



Grace University  
Undergraduate Catalog  
2011 – 2012

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

Grace University, 1311 South 9<sup>th</sup> Street, Omaha, NE 68108  
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www.GraceUniversity.edu

Revised 10/6/2011

# Academic Calendar

## Fall Semester 2011

Aug. 2, Tue.	Faculty/Staff Conference
Aug. 20, Sat.	Residence Halls Open for New Students
Aug. 22, Mon.	Graduate Classes Begin
Aug. 24-25	Spiritual Life Orientation
Aug. 24, Wed.	Convocation Ceremony* 10:20 am Suckau Chapel
Aug. 24, Wed.	Traditional Undergrad Classes Begin
Aug. 31, Wed.	Last day to ADD Courses; Last day for 100% Refund
Sept. 5, Mon.	Labor Day: Admin. Offices Closed/ No Classes
Sept. 16, Fri.	SLT Fair
Sept. 30, Fri.	Fall Enrollment Closes
Oct. 4, Tue.	Day of Prayer (No Traditional Undergrad Classes)
Oct. 17-20	Mid-term Exams (Classes Meet)
Oct. 24-26	Bible Conference* (No Traditional Undergrad Classes)
Oct. 27-28	Fall Break (No Traditional Undergrad Classes)
Oct. 31, Mon.	Last Day to DROP Courses
Nov. 8, Tue.	Refund of institutional aid may be requested.
Nov. 21-Dec 2	Registration for Winter and Spring, 2012
Nov. 23, Wed.	Thanksgiving Break/No Classes
Nov. 24, Thu.	Thanksgiving Day: Admin. Offices Closed/No classes
Nov. 25, Fri.	Admin. Offices Closed/ No Classes
Dec. 12, Mon.	Regular classes meet
Dec. 13-15	Final Exams (Undergrad/Grad)
Dec. 16, Fri.	Residence Halls Close at Noon
Dec. 23-Jan. 2	Admin. Offices Closed
Dec. 25, Sun.	Christmas Day
Jan. 1, Sun.	New Year's Day

## Winter Semester 2011

Jan. 3-13	Winter Sessions +
Jan. 3, Tue.	Last Day to Add a Course; Last Day for 100% Refund
Jan. 5, Thu.	Last day to DROP Courses (for Winter Semester)

## Spring Semester 2012

Jan. 16, Mon.	Martin Luther King Day (No classes, Offices closed)
Jan. 17, Tue.	Graduate and Traditional Undergrad Classes Begin
Jan. 17, Tue.	Convocation Ceremony* 10:20 am, Suckau Chapel
Jan. 24, Tue.	Last Day to Add a Course; Last Day for 100% Refund
Jan. 25, Wed.	Spring Enrollment Closes
Feb. 6-9	Jared Burkholder Conference on Global Engagement (No Trad. Undergrad Classes)
Feb. 21, Tue.	Day of Prayer (No Traditional Undergrad Classes)
Mar. 5-8	Mid-Term Exams (Classes Meet)
Mar. 12-16	Spring Break (Undergrad/ Grad)
Mar. 23, Thu.	Last day to DROP Courses (Without academic penalty)
Mar. 26-Apr. 10	Registration for Summer and Fall 2012
Apr. 5, Thu.	Refund of institutional aid may be requested.
Apr. 6, Fri.	Good Friday (Admin Offices Closed/No Classes)
Apr. 8, Sun	Easter Sunday
Apr. 9, Mon.	Easter Holiday (No Traditional Undergrad Classes)
Apr. 10, Tue.	Classes resume
Apr. 30-May 3	Finals for Graduating Seniors/Grad Students
May 4, Fri.	Honors Convocation/Baccalaureate* 10:30 am Suckau
May 5, Sat.	Commencement 2:00 pm (location TBD)
May 7-10	Finals Week, All students not graduating
May 11, Fri.	Residence Halls close at noon

## Summer Semester 2012

May 14-25	First Session+
May 14, Mon.	Last day to ADD Courses; Last day for 100% Refund
May 28, Mon.	Memorial Day (Offices Closed/No Classes)
May 29-June 8	Second Session+
May 29, Tue.	Last day to ADD Courses; Last day for 100% Refund
June 11-22	Third Session+
June 11, Mon.	Last day to ADD Courses; Last day for 100% Refund *Required attendance

+Last day to ADD a course is the first Monday of the session; the last day to DROP a course is the first Thursday of the first week.

## Catalog Limitations

This catalog describes policies, programs, and procedures of Grace University that are in effect at the time of its preparation, August 2011.

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

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



## *A Personal Note from the President*

The Grace University catalog reflects Grace University's commitment to strong, Christ-centered education. As you review the catalog, please remember that Grace seeks to add value to your life in at least three areas: (1) Grace adds value to your life by enabling you to develop a well-integrated Christian worldview. You will study God's revelation and integrate it with all the disciplines of human knowledge. (2) Grace adds value to your life by helping you develop key skills for living—e.g., time management, stress management, interpersonal relationship skills and honing your reading and communication skills. (3) Grace adds value to your life in character development. The core values of honesty, integrity and personal responsibility are central to our student development office. Internalizing these values is what Grace is all about.

May God guide you as you seek to do His will and prepare for a life of serving Him and His people.

In His mighty grasp,

A handwritten signature in black ink that reads "James P. Eckman". The signature is written in a cursive, flowing style.

James P. Eckman, Ph.D.  
President

# *Correspondence Directory*

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

## **Admissions and General Information**

Tara Koth • Manager of Traditional Undergraduate Admissions

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

Angie Wayman • Manager of Adult Education Services

## **Enrollment and Retention**

Chris A. Pruitt • Dean of Enrollment Management

## **Academic Office**

Dr. John D. Holmes • Academic Dean

## **Grace College of Extended Education**

Dr. M. Richard “Dick” Dahlquist • Director of Adult Education

## **Academic Records, Transcripts**

Kris J. Udd • Registrar

Roy A. Smith, Jr. • Assistant Registrar

## **Library & Learning Resources**

H. Ben Brick • Library Director

## **Online Learning**

Mike Wulbecker • Director of Online Learning

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

Dr. John D. Holmes • Academic Dean

## **Business and Finance**

Michael F. James • Executive Vice President

## **Student Services and Facilities**

Deb Osmanson • Dean of Student Services

## **Career Development and Placement Center**

Robert Gall • Director

## **Servant Leadership Training**

Wes Wilmer • Director of Student Leadership Training

## **Scholarships & Financial Aid**

Ray Miller • Director of Financial Aid

Teela Chamberlain • Financial Aid Counselor

## **Women’s Housing, Learning Needs, Special Accommodations**

Marilyn F. Amstutz • Dean of Women

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

Jon T. McNeel • Dean of Men

## **Christian Formation**

Wes Wilmer • Director of Christian Formation

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

James P. Eckman • President

Melvin R. Friesen • Director of Gift Planning

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# General Information

## Our Mission

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

## Our Past

### 68 YEARS BY THE GRACE OF GOD

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

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

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

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

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

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

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

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

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

On July 1, 1995, the institution's new corporate identity as Grace University became official. Today, President James P. Eckman leads Grace University.

