen ministry who will communicate with the professor of record regarding the student's activities and progress in the ministry. Note: Students must maintain an average grade of B or above in this course.

**BPT 742. EVANGELISM AND MISSION PRACTICUM (1 hour)**

The student will work under the supervision of an evangelical vocational missionary to either the international or North American field who is sponsored by a reputable denomination or mission board. Work will be of a direct nature in evangelism or church planting. Supervisor will evaluate

the student's work and report to the student's faculty advisor. Note: Students must maintain an average grade of B or above in this course.

## BIOLOGY (BIO)

### BIO 103. PRINCIPLES OF BIOLOGY I (4 hours)

This course covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, in which all major proposals about the origin of life (including the Biblical account of creation) will be reviewed, assessed, and critiqued, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. A laboratory is required.

### BIO 104. PRINCIPLES OF BIOLOGY II (4 hours)

Prerequisite: A grade of C or better in BIO 103

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals, in which all major proposals about the origin of life (including the Biblical account of creation) will be reviewed, assessed, and critiqued, and a survey of plant and animal diversity, including classification, morphology, physiology, and reproduction. A laboratory is required.

## CHAPLAINCY (CHP)

### CHP 101. INTRODUCTION TO CHAPLAINCY

This is an overview of the various types of chaplaincies and the skills needed for each.

### CHP 102. CHAPLAINCY COUNSELING & CRISIS INTERVENTION

This course provides basic counseling skills to students to help those experiencing crisis, trauma or grief.

### CHP 103. THEOLOGY OF CHAPLAINCY

This course provides a biblical and theological framework for chaplain ministry.

### CHP 104. CURRENT ISSUES IN CHAPLAINCY

This course explores current trends and issues impacting chaplains and the chaplaincy ministry.

### CHP 105. CHAPLAINCY INTERNSHIP

The internship provides the Chaplain Certificate candidate with practical experience in a Chaplain ministry setting to be approved by the academic dean. The candidate will work with experienced Chaplains on a ministry project for a minimum of 100 hours. The candidate will keep a log and submit a written description of the Chaplain ministry experience. The assigned Chaplain supervisor will submit an evaluation of the candidate's overall effectiveness during the internship.

## CHEMISTRY (CHM)

### CHM 103. INTRODUCTION TO INORGANIC CHEMISTRY (4 hours)

Prerequisites: MTH 110 or 112

This is a survey course of general chemistry for students who do not intend to major in science or engineering. Lecture will emphasize the facts, principles, and theories of general chemistry, including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

CHM 104. INTRODUCTION TO ORGANIC CHEMISTRY (4 hours)

Prerequisites: A grade of C or better in CHM 103

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.

COMMUNICATION AND INFORMATION SYSTEMS (CIS)

CIS 100. INTRODUCTION TO TECHNOLOGY (3 hours)

This course is designed to be an introductory course in information technology. The course focuses on key concepts for understanding modern computer systems. Students will also learn about the capabilities and limitations of information technology systems.

COUNSELING (COU)

COU 500. COUNSELING USING EXPRESSIVE ARTS (3 hours)

Examination of the intermodal expressive arts, emphasizing cross-cultural context. Covering the rational, theories, and techniques. How psychotherapeutic functions merge with creative exercises and assessment. Includes: Art, Writing, Dance, Storytelling, Music, Drama.

COU 501. INTRODUCTION TO ART THERAPY (3 hours)

This course is a lecture/lab course that introduces students to the therapeutic uses of art. Art therapy methods and techniques are covered. Students apply methods and techniques in experiments, using art materials to example. Hands on experiences are compared to theoretical ideas within required readings. Space, color, movement, and form are discussed as well as interpretation and uses.

COU 502. PROFESSIONAL ETHICS AND LEGAL ISSUES (3 hours)

This course introduces students to concepts regarding the professional functioning of counselors and marriage and family therapists including history, roles, professional organizations, ethics legalities, standards, and credentialing. Current issues in therapeutic practice in a variety of professional settings are explored.

COU 503. CONTEMPORARY, SOCIAL AND MULTI-CULTURAL ISSUES IN COUNSELING (3 hours)

This course will familiarize you with many contemporary issues in the counseling field, some of which are provocative or controversial, and some of which are state and national issues. The student will be encouraged to consider the present, future, spiritual and psychological impacts of

each of these issues for clients and how counselors approach these issues with diverse populations.

#### COU 504. HUMAN GROWTH AND DEVELOPMENT (3 hours)

This course includes a survey of the organic, social, and psychological factors that influence the development of personality. It seeks to understand what makes a person distinctively different along with a critical evaluation of various theories of personality development, particularly as they relate to questions of values and religious commitment.

#### COU 505. CAREER COUNSELING (3 hours)

This course provides students an understanding of career development and related life factors. Students study career development theory and decision-making models, procedures for planning and conducting effective job searches, assessment instruments and techniques relevant to career planning and decision-making, and the use of career information. Emphasis is placed on understanding the interrelationships between career development and career decision-making and such factors as God's calling, family, socio-economic status, leisure, individual interest and abilities, and other life roles.