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

## **Our Present**

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

During the past 68 years, more than 8,000 students have studied at Grace University. Many of our alumni are actively involved in full-time church-related ministries. Many are serving in cross-cultural and international missions, in pastoral ministry, in Christian education, in music, and in Christian radio and telecommunications. Others impact the marketplace for Christ serving as lay leaders in local churches and church-related organizations. Many are educators, business people, farmers and ranchers, and public servants in governmental settings.

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

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

## **What Makes Our Education Different**

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

### **Academic Focus**

Grace University broadens a student's education by using Bible and Bible-related courses as a foundation for various professions and vocations. Primary focus is on the Bible, with the humanities and sciences serving a supportive role. The particular emphasis of the liberal arts college, by contrast, is to provide a "liberal" (i.e. broad) education in the humanities and sciences as a foundation for professions and vocations. With our focus on the Bible and life application, Grace University emphasizes basic life skills development for the home and family, active involvement in a local church as an expression of commitment to community, and Christian character development with a critically thinking, ethical mind for the work place.

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

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

On this integrated foundation of Biblical Studies and General Education, professional studies are added in order to round out the entry-level professional for his or her work place. These professional studies also provide leadership development skills and life-long learning skills whereby the student will not simply be limited to his initial vocational responsibilities. With time and maturity, we believe our graduates become ideal first level supervisors and managers, and some mature into key leadership roles within their vocational fields. At Grace University, most professional programs at the bachelor level require 40 to 50 hours of professional studies to fully train the individual for his/her stated vocation calling and for leadership capacities for the home, the church and the world.

### **Servant Leadership Training**

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

Throughout each semester of full-time enrollment, each student volunteers in a ministry or community agency whereby they impact the lives of other people. These settings may include jail visitation, tutoring at-risk youth, ministering to children and youth in church settings, assisting in disaster relief, YMCA youth programs, or senior citizen and hospice visitation programs. Each student's SLT assignment must be approved each semester, and students receive formal evaluation from our SLT Director as well as the agency or ministry supervisor. During the 2008-2009 school year, students volunteered more than 28,000 clock hours of community service in the greater Omaha community. The University's student body was honored to receive the 2002 "Making It Happen Award" presented by the United Way of the Midlands on behalf of the community.

### **Personal Spiritual Life**

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

### **Faculty Commitments**

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

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

## **What We Believe**

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

The Trinity.

The Full Deity and Humanity of Jesus Christ.

The Spiritual Lostness of the Human Race.

The Substitutionary Atonement and the Bodily Resurrection of Christ.

Salvation by Faith Alone.

The Physical and Visible Return of Christ.

The Authority and Inerrancy of Scripture.

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

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

## **Student Characteristics**

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

leader. Whether a student is in our undergraduate or graduate program, our faculty seeks to develop these characteristics in every graduate.

### **A Biblically Literate Student**

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

### **A Critical Thinker**

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

### **An Obedient Disciple**

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

### **An Engaging Citizen**

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

### **A Compassionate Leader**

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

### **A Global Christian**

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

### **An Equipped Professional**

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

## **Institutional Goals and Objectives**

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

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

# Philosophy of Christian Education

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

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

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

## Accreditation

Grace University is accredited by:

- The Higher Learning Commission and a member of the North Central Association  
230 South La Salle Street, Suite 7500  
Chicago, IL 60604  
Phone 800-621-7440  
<http://www.ncahigherlearningcommission.org>  
Last ten year reaffirmation: 2008
- Commission on Accreditation of the Association for Biblical Higher Education  
5850 T.G. Lee Blvd., Ste. 130  
Orlando, FL 32822  
Phone 407-207-0808  
<http://www.abhe.org/>  
Last ten year reaffirmation: 2006
- International Assembly for Collegiate Business Education  
P.O. Box 25217  
Overland Park, Kansas 66225  
Phone 913-631-3009  
Effective date: 2002

Grace University is listed in:

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

Grace University is approved by:

- The United States Department of Justice for the education of foreign students.
- The Nebraska State Department of Education for the education of veterans and/or other persons eligible for Veterans Administration benefits.

- The Nebraska Department of Education as a standard institution of higher education offering teacher education programs leading to certification within the state of Nebraska.

Grace University is a member of:

- American and Nebraska Associations of Collegiate Registrars and Admissions Officers
- Association of Christian Schools International
- Association of Independent Colleges and Universities of Nebraska
- Association of Christian Librarians
- Christian Camping International
- Council for Adult and Experiential Learning
- Evangelical Training Association
- National Association of Independent Colleges and Universities
- Nebraska Association of Colleges of Teacher Education
- Nebraska Council for Teacher Education
- Nebraska Independent College Foundation
- Nebraska Independent College Library Consortium

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

- The American Association of Christian Counseling and the Center for Biblical Counseling, Forest, Virginia
- Bellevue University; Bellevue, Nebraska (several Cooperative Programs)
- Bethsaida Excavation Project; Kibbutz Ginnosar, Israel
- Camp Forest Springs; Westboro, Wisconsin (Camping Ministry Program)
- Clarkson College; Omaha, Nebraska (Nursing Cooperative Program)
- Creighton University; Omaha, Nebraska
- Focus on the Family Institute; Colorado Springs, Colorado
- Iowa Western Community College; Council Bluffs, Iowa
- Jerusalem University College; Jerusalem, Israel
- Metro Community College; Omaha, Nebraska
- Nebraska Christian College, Papillion, Nebraska
- University of Nebraska at Omaha; Omaha, Nebraska

## Facilities

Grace University is a compact urban campus in beautiful Omaha, Nebraska. Our campus is located approximately two blocks from the historical downtown business district. The campus covers approximately six city blocks in the historic Dahlman Association neighborhood and is only nine blocks from the Lauritzen Gardens-Omaha's Botanical Center. The campus is approximately halfway between the Old Market in downtown and the Henry Doorly Zoo. The section "Our Past" in this section of the catalog describes the development of the campus. This urban campus has seen over \$11,000,000 in new construction, remodeling and renovation upgrades during the past seven years.

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

The Grewcock Library has a collection of over 50,000 volumes, over 25,000 electronic books, and over 9,000 journals accessible in print or electronically. In addition, access is provided to a number of databases in the fields of religion, education and psychology through EBSCOhost, FirstSearch, WilsonWeb and other databases. Instruction on the use of library resources is made available to the students by the library director. The Grewcock Library is a member of the Nebraska Independent College Library Consortium and can access millions of resources from around the world via interlibrary loan. There are 13 computers for students to use as well as a wireless network throughout the library.

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

## *Student Life*

### **SPIRITUAL ACTIVITIES**

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

Students are encouraged to have a personal devotional life.

Small Groups meet regularly in the residence halls. These groups meet for a time of mutual encouragement, accountability, fun, prayer and Bible study. All resident freshmen are a part of a small group to help the transition to college.

Prayer times are held regularly to intercede for the worldwide spread of the Gospel.

Days of Prayer in Fall and Spring devote entire mornings to worship and prayer. Attendance is required.