#### COU 506. HELPING/LISTENING SKILLS (3 hours)

This course provides students with a broad overview of counseling skills and techniques based on the various theories of counseling with emphasis on the uses in Christian counseling. Students will apply the various skills and techniques within the classroom setting as well as outside exercises that will help develop and enhance their particular skills in listening and utilizing the techniques with diverse populations.

#### COU 507. THE MISSIONARY FAMILY-ADULT (3 hours)

This course is designed to prepare the student to offer culturally and spiritually/religiously sensitive pastoral care and counseling to individuals who are or have been Christian missionaries. The course will use numerous resources and activities to make the student aware of the idiosyncratic issues and challenges the missionaries face, as well as some techniques and methodologies to assist.

#### COU 508. THE MISSIONARY FAMILY-CHILD (3 hours)

This course is designed to prepare the student to offer culturally and spiritually/religiously sensitive pastoral care and counseling to individuals who are or have been Christian missionaries. The course will use numerous resources and activities to make the student aware of the idiosyncratic issues and challenges the missionaries face, as well as some techniques and methodologies to assist.

#### COU 509. SUBSTANCE ABUSE (3 hours)

This is an introductory, survey course that will introduce concepts of substance abuse & process disorders, counseling procedures and techniques, and treatment considerations.

#### COU 510. HUMAN SEXUALITY/SEX THERAPY (3 hours)

This course provides information on the biological, psychological and sociological aspects of human sexuality. Discussion will include human sexual response, the biological male and

female, contraception, choices of sexual conduct and behavior, cultural perspectives and related topics.

**COU 511. ADVANCD STUDY OF CONTEMPORARY ISSUES IN COUNSELING (3 hours)**

Prerequisites: COU 503, COU 601, COU 604, or Departmental Chair permission.

This course will familiarize the student with many issues in the counseling field, some of which are provocative or controversial, and some of which are state and national issues. The student will be encouraged to consider the local, present, future, spiritual, and psychological impacts of each of these issues.

**COU 600. GROUP COUNSELING (3 hours)**

Prerequisites: COU 502, COU 506, or Departmental Chair permission.

This course enables students to understand the types of groups, their purpose, development and dynamics, counseling theories, and group counseling methods and skills. Ethical and legal considerations of group counseling are also explored. Students are required to participate in small groups for educational and self-assessment purposes.

**COU 601. ASSESSMENT AND TESTING (3 hours)**

A survey of the appraisal methods in counseling, marriage and family therapy and education is given. Basic psychometric properties of these are also examined along with issues related to the use and interpretation of tests. Emphasis is on the use of tests by counselors, marriage and family therapists and educators.

**COU 602. RESEARCH (3 hours)**

Prerequisites: MTH 112/ equivalent testing score, or Departmental Chair permission.

Students learn the importance of scientific inquiry in the fields of counseling and marriage and family therapy. Emphasis is on research methods (design, statistical analysis, needs assessment, and program evaluation) and locating, interpreting, and evaluating research and program evaluation articles that inform evidence-based practice.

**COU 603. SOUL CARE (3 hours)**

Christian counseling concerns natural incorporations of compassion and empathy through faith and integrating Biblical counseling. Patterns of helping from concerns of the soul and salvation to guidance found in the Bible. Developing a robust Christian understanding of helping and counseling. Biblical principles help with healing of the soul overcoming broken and sinful areas of life.

**COU 604. THEORIES OF COUNSELING (3 hours)**

This course provides an intensive look at selected theories of counseling and psychotherapy. Theoretical and empirical foundations of individual, relational, and systemic approaches are examined. Students are encouraged to begin to define their own theoretical approach to their work with individuals, couples and families.

**COU 605. CRISIS & TRAUMA COUNSELING & THEODICY (3 hours)**

Prerequisites: COU 502, COU 506, or Departmental Chair permission.

An examination of the differences between crisis and trauma. The students will be exposed to the various trauma theories and respective interventions with emphasis on the use of the Christian faith and values during crisis and trauma.

**COU 606. DIAGNOSIS & TREATMENT PLANNING (3 hours)**

Prerequisites: COU 601, or Departmental Chair permission.

Students become knowledgeable of the principles of clinical diagnosis and the development of treatment plans. The current edition of the Diagnostic and Statistical Manual (DSM) is emphasized, with consideration also given to dimensional, relational, and systemic issues important in diagnosis and treatment planning.

**COU 607. INTEGRATION OF COUNSELING & CHRISTIANITY (3 hours)**

Students critically examine the implications of a Christian worldview for counseling and marriage and family practice. Ethical issues relevant to the use of spiritual and religious interventions with individuals, couples, and families are considered, along with current research related to spirituality and counseling.

**COU 608. ORIENTATION TO THE PROFESSIONAL COUNSELOR IDENTITY (3 hours)**

This course introduces students to concepts regarding the professional function of licensed professional counselors, marriage and family therapists, and human services workers, including history, roles, professional organizations, standards, and credentialing. Current issues in the practice of counseling and marriage and family therapy in a variety of professional settings are explored with the emphasis on being a Christian facilitative helper in the field of mental health with an introduction to graduate level writing and American Psychological Association (APA) style.

**COU 609. MARRIAGE AND FAMILY COUNSELING (3 hours)**

This course focuses on foundational aspects in marriage and family therapy (MFT). Theories of MFT are presented as well as goal setting and implementing said theories. Students become familiar with how to conceptualize and distinguish issues of MFT. Knowledge shows itself in clinical concerns through case studies given.

**COU 610. FAMILY SYSTEMS (3 hours)**

Prerequisites: COU 502, COU 506, COU 604

This course considers the dynamics of marriage and family relationships from a systems perspective. The emphasis is on understanding the family and other systems theories, the structure and function of marriage, various aspects of the marital relationship and family systems, and models of family and systematic interventions.

**COU 611. PRACTICUM (3 hours)**

Prerequisites: COU 502, COU 504, COU 506, COU 600, COU 601, COU 604, COU 606, COU 607 COU 608, Departmental Chair permission.

The practicum is designed as one of the culminating experiences of counseling. The student has opportunities of actual counseling. This experience incorporates environment, counseling skills, professional practices, ethics, and office duties. Students are aided to find such locations via lists. Students confirm experience location.

COU 612. INTERNSHIP I (3 hours)

Prerequisites: COU 611

This course provides a 300-hour counseling experience for students in an approved agency that provides counseling to individuals, families and groups. This course requires student participation in a supervised counseling site that allows for individual and group supervision of the student's experience with clients with an approved supervisor. Typically, this course is an extension of the student's practicum experience and continues the building process of skills and techniques in counseling.

COU 613. INTERNSHIP II (3 hours)

Prerequisites: COU 612

This course continues the student's experience at an approved site with an approved site counselor as well as weekly supervision with the college liaison supervisor. During this experience the student should carry a larger case load as well as a more varied set of experiences within the mental health field.

COU 614. COGNITIVE BEHAVIORAL THERAPY (3 hours)

Prerequisites: COU 502, COU 506, COU 604

The purpose of this course is to develop students' knowledge and skill in the cognitive-behavioral approach to therapy. Students will examine theoretical foundations, research findings, basic principles, assessment techniques, and the intervention strategies of cognitive-behavioral therapy. These examinations are applied to a wide variety of problems in individual, marriage, family, and social relationships and are framed within a Christian theological context.

COU 615. CHILDHOOD DISORDERS AND THERAPIES (3 hours)

Prerequisites: COU 502, COU 506, COU 604

This course is designed as a comprehensive overview of mental and behavioral disorders and problems affecting children and adolescents. Students will acquire knowledge of the DSM-5 classification system as it pertains to various childhood disorders. Emphasis is placed on diagnostic techniques, etiology, and the primary treatment strategies for the disorders and problems studied. The course is designed to help students develop effectively as practitioners working with children, adolescents, and their families. This course is taught from a systemic perspective.

COU 616. Brief Approaches to Counseling (3 hours)

Prerequisites: COU 502, COU 506, COU 604

This course is designed to provide students with an overview of brief approaches to therapy. Special attention is given to solution-focused and selected depth-oriented models and their practical application in the ministry setting. Major emphasis will be placed on skill development and implementation through case discussions, experiential exercises, role-plays and simulations which integrate theory with practice.

CRISIS AND DISASTER WORKERS (CDW)

CDW 101. Defining Crisis, Trauma and Disaster (3 hours)



This course conducts an in-depth examination of what a crisis is and the impact of crisis in people's lives. Further, the students will be introduced to the concept of trauma and its ramifications. In addition in a study of crisis and trauma, students will cover the characteristics and components of disaster. The relationship of trauma to both crisis and disaster will be covered in this course as well. Students will be exposed to events of crisis such as domestic violence, sexual abuse, survivors of natural disasters or national disasters and the traumatic impact of these circumstances. In addition to the basic characteristics of each event, students will be exposed to the importance of how to interact and engage with local law enforcement and how to deal with the unique job that law enforcement performs in each of these circumstances.

#### CDW 102. THE HELPING RELATIONSHIP: SKILLS & PROFESSIONAL DEVELOPMENT (3 hours)

Prerequisite: CDW 101

It is critical that a responder to a crisis, a traumatic event or a local or national disaster understands the difference between a responder and a counselor. Therefore, the skills and techniques utilized in addressing a crisis, a traumatic event or a local or national disaster are unique. This course will introduce the student to the skills and techniques needed to efficiently and appropriately respond to any of the three circumstances for which the students are being trained.

#### CDW 103. PSYCHOEDUCATION & RESOURCE DEVELOPMENT (3 hours)

Prerequisite: CDW 102

This is a specialized course that focuses on the response to family violence and death by suicide and the appropriate interventions to be utilized in these circumstances. Ethical and legal issues will be covered for these specific circumstances.