Grace LIFE (Life Integration For Excellence), convenes in the Chapel Monday through Thursday for half an hour. This common experience of the Grace family contributes to the development of community and involves such things as announcements, worship, prayer, and a wide variety of presentations from students, faculty, staff, and guests. Attendance is required.

### **CONFERENCES**

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

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

### **ORGANIZATIONS**

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

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

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

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

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

### **PUBLICATIONS**

*Charis* is the yearbook produced under the direction of a student editor. Other students and staff members assist in this publication.

### **ATHLETICS**

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

### **RESIDENCE**

#### **Housing Requirements**

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

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

Exceptions to the Housing Requirements include:

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

### **Furnishings**

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

### **Married Student Housing**

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

## **SERVICES**

### **Advising**

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

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

### **Grace Career Services**

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

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

### **Professional Counseling**

The University recognizes that during the college years, students may need some professional counseling related to personal and relational aspects of life. The graduate school's Counseling Program provides services for all students, spouses, and children. The student may contact the College of Graduate Studies Office directly (402.449.2844), or the student may request a referral through the Student Development Office. At times, students on University probation may be referred to professional counseling as a component of the restoration process. The University practices all relevant and legal guidelines with respect to confidentiality.

### **Placement Office**

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

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

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

### **Part-time Employment**

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

## **Bookstore**

Purchases of course texts may be made through the University's vendor online. The link may be found on the homepage of the Grace University website.

## **Health**

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

## **STUDENT HEALTH INSURANCE**

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

## **MOTOR VEHICLE POLICY**

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

## **STANDARDS OF CONDUCT**

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

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

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

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

# **Admissions and Registration**

## **ADMISSIONS REQUIREMENTS**

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

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

## **STATEMENT OF NONDISCRIMINATION**

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

## **Christian Character**

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

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

## **Academic Qualifications**

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

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

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

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

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

### **Pre-entrance Examinations**

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

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

For information about the ACT -

<http://www.actstudent.org>

For information about the SAT -

<http://www.collegeboard.com>

The University’s ACT code number is 2454.

The University’s SAT code is 6248.

### **APPLICATION PROCESS**

As a faith-based educational institution, Grace University articulates a statement of faith as part of its institutional mission. Guidelines for student expectations can be found in the *University Catalog*. Applicants are encouraged to review Grace University’s confessional statements. A full confessional statement for the University is also provided in the *University Catalog*.

In order to qualify for admission the following forms must be obtained and filled out completely:

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

These forms can be obtained by writing the Admissions Office, Grace University, 1311 South Ninth Street, Omaha, Nebraska, 68108-3629, by calling 1-800-383-1422 or (402) 449-2831, or by visiting the university web site at [www.GraceUniversity.edu](http://www.GraceUniversity.edu).

### **Tuition Deposit**

After applicants receive official word of acceptance, the next step is to submit a \$100 non-refundable tuition deposit to confirm their intention to enroll. This deposit is credited to the student’s account at registration. Deposited students who defer admission for more than one semester will be required to re-submit the tuition deposit before class registration will begin.

### **Re-admission**

Students who enroll in the University, but then drop out for two or more semesters must obtain and complete a Re-admit Application from the Admissions Office. The student is also expected to submit a \$35 application fee. Students wishing to re-enroll after an absence of three or more years must complete a new set of application forms.

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

### **Transfer Students**

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

### **Limited Enrollment Applicants**

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

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

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

- Limited Enrollment Application
- \$35 Application fee
- High School Transcript

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

### **HIGH SCHOOL EARLY ENTRY PROGRAM**

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

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

Interested students must submit the following documents for consideration:

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

Program specifics:

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

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

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

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

### **International Students**

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

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

4. *Proof of Health Insurance coverage.* The student must submit proof of health insurance coverage. Although we do not endorse particular insurance companies, the following companies offer health insurance for international students.

- International Student Organization, [www.isoa.org](http://www.isoa.org)
- Compass Benefit Group, [www.compassbenefit.com/international\\_student\\_health\\_insurance.html](http://www.compassbenefit.com/international_student_health_insurance.html)

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

## **REGISTRATION**

The Registrar furnishes complete instructions concerning class enrollment procedures. Though the course registration process is now fully available online, students enrolling for the first time must contact their advisor before beginning the registration procedure. A standardized health form must be submitted to the Health Office before a student can finalize registration.

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

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

## **ENTRANCE EXAMINATIONS**

During the fall semester of each year, the University administers a series of examinations to students, including: Vocational Interest, Mental Ability, Bible Content, English Grammar and Usage, and Computer Proficiency.

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

## **ADVANCED STANDING AND CREDIT TRANSFER**

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

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

Students who have graduated from Christian high schools may be excused from equivalent 100 series Bible subjects, provided the grades were “B” or above and they secure an acceptable score on the Bible Content test. While students receive no actual college credit for these subjects, it enables them to concentrate on more advanced subjects. Permission is secured from the Academic Vice-President and the chair of the department in which the student is enrolled.

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

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

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

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

## **ACT PROFICIENCY EXAMINATION PROGRAM (ACT-PEP)**

Grace University is a participating institution in the ACT Proficiency Examination Program (ACT-PEP), making it possible for individuals to obtain credit in a limited number of subjects on the basis of test scores. Providing the test score is “B” or above, the University allows three hours of credit as approved by the Academic Dean. Registration packets are available from the Academic Vice-President.

## Financial Information

Grace University is a private, not-for-profit institution of higher education that is tuition driven. While the University receives gifts from churches, corporations, friends, and alumni to help offset the total cost of education, the primary revenue to operate the daily operations of the University comes from the tuition and fees charged to students. The University seeks to keep tuition rates and fees as low as possible without jeopardizing the fiscal stability of the institution or the quality of instruction. Just as the expenses for private Christian college education may cause students to exercise faith in the Lord to provide the necessary funds, these rates also cause University personnel to exercise faith in the Lord as well!

Listed below are the established tuition and fees for undergraduate education at Grace University. This financial information is for the 2011-2012 academic year.

### Traditional Undergraduate Students

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

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

High School GPA*	Grace University awards**
2.50 – 2.75	\$2750 - \$5000
2.76 – 3.00	\$3000 - \$5500
3.01 – 3.25	\$3250 - \$6500
3.26 – 3.50	\$3750 - \$7000
3.51 – 3.75	\$4000 - \$7500
3.76 – 4.00	\$4250 - \$8000

\* based on official high school transcript for first-time students

\*\* based on some income assumptions

College GPA will be used for students that transfer in 25 or more semester hours.

#### APPLICATION FEE

Application Fee (non-refundable one-time fee, provided continuous enrollment is maintained)

Apply in person or by mail	\$35
Apply on-line	\$20

#### ENROLLMENT DEPOSIT

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

#### TUITION RATES AND FEES

Full-time undergrad (12-17 hrs per semester)	\$8,008
Overload (hours over 17, per credit hour)	\$451
Part-time student, per credit hour	\$451
Directed Study, per credit hour, plus tuition	\$63
Audit Fee, per hour	\$50

Students who entered prior to Fall 2006 may receive lower rates based upon the year they first enrolled.