#### CDW 104. CLINICAL PRACTICE, CLINICAL SKILLS, AND SUPERVISION (3 hours)

Prerequisite: CDW 103

Anyone that experiences a crisis, disaster or traumatic event needs someone to respond to their needs quickly. However, after the event, after the passing of time, every person needs support while healing from the event. The Certified Disaster and Crisis Worker will be trained in offering appropriate referrals, support information in order to empower the survivor or survivors of these events. Further, the students in this program will learn the critical need to have an in-depth knowledge of local resources in order to empower the people they are assisting on their journey

to healing. In this portion of the student's training, he/she will be expected to work within a setting that deals with emergency circumstances as their internship for this course. This internship will require the student to earn a minimum of 50 hours of work within an appropriate site under the supervision of a site supervisor with experience in crisis work .

## DANCE (DAN)

### DAN 101. DANCE APPRECIATION (3 hours)

Introduction to tap, ballet, and jazz dance through theory and practice at the beginning level.

## ENGLISH (ENG)

### ENG 099. Preparatory Writing (3 hours)

This class is designed to prepare students for English Composition at the college level.

### ENG 101. ENGLISH COMPOSITION I (3 hours)

Prerequisite: A grade of C or better in a remedial English course, or a sufficient score on the English placement exam, or a score of 20 or better on the ACT test or equivalent SAT score. The student's grade point average and grades in high school for English may be factored in and an advisor may make this placement with a documented recommendation.

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

### ENG 102. ENGLISH COMPOSITION II (3 hours)

Prerequisite: A grade of C or better in ENG 101

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

### ENG 201. AMERICAN LITERATURE I (3 hours)

Prerequisite: ENG 102

American Literature I is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the words to their historical and literary contexts, and understand relevant criticism and research.

### ENG 202. AMERICAN LITERATURE II (3 hours)

Prerequisites: ENG 102

American Literature II is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and

on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the words to their historical and literary contexts, and understand relevant criticism and research.

#### ENG 203. WORLD LITERATURE I (3 hours)

Prerequisites: ENG 102

World Literature I is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

#### ENG 204. WORLD LITERATURE II (3 hours)

Prerequisites: ENG 102

World Literature II is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

### HISTORY (HIS)

#### HIS 101. AMERICAN HISTORY I: AGE OF EXPLORATION TO RECONSTRUCTION (3 hours)

This course is a survey of the history of the United States during the colonial, Revolutionary, and early national and antebellum periods. It concludes with the Civil War and Reconstruction.

#### HIS 102. AMERICAN HISTORY II: RECONSTRUCTION TO THE PRESENT (3 hours)

Prerequisites: HIS 101

This course is a continuation of American History I. It surveys the economic, political, cultural, and diplomatic history of the United States since the Civil War.

#### HIS 103. WORLD HISTORY I (3 hours)

This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is given to both non-western and western civilizations from the prehistoric era to the early modern era.

#### HIS 104. WORLD HISTORY II (3 hours)

Prerequisites: HIS 103

This course is a continuation of World History I. It surveys world history, both western and non-western, from the early modern era to the present.

### LAY COUNSELING (LCS)

LCS 101. LAY COUNSELING I (3 hours)

Introduction to lay counseling.

LCS 102. LAY COUNSELING II (3 hours)

Prerequisites: LCS 101

Study of basic biblical knowledge as it relates to personal problems, helping people, and the person and work of the Holy Spirit.

LCS 103. LAY COUNSELING III (3 hours)

Prerequisites: LCS 102

Introduction to concepts and techniques of key approaches to psychotherapy and counseling. Discussion includes the practical applications and empirical support of each counseling approach.

LCS 104. LAY COUNSELING IV (3 hours)

Prerequisites: LCS 103

This course prepares students to assess sources of depression and anxiety that clients commonly present with, including grief, anger, guilt, loss, hopelessness, shame, relationship conflict, cognitive distortions, suicidal ideation, and unresolved trauma. This course provides students an understanding of the assessment and referral process, and prepares lay counselors for initial intake sessions and treatment planning. Resource development is a key component of this course. This course also provides practical experience for the lay counselor via field experience and supervision.

MATHEMATICS (MTH)

\*Remedial or introductory and does NOT meet the requirements to transfer to most universities

\*MTH 99. ELEMENTARY ALGEBRA (3 hours)

Prerequisite: Appropriate mathematics placement score

This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.

\*MTH 100. INTERMEDIATE COLLEGE ALGEBRA (3 hours)

Prerequisite: MTH 99 or appropriate mathematics placement score

This course provides a study of algebraic techniques, such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

MTH 110. FINITE MATHEMATICS (3 hours)

Prerequisite: All core mathematics courses must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher Intermediate College Algebra.

This course is intended to give an overview of topics in finite mathematics together with their applications. This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method, and applications.

#### MTH 112. PRECALCULUS ALGEBRA (3 hours)

Prerequisites: All core mathematics courses must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher Intermediate College Algebra.

This course emphasizes the algebra of functions – including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

#### MUSIC (MUS)

##### MUS 101. MUSIC APPRECIATION (3 hours)

A basic overview of the history of music to include the various historical periods such as Baroque and Romantic. Included in this course will be a study of the historical impact of music on culture with an emphasis of how music impacted religion throughout the ages.

#### PHYSICAL SCIENCE (PHS)

##### PHS 103. PHYSICAL SCIENCE I (4 hours)

This course provides the student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. All major proposals about the origin of the earth and universe (including the Biblical account of creation) will be reviewed, assessed, and critiqued. Laboratory is required.

##### PHS 104. PHYSICAL SCIENCE II (4 hours)

Prerequisites: MTH 110 or MTH 112

This course provides the student with an introduction to the basic principles of chemistry and physics. Any reference to the natural laws governing the universe will include a view from the perspective of the Biblical account of creation. Laboratory is required.

#### POLITICAL SCIENCE (POL)

##### POL 201. AMERICAN NATIONAL GOVERNMENT (3 hours)

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

## PSYCHOLOGY (PSY)

### PSY 200. GENERAL PSYCHOLOGY (3 hours)

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

### PSY 201. HISTORY OF PSYCHOLOGY AND SYSTEMS (3 hours)

Prerequisites: PSY 200

This course focuses on the historical development of the field of psychology and various systems from the early philosophers and psychologists to the present. Various schools of psychology will be discussed. An examination of science in relation to Christian religious beliefs and practice will be studied.

### PSY 202. DEVELOPMENTAL PSYCHOLOGY-LIFESPAN (3 hours)

Prerequisites: PSY 200

Biopsychosocial and spiritual aspects of development from birth to death are the focus of this course. Understanding the physical, cognitive, emotional and social development of human life will be explored through theories, concepts, issues and research methodologies related to the lifespan.

### PSY 203. SOCIAL PSYCHOLOGY (3 hours)

Prerequisites: PSY 200

This class is an examination of human thought, emotion and behavior in an interpersonal context. Major concepts that are discussed include social perception, formation of attitude, conformity, persuasion, altruism and aggression.

### PSY 204. MULTICULTURAL PSYCHOLOGY (3 hours)

Prerequisites: PSY 200

This course introduces the basic principles of multicultural psychology and the ethics and values of Christianity. Students examine the impact of norms and values in shaping their understanding of themselves and others from diverse backgrounds.

### PSY 205. SOCIAL ISSUES (3 hours)

Prerequisites: PSY 200

Explores the theory and phenomena of social psychology and current issues existing in today's society. The nature and type of social variables and the methods used to study them, the effect of social variables on current issues will be studied.

### PSY 206. PSYCHOLOGY AND THE CHRISTIAN FAITH (3 hours)

Prerequisites: PSY 200

This course surveys the major approaches to and issues in relating psychology to Christianity. Psychology and Christianity are compared in relation to their views of the nature of the human being, the sources of truth, sin and psychopathology, change and sanctification, and other factors.

### PSY 207. HUMAN SEXUALITY (3 hours)

Prerequisites: PSY 200

Covers psychological issues in human sexuality including genetic, hormonal, cognitive, and cultural determinants with the emphasis on the Biblical perspective of Creationism. This course covers the causes and treatment of sexual dysfunctions, sexual deviations, sexual life style variations, and gender identity will also be explored.

PSY 208. HEALTH PSYCHOLOGY (3 hours)

Prerequisites: PSY 200

This course investigates mental health issues in daily living. Stress prevention and management along with implementation of coping strategies are discussed. Depression and anxiety connection as well as other mental illnesses relating to gut health is explored.

PSY 209. BUSINESS PSYCHOLOGY/INDUSTRIAL ORGANIZATION (3 hours)

Prerequisites: PSY 200

The focus of this course is how successful managers and employees apply psychological concepts to resolve organizational and interpersonal issues. In addition, it explores personality and group dynamics that affect attitudes and behaviors.

PSY 210. PSYCHOLOGY OF POVERTY/SOCIAL CLASS (3 hours)

Prerequisites: PSY 200

This course takes a psychological approach to examining class. Students examine both material wealth (being rich or poor) and relative social rank (being richer or poorer) and study how class relates to multiple areas of psychology—the brain, cognition, development, and social interactions—with particular emphasis at the social and cultural levels. Understanding how the material environment and our position in a hierarchy can powerfully shape our psychology and vice versa are the focus.

PSY 300. CRISIS, TRAUMA, AND PTSD (3 hours)

Prerequisites: PSY 200

This course provides an overview of crisis (process and response), acute stress, long-term consequences of unresolved trauma, PTSD, and evidence-based interventions and treatments.

PSY 301. EXPERIMENTAL PSYCHOLOGY (3 hours)

Prerequisites: PSY 200

The focus of this class is research methods of psychology and the philosophy impacting their use.