Independent (I-Studies) and Directed Studies are billed at the undergraduate tuition rate.

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

#### Note Packets:

Enrolled over 6 hours per semester	\$30
Enrolled 6 hours or under per semester	\$15

#### Physical Education Fees:

Outdoor Recreation courses (non-refundable)	\$175
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#### Music Fees:

Private Lessons, per credit hour	\$150
Voice Class, per course	\$160

#### Independent Study Fees: (in addition to tuition)

Directed Studies course fee, per cr/hr	\$63
Independent Studies course fee, per cr/hr	\$63

PSY 300C Intro to Biblical Counseling	\$173
<b>Practicum/Field Experience Fees:</b>	
Zero credit Practicum/Field Experience	\$225

**SPECIAL FEES AND DEPOSITS**

**Student Services Fee:**

Student Services Fee (6 hours or more)	\$275
Graduation Fee	\$209
Prescription & Inoculation Fees	Variable

**Other Service Fees:**

Challenge Exam Testing Fee, per exam	\$75
Challenge Exam Transcript Posting, per cr/hr	\$75
Request for “Incomplete” Grade	\$25
Transcript Fee, per transcript	\$10
CLEP Exam Testing Fee, per exam	\$85

**ROOM AND BOARD**

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

Double per semester	\$1,339
Single per semester	\$1,655
Married Student Housing	contact Business Office

**Meal Plan:**

Any 20 Meals each week per semester	\$1,692
Any 13 Meals each week per semester	\$1,517
Any 7 Meals each week per semester (Co-op students only)	\$1,035

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

In order to illustrate the cost of education at Grace University the following semester expense example has been calculated. Basic on-campus student costs, excluding private music lessons and special fees, per semester are:

Student Services Fee	\$275
Tuition (12-17 hours)	\$8,008
Housing and Meal Plan (Housing – Double and 20 meals per week)	\$3,031
Sub Total	\$11,314
Less average financial aid award	- \$3,465
Total costs per semester	\$7,849

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

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

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

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

## REFUND SCHEDULE

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

### Fall 2011

Through August 31	100%
Through September 7	75%
Through September 14	50%
Through September 21	25%
From September 22	0%

### Spring 2012 Term One (Winter)

Through January 2	100%
Through January 3	75%
Through January 4	50%
Through January 8	25%
From January 9	0%

### Spring 2012 Term Two

Through January 24	100%
Through January 31	75%
Through February 7	50%
Through February 14	25%
From February 15	0%

### Summer 2012

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

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

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

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

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

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

## SCHOLARSHIPS AND GRANTS

Grace University offers a wide range of scholarships and grants. Detailed information regarding financial aid is available from the University's Financial Aid Office at (402) 449-2810 or on the web at the Grace University Financial Aid page.

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

Applicants must meet the general admissions requirements. The amount of financial aid granted by the University is determined by the Financial Aid Office within guidelines established by the University Scholarship and Financial Aid Committee. A student must be full-time (12 or more hours enrollment at Grace University) per semester to receive a Grace University scholarship or grant. Non-University grants and scholarships may also be received. Decisions of the committee

are final. Applicants and continuing students seeking any form of financial aid should inform parents or legal guardians that pertinent financial data may be required in the financial aid application process provided the student is a dependent. Failure to provide financial information can significantly impact funds available; falsification of documents is punishable by federal law.

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

### **Academic Competitiveness Grants**

These grants are awarded to students who are freshman or sophomores and are Pell Eligible. Students must have completed a rigorous course of study in high school and must have a 3.00 GPA at the end of their freshman year in college.

### **Federal Pell Grants**

The Free Application for Federal Student Aid (FAFSA) is available from high school counselors or the Financial Aid Office. The amount of the grant is determined by the results of the family financial statement and the amount of money allocated by Congress. Students who already have a Bachelor's degree are ineligible for Pell Grant. The University identification number is **002547**.

### **Federal Family Education Loans**

Grace University is qualified to process federally insured loans (Federal Stafford and PLUS) under the U.S. Department of Education. Loans require the approval of the lending institution selected by the student or his/her parents and the endorsement of the University Financial Aid Office. Processing of loan eligibility and applications requires approximately four weeks.

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

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

### **Federal Work-Study**

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

### **Teach Grants**

Teach grants are awarded to students who are pursuing teaching as a profession. Applicants must sign an agreement to serve, be enrolled in a TEACH eligible program and teach for 4 out of 8 years in a high need field in a low income school. More information is available at <http://studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp>

## **TUITION PAYMENT PLAN**

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

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

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

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

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

Students on scholastic probation are eligible for Title IV financial aid for the ensuing semester. However, the GPA must be raised to the required level during the probationary semester if the student is to maintain eligibility for Title IV financial aid. The Academic Appeals Committee may waive these requirements under extenuating circumstances. Detailed policy information is available from the FA Office.

# EXCEL Undergraduate Students

## EXCEL TUITION AND FEES:

EXCEL Tuition	\$297 per credit hour
EXCEL Online courses	\$297 per credit hour
I-Studies for EXCEL students	\$190 per cr/hr
Petition for Credit Fee	\$190 per cr/hr
Directed Studies course fee (in addition to tuition)	\$63 per cr/hr
Independent Studies course fee (in addition to tuition)	\$63 per cr/hr
DELA Fee	\$190 per cr/hr
Late Registration Fee	\$50

## EXCEL REFUND SCHEDULE

### The First Course

A new student in the first course of their first semester with EXCEL, who withdraws:

On or before the -	
1 <sup>st</sup> class	100% refund
2 <sup>nd</sup> class	75% refund
3 <sup>rd</sup> class	50% refund
4 <sup>th</sup> class	25% refund
after 4 <sup>th</sup> class	no refund

### All Subsequent Courses

If the student attends the first night of the course, he/she will be charged for the entire course, regardless of whether the student completes the course. Exceptions may possibly be made for extenuating circumstances (deaths illness, etc.) but these would be evaluated on a case-by-case basis. If the student does not attend the first night of the course, he/she will not be billed for the course, but the amount of financial aid and/or bill will be re-evaluated accordingly. If the student is unable to attend the first night of the course, but does plan to attend the remainder of the time, the Business Office and Financial Aid Office will need to be notified of this in order to reinstate aid and charge the student accordingly.

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

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

## TUITION PAYMENT PLAN

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

# Academic Policies

## SCHOLASTIC ACCREDITATION

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

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

## SERVANT LEADERSHIP TRAINING

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

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

The general objectives of Servant Leadership Training for students are:

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

Servant Leadership Training is an integral part of the total educational program of the University; therefore it is listed along with all other courses students are expected to complete. **All undergraduate students** must successfully complete as many semesters of Servant Leadership Training as would be required in their programs of study. For example, students enrolled in four-year degree programs will complete a minimum of eight semesters of Servant Leadership Training; associate degree students will complete a minimum of four semesters of Servant Leadership Training. **EXCEL students**, please refer to the section of the catalog titled “Programs” and look under the EXCEL Degree Completion Program for specific requirements regarding Servant Leadership Training.