PSY 302. PSYCHOLOGY OF ADDICTIONS (3 hours)

Prerequisites: PSY 200

This course introduces the causes, symptoms, diagnosis, treatment and impact of addictions on an individual and society. Maladaptive behavior and physiological characteristics of addictions are explored as well as the effects of chemical abuse on the human body.

PSY 303. PSYCHOLOGICAL MEASUREMENTS/ASSESSMENTS (3 hours)

Prerequisites: PSY 200, MTH 110 or 112

Introduces the rationale of psychological measurement, test construction, validity, reliability, standardization, and statistical treatment of test results. Examines various accepted tests as measurements of significant individual characteristics. Lab Fee

**PSY 304. THEORIES OF PERSONALITY (3 hours)**

Prerequisites: PSY 200

This class introduces major traditional and contemporary theories of personality focusing on factors contributing to human behavior. Psychological research and assessments will be studied in understanding the many different types of personalities.

**PSY 305. COGNITIVE PSYCHOLOGY (3 hours)**

Prerequisites: PSY 200

A survey of current scientific models, concepts, and integrative theories of the underlying cognitive processes directing behavior. Topics on human thought include the neural basis of cognition, information processing, perception and attention, problem-solving, reasoning, language structure, memory concepts and principles, and human perceptual experience and consciousness.

**PSY 306. NEUROPSYCHOLOGY (3 hours)**

Prerequisites: PSY 200, BIO 103 or CHM 103

A survey of contemporary theoretical concepts and research techniques examining the neural basis of behavior with approaches including molecular, cellular, developmental, cognitive, and behavioral neuroscience. Topics include sensory and motor function, learning and memory, and other behaviors are considered using anatomical, physiological, behavioral, biochemical, and genetic approaches, providing a balanced view of neuroscience.

**PSY 307. PSYCHOLOGICAL STATISTICS (3 hours)**

Prerequisites: PSY 200, MTH 110 or 112

An introduction to descriptive and inferential statistics used in research. This course teaches students how to conduct and interpret correlations, simple regression, several types of t-tests, analysis of variance and chi-squared. Hypothesis testing and type 1 and type 2 is introduced as well.

**PSY 308. RESEARCH METHODS (3 hours)**

Prerequisites: PSY 200, PSY 303, PSY 307

A study of research methods in contemporary psychology with specific examples from a variety of psychological domains will be introduced to the student focusing on basic concepts of experimental design, collection and analysis of data, interpretation and generalization. Students learn how to write APA style papers.

**PSY 309. MARRIAGE AND FAMILY (3 hours)**

Prerequisites: PSY 200

This course is designed to help students understand and acquire biblical knowledge and skills related to Christian marriage and the family as the strength of society. Students study topics related to the Bible's teaching concerning the standard for family relationships. The course explores the biblical teachings on manhood and womanhood, purposes of marriage, key components for an effective marriage, roles in a marriage, communication skills and conflict



resolution, and physical intimacy. Discussion exposes students to formulating a biblical way of looking at personal and interpersonal problems of life within marriage and the family.

**PSY 310. THEORIES AND TECHNIQUES OF COUNSELING (3 hours)**

Prerequisites: PSY 200

This course is an introduction to the key theoretical concepts and therapeutic techniques of the major approaches to psychotherapy and counseling. Discussion includes the practical applications and empirical support of each counseling approach. The areas of convergence and divergence of each counseling approach are evaluated within a broader Christian framework.

**PSY 311. EDUCATIONAL PSYCHOLOGY (3 hours)**

Prerequisites: PSY 200

This course presents a basic overview of the various learning styles and the history of these styles. Students will review the major theories of cognitive development and its impact on behavior, emotion, and culture. Students will gain insight into how educational psychology has impacted the school and community setting.

**PSY 312. ABNORMAL PSYCHOLOGY (3 hours)**

Prerequisites: PSY 200

This course introduces the student to various psychological disatments. An integrative approach exposes the student to consider biological, social, psychological, and spiritual aspects of psychopathology. Implications of diagnosing and myths surrounding mental illness is addressed to aid the student in the ability to accurately identify specific disorders.

**PSY 400. INTERCULTURAL COMMUNICATIONS (3 hours)**

Prerequisites: PSY 200, PSY 204

This course covers the psychology behind the communication styles and types of communication amongst the various cultures. The students will engage in applying differing forms, methods and types of communications in order to gain insight of how important communication is on the mission field.

**PSY 401. INTERPERSONAL COMMUNICATIONS (3 hours)**

Prerequisites: PSY 200

Students will learn the various interpersonal communication styles and the related psychology leading to the development of those styles. The students will gain insight into the value of appropriate interpersonal communications in the workplace and at home and in various ministry settings.

**PSY 402. ORGANIZATIONAL COMMUNICATIONS (3 hours)**

Prerequisites: PSY 200, PSY 209

Students will gain knowledge of the various communication avenues available within an organization and within a network of organizations. They will engage in applying proven methods of developing communications within an organization and with the various networking organizations as it relates to ministry.