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

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

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

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

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

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

## **PROGRAM OFFERINGS**

This University Catalog provides the academic requirements established for freshmen students completing degree programs over the next four-year period. This catalog serves as the 2010-2011 Catalog of Record. Should degree requirements change in future years, the requirements of this Catalog provide the basis for graduation requirements. Should a student withdraw from continuous study at Grace, and should the student desire to resume his/her program at a future date, the program requirements in the University Catalog at the time of readmission will serve as the Catalog of Record. Changing programs during one’s studies at Grace University also is sufficient reason to change the Catalog of Record to the current year’s Catalog.

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

## **SEMESTER SYSTEM**

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

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

for distributing courses. Computation of the academic schedule is based on computation of instructional minutes per each semester hour of academic credit.

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

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

### DISCLAIMER OF CONTRACTUAL OBLIGATION

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

### ACADEMIC HONESTY AND INTEGRITY

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

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

### INSTITUTIONAL COMMUNICATIONS AND THE CAMPUS NETWORK

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

### GRADING SYSTEM

A student may repeat any course once in an attempt to improve a grade of C or below. While both grades will appear on the student’s transcript, only the better grade will be used in computing the grade point average. Each repeated course will be counted only once in calculating credit hours required for graduation. A failed classroom course may not be repeated for a grade through independent study or other means.

A+		100+	4.00	P	Pass		0.00
A	Excellent	97-100	4.00	S	Satisfactory	Non-credit bearing req.	0.00
A-		94-96	3.67	U	Unsatisfactory	Non-credit bearing req.	0.00
B+		92-93	3.33	W	Withdrawal		0.00
B	Good	90-91	3.00	I	Incomplete	Final grade not recorded at time of grading report	0.00
B-		87-89	2.67				
C+		84-86	2.33				
C	Acceptable	81-83	2.00	AU	Audit Course	Complete without expectation of academic credit	0.00
C-		78-80	1.67				
D+		76-77	1.33				
D	Poor	73-75	1.00				
D-		70-72	0.67				
F	Failure	Below 70	0.00				

### Transfer of Credit

The University follows the general practices established in the Higher Education Transfer Alliance (HETA) established by the Council for Higher Education Accreditation (CHEA). Grace University normally accepts transfer credit from

accredited institutions when the grade is “C” or better, the course fits into the student's program of study, and no other institutional policies are violated.

### **Grade Point System**

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

### **Dropping a Course**

A student may drop a course prior to the first day of class with no grade recorded. After the first day of class he/she receives a grade of “W” in any course dropped. Courses may not be dropped after the "Last Day to Drop Courses" posted in the Academic Calendar.

### **Pass/Fail Grades**

Pass/Fail grades, not used in calculating grade-point averages, are given in physical education classes (except for *Introduction to Health & Wellness*), music ensembles, and Challenge Examinations. If a student fails a Pass/Fail course, it is recorded as a “U”. If he/she withdraws while doing unacceptable work, the grade is recorded as a “WU”.

### **Incomplete Grades**

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

### **Final Grades**

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

### **Withdrawal from College**

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

### **DISPUTED GRADE POLICY**

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

If no resolution occurs between the faculty member and the student regarding a disputed grade, an appeal may be heard by the dean of the college in accordance with appeal policy. Any and all appeals regarding grades must be completed within seven days of the faculty member submitting his/her response to the “Disputed Grade Request.” No grade appeal will be heard without a student first using the “Disputed Grade Request” policy. Decisions of the dean are final.

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

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

### **SCHOLASTIC PROBATION**

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

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

## STANDARDS OF PROBATION

### Associate Degrees (Traditional Undergraduate)

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

### Bachelor Degrees (Traditional Undergraduate)

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

## ACADEMIC ACCOUNTABILITY CLASSIFICATIONS

### Academic Alert:

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

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

### Academic Warning:

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

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

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

### Academic Probation:

Students who fall below the minimum cum GPA for related hours that they have completed at Grace University.

Students remain at the institution but must raise their cumulative GPA within one semester (or show satisfactory academic progress within a given semester or semesters as stipulated in their notice of academic probation).

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

**Recommendations:** Limited student employment.

### Academic Suspension:

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

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

### Appeals Process:

Students would be required to appeal any academic discipline decision in writing **within two weeks of notification**. Any appeals must be directed to the Academic Discipline Committee.

Appeals are reviewed by the Academic Review Committee.

Students are responsible to monitor their own academic progress. Notification of probationary status will be sent by the Academic Review Committee. Students on Academic Probation will receive one letter which will also include information from the Financial Aid Office pertaining to how their probationary status will affect financial aid for the duration of the probationary period (**Financial Aid Warning**).

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

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

## CLASSIFICATION OF STUDENTS

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

### **For Students in a Bachelor Degree Program**

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

### **For Students in an Associate Degree Program**

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

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

## **SCHOLASTIC HONORS**

### **Dean's List**

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

### **Delta Epsilon Chi**

The faculty selects a limited number of seniors for membership in Delta Epsilon Chi, the honor society sponsored by the Association for Biblical Higher Education. To be eligible, a senior must have earned a grade point average of 3.3 or higher and manifested Christian character and leadership ability.

### **Graduation Honors**

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

<b>Honor</b>	<b>GPA</b>
Cum Laude	3.20 to 3.49 Cum. GPA
Magna Cum Laude	3.50 to 3.79 Cum. GPA
Summa Cum Laude	3.80 to 4.00 Cum. GPA

### **Who's Who Among Students in American Universities and Colleges**

Each year the faculty and administration select members from the senior class for membership in Who's Who Among Students in American Universities and Colleges. Criteria used are scholarship, leadership, Christian character and promise of future usefulness. A certificate of recognition is awarded by the organization and presented by the University. A written description also appears in the annual publication of the organization.

### **Donald J. Tschetter Servant Leadership Award**

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

## **RECORDS RETENTION AND TRANSCRIPTS**

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

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

## **PRIVACY OF STUDENT INFORMATION**

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

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

- The right to inspect and review the student's education records within 45 days of the day the University receiving a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace University to comply with the requirements of FERPA.

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

## **AUDITING**

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

## **DIRECTED STUDIES**

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

## **PRIVATE TUTORSHIP**

In unusual circumstances, a student may desire to take a course at a different time and/or from a different instructor than is currently offered. It is possible to arrange to take this course by private tutorship, but prior approval is required from the instructor and the Academic Dean. A special fee is charged for a private tutorship in addition to regular tuition.

## **ADVANCED PLACEMENT EXAMINATIONS**

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

## **ACT PROFICIENCY EXAMINATION PROGRAM (ACT-PEP)**

Grace University is a participating institution in the ACT Proficiency Examination Program (ACT-PEP), making it possible for individuals to obtain credit in a limited number of subjects on the basis of test scores. Providing the test score is "B" or above, the University allows three hours of credit as approved by the Academic Dean. Registration packets are available from the Academic Dean.

## **CLEP EXAMINATIONS**

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

## **CHALLENGE EXAMS**

An undergraduate student may choose to test out of a course required in the current Grace University catalog even where no CLEP examination is available. A maximum of 15 hours of exam-based credit can be earned through examinations such as AP, CLEP, and Challenge Exams. While Challenge Exams reflect the equivalent knowledge and

skills of a student who would receive a “C” grade or above in the classroom, exams will be graded on a pass/fail basis. Transcripts will identify all credits earned by Challenge Exam. Procedures for requesting a Challenge Exam are available in the Academic Office. A testing fee is assessed to all students taking Challenge Exams. Students are assessed a fee for credit that is allowed by examination.

### **INDEPENDENT STUDY**

In an Independent Study, students are required to complete a variety of assignments. Course materials (except for textbooks or videos) are available on-line and all assignments are submitted on-line for grading. Course requirements and grading standards for I-Studies courses demonstrate approximate equivalence to traditional courses offered on campus. A student may accumulate a maximum of 21 credit hours of Independent Study coursework. All I-Studies course work required for graduation must be completed by April 15 prior to graduation in order to insure appropriate posting by the Registrar. Duration of a course is one semester for traditional or full-time students with financial aid. Registration periods are not restricted to the traditional academic calendar; students can enroll at any time of the year provided financial aid is not required. Enrollment in I-Studies courses must be approved by the Academic Dean.

### **CLASS ATTENDANCE**

Class attendance is of primary importance to academic achievement. Students should keep absences to a minimum. Class attendance is especially critical for those who have a grade point average of 2.00 or less. The University’s class absence policy is as follows:

1. The University’s expectation is that students attend all classes.
2. Absences impact the quality of learning.
3. The maximum number of absences without penalty for any reason (e.g., sickness, University-sponsored activities) shall not exceed twice the number of times a class meets per week. If a student exceeds the maximum number of absences, the following penalties are applied:

One Excess Absence = Reduction of one letter on final grade.

Two Excess Absences = Reduction of two letters on final grade.

Three Excess Absences = Reduction of three letters on final grade.

The professor may make exceptions, but only under highly unusual circumstances (e.g., several absences because of University-sponsored activities followed by injury in a car accident or hospitalization). If absences occur on days when tests and other personal student assignments are scheduled, the work may be made up only if the professor deems the absence excused. In any event, the student is responsible for all work due and for all class work missed. The instructor is under no obligation to give private tutoring to students who have taken absences. Intensives, EXCEL, and Graduate courses have their own attendance requirements.

### **ACADEMIC LOAD AND EMPLOYMENT**

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

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

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

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

### **MUSIC ELECTIVE LIMITATIONS**

A maximum of four (4) credit hours of applied music and/or four (4) credit hours of ensemble may be applied towards graduation requirements in any of the non-music programs.

### **GRADUATION REQUIREMENTS**

Students who anticipate completing the requirements for an undergraduate degree are responsible for filing an application for graduation with the Registrar’s Office. The deadlines for submitting graduation applications are: May graduation: December 1; August graduation: May 31; December graduation: September 30. Students alone assume the responsibility that all requirements are met prior to the deadline for graduation. Requirements include the following:

## **Character and Doctrine**

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

### **Senior Assessments**

Students graduating with Associate or Bachelor's degrees are required to verify that the Bible, General Education, and Professional Studies objectives of their programs have been accomplished. Examples of assessment include a one-credit capping course called Senior Integration, comprehensive examinations, standardized tests, projects and portfolios requirements. Students should contact Division and Program Directors for details.

### **Scholastic Rating**

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

### **Servant Leadership Training**

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

### **Residency Requirement**

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

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

### **Finances**

All financial obligations to the University must be settled to the satisfaction of the business office prior to graduation.

### **Participation in Commencement Ceremonies**

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

### **Petition to Graduate**

Students with deficient academic hours may request permission to participate in the May commencement exercises provided they have no more than 6 semester hours OR one academic course remaining in their program and they meet all other graduation requirements. In order to be considered for this special exemption, the student must submit a letter to the Academic Dean requesting permission to graduate to the by February 1.

### **Exceptions**

The faculty decides on any exceptions to the graduation requirements listed above.

### **SENIORS ELIGIBLE TO TAKE GRADUATE COURSES**

Senior students in baccalaureate programs are eligible to take graduate level courses and apply those credits towards their undergraduate degree provided (1) the graduate course meets the objectives of the undergraduate program, and (2) the students have gained permission from the Dean of the Graduate College to register for the graduate level course. Graduate courses completed to fulfill undergraduate program needs cannot be counted as credit to complete a graduate program should a student apply into a graduate program at Grace. A substitute course may be applied for any course work used within an undergraduate program.

### **SECOND BACHELOR'S DEGREE**

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

Individuals holding Bachelor's degrees from another accredited institution may receive a second Bachelor's degree provided (1) they complete a minimum of 30 semester hours of residency at Grace University, and (2) all objectives within the second program are fully met.

### **PETITIONING FOR PROGRAM VARIANCE**

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

### **ARTICULATED AGREEMENTS TO ENHANCE LEARNING**

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

#### **Focus on the Family Institute**

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

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

#### **Bethsaida Excavation Project**

Grace University is an active member in a consortium of colleges and universities actively excavating the ancient site of Bethsaida in Israel. As an active research institution, Grace students have the opportunity to study archaeology on site in Israel and cooperate with students from other institutions in the ongoing excavation of this historical biblical site. For more information contact the Academic Dean.

#### **Jerusalem University College**

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

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

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

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

### **LIMITED TRANSFER OF CREDIT FOR NON-COOP STUDENTS**

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

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Communications (BS).....	51
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Intercultural Studies (BA) .....	54
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## **Division of Biblical Studies**

**Division Chair:** Karl Pagenkemper, Ph.D.

At Grace University, the Bible is central to each program of study. The faculty and the administration feel there is nothing more important for the believer than growth in knowledge and application of the Scriptures. Accordingly, all students pursuing a Bachelor degree, and most pursuing an Associate degree, are required to complete a major in Bible consisting of 30-42 semester credit hours of Bible and theology, the specifics of which depend upon one's particular program of study.

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

1. the Bible is God's written, inerrant revelation concerning who He is and what He desires for creation, a desire most fundamentally revealed in the person, work and reign of Jesus Christ;
2. the Bible provides a unifying matrix in which Christians can integrate their particular disciplines of study with their obligations to kingdom living;
3. a Bible-centered education helps a student evaluate competing systems of thought readily found in one's surrounding culture;
4. a sound study of the Scriptures lays a necessary foundation for transformation into Christlikeness; and
5. sound study of Scripture lays a foundation for understanding one's vocation in relationship to the church and to the world.

### **DIVISION OF BIBLICAL STUDIES OBJECTIVES**

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

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

### **CERTIFICATE – ONE-YEAR PROGRAM**

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

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

## **DISCIPLESHIP CERTIFICATE**

### **Objectives**

Students who complete the Discipleship Certificate should demonstrate:

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

BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
BS/TH	Choose a Bible or Theology elective	3
<b>General Education Requirements</b>		<b>9</b>
HU 414	Ethics	3
PE 101	Introduction to Health & Wellness	2
SP 120	Oral Communications	3
SS 101	College Orientation	1
<b>Professional Requirements</b>		<b>4</b>
BU 300	Principles of Leadership and Management	2
CM 303	Fundamentals of Instruction and Mentoring	2
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		<b>2 sem each</b>
<b>TOTAL HOURS</b>		<b>33</b>

## ASSOCIATE IN BIBLE DEGREE

The Associate in Bible degree is a 64-credit, two-year program designed to prepare men and women in basic Bible and theological disciplines, as well as provide a broad General Educational experience. As with the Discipleship Certificate, this program is especially useful to individuals who are unable to complete a four-year program, but are interested in being a biblically and theologically literate Christ-follower.