**PSY 403. HUMAN RESOURCE MANAGEMENT (3 hours)**

Prerequisites: PSY 200, PSY 209

An introduction to the human resources function and related elements and activities. The course outlines the roles and functions of members of the human resources department, as well as educating others outside human resources, in how their roles include human resources-related activities. The student will learn about the evolution in human resources management as we know it today. Students will examine key functions such as recruitment selection, development, staffing, appraisal, retention, compensation, discipline and labor relations. Additionally, the student will be exposed to the view of HRM from the perception of both management and subordinate employees. Equal Employment Opportunity will be discussed in order for the student to understand its need, importance and the legal issues surrounding it. Other pertinent employment laws will be explored and discussed.

**PSY 404. STRATEGIC PLANNING/MANAGEMENT (3 hours)**

Prerequisites: PSY 200, PSY 209

Students will learn various methods of establishing decision-making strategies and management strategies for effective ministry globally and locally. They will have opportunities to work outside the classroom in observations and interacting with various ministries in their planning and management settings. This course prepares students to become effective managers of ministries across the globe as well as locally.

**PSY 501. PSYCHOPATHOLOGY, (3 hours)**

This course reviews the role and categories of psychopathology utilized in the assessment and treatment of individual, marriage and family dysfunction. Students develop their diagnostic and analytical skills through a mastery of the concepts in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5) and the DSM-5® Update. This course is foundational to the curriculum. As such, subsequent coursework builds upon the knowledge, concepts, and skills introduced in this course.

**PSY 502. INTRODUCTION TO CLINICAL PRACTICE: BASIC SKILLS, (3 hours)**

This course provides students with an introduction to the skill and the art of psychotherapy. The course incorporates didactic instruction, experiential learning, readings, and reflection in order to meet this course objective. This course is foundational to the curriculum. As such, subsequent coursework builds upon the knowledge, concepts, and skills introduced in this course.

**PSY 503. PSYCHOLOGICAL MEASUREMENTS/ASSESSMENTS, (3 hours)**

This course gives students a broad understanding of the psychometric principles related to psychological assessment. This course is the first in a sequence of assessment courses that are continued in higher learning, and, therefore, has specific emphases necessary to provide a foundation for a psychologist's knowledge base in assessment. Special emphasis is placed on understanding the science of psychological assessment, including an introduction to descriptive statistics, reliability, validity, and item analysis. Structuring a basic assessment battery, conducting clinical interviews and the use of psychological tests in diverse contexts is also addressed. This course is foundational to the curriculum. As such, subsequent coursework builds upon the knowledge, concepts, and skills introduced in this course.

**PSY 504. MULTICULTURALLY RESPONSIVE ATTITUDES AND KNOWLEDGE, (3 hours)**

This course provides an introduction and overview to Multicultural Responsiveness within the context of the psychotherapeutic relationship and through the development of the

counselor/therapist. Self-awareness of one's own cultural values and biases, awareness of the patient's worldview, and the application of culturally appropriate intervention strategies are all emphasized. This course will address the cultural dimensions of race/ethnicity, socioeconomic status, gender, sexual orientation, age, mental/physical disabilities, and religion/spirituality. The course will combine didactic and experiential elements of instruction in order to promote student growth and professional development regarding cultural diversity and the practice of psychotherapy.

**PSY 505. CHRISTIAN SPIRITUAL FORMATION AND PSYCHOTHERAPY, (3 HOURS)**

This course will provide an historical overview of Christian Spirituality, which is understood as ways of expressing devotion to God. As background for discussion of Christian Spiritual Formation, a holistic philosophical/theological model of persons will be presented along with an overview of spiritual disciplines as methods utilized to actively engage the Christian formation process. Examples of psychotherapy models that integrate Christian theology, spirituality with existing psychology theoretical and clinical models will be presented and discussed. Opportunities for synthesis, application, and creative development of ideas are all part of the course content and process.

**PSY 506. MORAL IDENTITY FORMATION AND PSYCHOTHERAPY, (3 hours)**

This course presents philosophical and ethical perspectives integral to the understanding of the contemporary psychologies. Students learn how to analyze the ethical bias of the psychotherapeutic psychologies and to identify their underlying philosophical assumptions. This course is foundational to the curriculum. As such, subsequent coursework builds upon the knowledge, concepts, and skills introduced in this course.

**PSY 507. ASSESSMENT: INTEGRATED REPORT WRITING, (3 hours)**

Prerequisite: PSY 503

This course focuses on the art and science of psychological assessment and report writing. Consistent with the assessment competence of the APA, this course is intended as a capstone or final, culminating course occurring at the conclusion of the assessment sequence. It provides students with the tools to refine report-writing skills, with a focus on conducting clinical interviewing, test selection, and third-party collaborative interviews, and learning to write integrated, clear, useful psychological reports.