### Objectives

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

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

<b>Bible/Theology Requirements</b>		<b>32</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
BS/TH	Bible or Theology Electives	15
<b>General Education Requirements</b>		<b>28</b>
EN 101	College Composition 1	3
EN 102	Creative Writing <i>or</i>	
EN 103	College Composition 2	3
HU 221	Introduction to Philosophy <i>or</i>	
HU 414	Ethics	3
MA 201	College Algebra <i>or</i>	
MA 211	Statistics	3
PE 101	Intro to Health and Wellness	2
HU/MU	Choose an Art or Music course	3
PE - - -	Choose a P.E. course	1
SCI - - -	Choose a Science course	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS - - -	Choose a Social Science course	3
<b>Professional Requirements</b>		<b>4</b>
BU 300	Principles of Leadership and Management	2
CM 303	Fundamentals of Instruction and Mentoring	2
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		<b>4 sem each</b>
<b>TOTAL HOURS</b>		<b>64</b>

## ASSOCIATE OF ARTS DEGREE

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

### Objectives

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

<b>Biblical / Theological Requirements</b>	<b>26</b>
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
BS 406 Romans	3
TH 200 Survey of Theology	2
TH 203 Theology of Church Mission	2
BS/TH Bible or Theology electives	6
<b>General Education Requirements</b>	<b>31</b>
EN 101 College Composition 1	3
EN 102 Creative Writing <i>or</i>	
EN 103 College Composition 2	3
HU 221 Introduction to Philosophy <i>or</i>	
HU 414 Ethics	3
HU - - - Choose a Literature course	3
MA 201 College Algebra <i>or</i>	
MA 211 Statistics	3
PE 101 Introduction to Health & Wellness	2
SCI - - - Choose a Science course	4
SP 120 Oral Communications	3
SS 101 College Orientation	1
SS - - - Choose a Social Science sequence	6
<b>Professional Requirements</b>	<b>4</b>
BU 300 Principles of Leadership and Management	2
CM 303 Fundamentals of Instruction and Mentoring	2
<b>Open Elective</b>	<b>3</b>
Choose courses from any division based on interest	3
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>	<b>4 sem each</b>
<b>TOTAL HOURS</b>	<b>64</b>

## **Division of General Education**

**Division Chair:** Gary R. Peterson

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

### **GENERAL EDUCATION COMMON CORE**

Within the General Education Division, a common core has been established for all bachelor level students. The Bachelor of Science Degree includes the following minimum core:

Communications (written & oral)*	9	Math	3
Social Science**	9	Science	3
Philosophy or Worldview	3	Physical Fitness	5
Music or Art	3	Freshmen & Senior Integration Seminars <sup>2</sup>	
Literature	3	Basic computer Competency <sup>†</sup>	

\*Includes a two sequence course offering

\*\*Students may choose from the following classes to satisfy the social science sequence requirement in programs that require it.

- PSY 211 Child Dev & PSY 212 Adult Development
- SS 431 American Civ 1 & SS 432 American Civ 2
- SS 331 World Civ 1 & SS 332 World Civ 2
- SS 201 Prin of Economics 1 & SS 202 Prin of Economics 2
- PSY 201 Interpersonal Comm & PSY 412 Group Dynamics

<sup>†</sup> All students are expected to have a working knowledge of Microsoft Office prior to starting at Grace University. This will allow each student to be most effective in using the campus network and library and computer lab resources. Successfully passing a competency exam is considered a fulfillment of the GE division objective of "technological" competence for our students. During the Fall orientation, all new students will take a test over Microsoft Office Basics. Any student who does not pass this basic computer competency test will be enrolled in IT 095 Microsoft Office Basics for the respective semester and charged \$150 for this course as a zero credit course.

### **ADDITIONAL STANDARDS**

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

### **DIVISION OF GENERAL EDUCATION OBJECTIVES**

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

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

## **HUMANITIES (BA)**

The General Education Division directs a Bachelor of Arts degree program offering a double major in Bible and Humanities (previously listed as General Studies). This program is specifically designed for individuals who are considering graduate study in social science fields, planning to enter a professional school program (i.e. law), or contemplating attendance at a theological seminary. The Bachelor of Arts degree requires a minimum of one year study of a foreign language.

## Objectives

In addition to the objectives for the General Education Division students who complete the Humanities Program should meet the following objectives:

1. the student should have an adequate background in general education and Bible required for advanced theological education, advanced social science education, or professional degree program;
2. exhibit an understanding of present day trends and issues that impact Christianity; and
3. the student should demonstrate an understanding of human history that includes a theocentric, perspective.

<b>Bible/Theology Requirements</b>	<b>39</b>
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Evangelism and Spiritual Life	2
TH 203 Theology of Church Mission	2
TH 301 Theology 1	3
TH 302 Theology 2	3
BS - - - Bible or Theology electives	18

<b>General Education Requirements</b>	<b>45</b>
EN 101 College Composition 1	3
EN 102 Creative Writing	3
EN 103/203 College Composition 2 or Technical Writing	3
FL - - - Choose one year of a Foreign Language, Greek recommended	6
HU 221 Introduction to Philosophy	3
HU 412 Apologetics	3
HU 414 Ethics	3
MA 201 College Algebra	3
PE 101 Introduction to Health and Wellness	2
PE - - - Choose two P.E. courses	2
PSY 101 General Psychology	3
SCI - - - Choose a Science course	3
SP 120 Oral Communications	3
SS 101 College Orientation	1
SS 231 Church History	3
SS 400 Senior Integration	1

<b>Professional Requirements</b>	<b>46</b>
Choose 18 hrs in one area of concentration and 9 hrs in the other two	

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

FL 451 Greek Exegesis 1	3
FL 452 Greek Exegesis 2	3
FL 461 Hebrew Grammar 1	4
FL 462 Hebrew Grammar 2	4
FL 471 Introduction to the Septuagint	3
FL 472 Ancient Inscriptions	3
BS 310 Hist & Geog Settings of the Bible	4
BS 414 Backgrounds & Cultures of the Bible	3

### HISTORY (18 or 9)

SS 331 World Civilizations 1	3
SS 332 World Civilizations 2	3
SS 333 Introduction to American Politics	3
SS 336 History of Western Hemisphere	3
SS 431 American Civilization 1	3
SS 432 American Civilization 2	3
SS 433 American Government	3
SS 443 Historiography	3

### ENGLISH (18 or 9)

COM 412 Human Communications & Rhetoric	3
HU 310 Literature of the Bible	3
HU 322 Survey 20th Cent Christian Writings	3
HU 241 Western Literature 1	3
HU 381 Western Literature 2	3



## **Division of Professional Studies**

**Division Chair:** Todd A. Conkright, M.A.

### **Business and Technology Program**

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

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

#### **Business Degrees offered:**

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

#### **Technology Degree Offered:**

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

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

### **Program Objectives**

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

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

### **Business Accreditation & Its Benefits**

The Business and Technology Program is accredited by the International Assembly for Collegiate Business Education (IACBE). Accreditation of the Business and Technology Program means that the courses, concentrations and majors are sufficiently strong to be ranked as quality courses and programs by an outside over-sight group, and that the academic business program is functioning effectively (e.g., excellent student learning outcomes).