**PSY 508. INTRODUCTION TO CLINICAL SKILLS: ADVANCED SKILLS, (3 hours)**

Prerequisite: PSY 502

This course provides an introduction to the clinical world of the psychologist. A review of basic clinical skills is provided, with an emphasis on developing and refining the skills related to the relationship between clinician and client-respect, warmth, genuineness, empathy, concreteness, potency, self-disclosure, confrontation, and immediacy. Work in small groups gives students an opportunity to role play and receive feedback concerning their skills. This course is foundational to the curriculum; as such, subsequent coursework builds upon the knowledge, concepts, and skills introduced in this course.

**PSY 509. INTERDISCIPLINARY INTEGRATION AND PSYCHOTHERAPY, (3 hours)**

With moral and spiritual maturity as a primary focus, students apply interdisciplinary integrative strategies to the clinical setting using perspectives gained from biblical, theological, and

psychological frameworks. This course is foundational to the curriculum. As such, subsequent coursework builds upon the knowledge, concepts, and skills introduced in this course.

**PSY 510. CLINICAL PRACTICUM I: PROFESSIONAL PRACTICE AND AN INTRODUCTION TO CASE CONCEPTUALIZATION, (2 hours)**

This course provides a further introduction to the field of psychology. Students practice basic skills in assessment, interviewing, and sensitivity to diversity, with a special focus on case conceptualization. Activities include practical experience with volunteer clients, role playing and videotaping of clinical practice. Additional exploration of ethical issues in the practice of psychology is also included.

**PSY 511. LEGAL AND ETHICAL COMPETENCE FOR PSYCHOLOGISTS, (3 hours)**

This course introduces students to the American Psychological Association's Ethical Principles of Psychologists and Code of Conduct and laws relevant to the practice of psychology. Students must pass a competency examination on legal and ethical issues, practice basic clinical skills, and have their clinical work reviewed.

**PSY 512. Psychological Theories: Psychoanalytic/Psychodynamic, (2 hours)**

Using primary and secondary sources, this survey course provides an overview of the history of psychoanalytic thought from Freud to the present. Prominent theorists and movements within psychoanalytic history will be featured, with an emphasis on central concepts such as: key theoretical concepts, theory of development, philosophy/structure of mind, theory of psychopathology, theory of treatment/change. Empirical support for the efficacy of psychodynamic psychotherapy will be presented. Key movements in the consideration of religion and spirituality within psychoanalysis will also be discussed.

**PSY 513. PSYCHOLOGICAL THEORIES: COGNITIVE AND BEHAVIORAL, (3 hours)**

Students will learn the cognitive and behavioral research and theory that underpin evidence-based cognitive-behavioral interventions. Cognitive and behavioral research and theory will be examined in the context of specific populations and disorders. Students will develop a basic understanding of the efficacy of cognitive-behavioral therapy as a psychotherapeutic treatment modality.

**PSY 514. PSYCHOLOGICAL THEORIES: GROUP, (2 hours)**

This course provides an introduction to the theory and practice of group psychotherapy. Students explore several prominent group therapy models and develop some clinical competency in group therapy.

**PSY 515. ADVANCED DEVELOPMENTAL PSYCHOLOGY I, (3 hours)**

This course is part of a two-course sequence that helps students learn to utilize a life-span perspective in their work as clinical psychologists. This course reviews important developmental issues and milestones from infancy through adolescence, paying particular attention to context, culture, and environmental issues. Students are encouraged to consider how development occurs within a specific social context and learn how social stress, poverty, low-education attainment, abuse and neglect, and inadequate housing impact development. Biological, social, and psychological aspects of development are included in this course. Models of psychological development are presented, and the processes of change and adaptation are examined, including

clinical issues such as grief and loss. Clinical application of the material is highlighted through case examples, group discussion, and hands-on application during class activities. This course is foundational to the curriculum. As such, subsequent coursework builds upon the knowledge, concepts, and skills introduced in this course.

#### PSY610. CLINICAL PRACTICUM II: PROFESSIONAL PRACTICE AND CASE CONCEPTUALIZATION

Prerequisite: PSY 510

The purpose of this course is to facilitate a supervised experience of professional duties as a practicum student in psychology at an approved clinical site. This supervision includes both individual and group supervision of activities performed in the groups led by the practicum student. Students are required to complete a total of 100 hours of counseling and related services, 40 of which are direct contact hours.

#### PSY 615. ADVANCED DEVELOPMENTAL PSYCHOLOGY II, (3hours)

Prerequisite: PSY 515

The purpose of this course is to better understand the nature of human growth and development across the lifespan. The course content addresses the essential concepts and issues related to each developmental stage, the major theories of human development, along with implications for counselors related to cross-cultural counseling pointers.

#### SOCIOLOGY (SOC)

##### SOC 200. INTRODUCTION TO SOCIOLOGY (3 hours)

This course is an analysis of the origin, development, function, and interaction of social groups and institutions.

#### SPEECH (SPH)

##### SPH 100. FUNDAMENTALS OF PUBLIC SPEAKING (3 hours)

This course explores principles of audience and environment analysis, as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized.

#### THEATER (THE)

##### THE 101. THEATER APPRECIATION (3 hours)

Introduction to the theater through the study of plays, stage histories, practitioners, elements of theater, and production techniques.