The benefit to the student of studying in an accredited business program is significant in several ways:

1. by having the quality of their Business and Technology Program validated by an external accrediting body;
2. by being able to place “graduated with a degree from an accredited business program” on their resume and on a transcript;
3. by certifying to a prospective employer that their education is from an accredited business program; and,
4. by having the student’s employer pay for tuition (adult learners) when there is a requirement that they must attend a program that has specialized accreditation.

The Business and Technology Program benefits from participation in a business accreditation program in the following ways:

1. by participating in annual professional development programs offered by IACBE;
2. by establishing an Advisory Board composed of business and nonprofit leaders who can assist the academic program in outcomes assessment;
3. by participating in a mission-based, outcomes-driven type accreditation, which helps to identify where changes and improvements are needed in the program;
4. by developing a closer linkage with the business and nonprofit community who like to be associated with programs of high quality, which is evidenced through specialized accreditation; and,
5. by developing mutually beneficial cooperative agreements with other institutions of higher education that permit the Grace University Business and Technology Program to offer more specialized degree options.

Through the accreditation process, IACBE has reviewed the program and determined that the mission, goals, and objectives of the Business and Technology Program are being met according to the outcomes assessment of the program. By submitting to the accreditation process, Grace University has demonstrated its commitment to providing students a high quality education that prepares them to confidently enter into their career.

## Business Degree Programs

### **BUSINESS ADMINISTRATION (BS)**

Bachelor of Science in Accounting

Bachelor of Science in Business with concentration in

- Business Administration
- Internet Technologies
- Agribusiness Management

Bachelor of Science in Intercultural Administration

<b>Bible/Theology Requirements</b>	<b>32</b>
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
TH 200 Survey of Theology	2
TH 203 Theology of Church Mission	2
BS/TH Bible or Theology electives	15
<b>General Education Requirements</b>	<b>38</b>
EN 101 College Composition 1	3
EN 103 College Composition 2	3
HU - - - Choose a literature course	3
HU - - - Choose humanities elective	3
MA 211 Statistics	3
PE 101 Introduction to Health & Wellness	2
PE - - - Choose two P.E. courses	2
SCI - - - Choose a Science course	3
SP 120 Oral Communications	3
SS 101 College Orientation	1
SS 201 Microeconomics	3
SS 202 Macroeconomics	3
SS 231 Church History	3
SS - - - Choose a Social Science course	3
<b>Professional Core Requirements</b>	<b>33</b>
AC 201 Financial Accounting	3
AC 202 Managerial Accounting	3
BU 300 Principles of Leadership and Management	2
BU 301 Corporate Finance	3
BU 307 Business Ethics	3
BU 311 Human Resource Management	3
BU 312 Principles of Marketing	3
BU 402 International Business	3
BU 403 Legal Environment of Business	3
BU 411 Management Information Systems	3
BU 456 Business Strategy and Planning	4
<b>Concentration Requirements</b>	<b>26</b>
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>	8 sem each
<b>TOTAL HOURS</b>	<b>129</b>

#### *Concentrations Available:*

### **BUSINESS ADMINISTRATION**

<b>Concentration</b>	<b>26</b>
BU 101 Introduction to Business	3
BU 302 Organizational Behavior	3
BU 308 Personal Finance	3
BU 412 Entrepreneurship & Small Business	3
BU 431 Business Internship	3
CM 303 Fundamentals of Instruction and Mentoring	2
BU - - - Business electives or emphasis	9
<i>Finance Emphasis</i>	
BU 305 Intercultural Finance	3

BU 332	Investments	3
BU 334	Cash Management	3
<i>Human Resource Management Emphasis</i>		
BU 342	Labor Relations	3
BU 414	Compensation & Performance Management	3
<i>Management Emphasis (Taken at Bellevue University)</i>		
BA 434A	Organizational Management & Theory	3
<i>Choose one of the following:</i>		3
BA 437	Global Management	
BA 465A	Business Law	
<i>Marketing Emphasis (Taken at Bellevue University)</i>		
BA 455	Internet Marketing	3
BA 457	Multinational Marketing	3
BA 458	Sales Management	3

### **AGRIBUSINESS MANAGEMENT**

<i>(Taken at Iowa Western Community College)</i>		<b>26</b>
AGB 211	Ag Law and Taxation	3
AGB 330	Farm Business Management	3
AGB 331	Entrepreneurship in Agriculture	3
AGB 333	Precision Farming Systems	3
AGB 437	Commodity Marketing	3
AG - - -	AgriBusiness Elective	3
AG - - -	AgriBusiness Elective	3
BU 101	Introduction to Business	3
CM 303	Fundamentals of Instruction and Mentoring	2

### **INTERCULTURAL ADMINISTRATION (BS)**

The Bible/Intercultural Administration degree provides students with a broad foundation in business coupled with an understanding of intercultural issues. This degree is designed for the student who desires to be engaged in “tent-making” missionary service or be support staff for an intercultural mission organization. Fifteen credit hours are completed in conjunction with the EDGE program sponsored by Grace University.

<b>Bible/Theology Requirements</b>		<b>40</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics/Bible Study Methods	3
BS 110	Evangelism & Spiritual Life	2
TH 301	Theology 1	3
TH 302	Theology 2	3
TH 203	Theology of Church Mission	2
BS/TH	Bible or Theology electives	19
<b>General Education Requirements</b>		<b>38</b>
EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU - - -	Choose a literature course	3
HU - - -	Choose humanities elective	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
SCI - - -	Choose a Science course	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 201	Microeconomics	3
SS 202	Macroeconomics	3
SS 231	Church History	3
SS - - -	Social Science elective	3
<b>Professional Core Requirements</b>		<b>33</b>
AC 201	Financial Accounting	3
AC 202	Managerial Accounting	3
BU 300	Principles of Leadership and Management	2
BU 301	Corporate Finance	3
BU 307	Business Ethics	3
BU 311	Human Resource Management	3
BU 312	Principles of Marketing	3

BU 402	International Business	3
BU 403	Legal Environment of Business	3
BU 411	Management Information Systems	3
BU 456	Business Strategy and Planning	4
<b>Concentration Requirements</b>		<b>16</b>
BU 101	Introduction to Business	3
CM 303	Fundamentals of Instruction and Mentoring	2
SS 214	Cultural Anthropology	3
IS - - -	Intercultural Studies electives (EDGE program)	8
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>128</b>

## **ACCOUNTING (BS)**

The Business and Technology Program offers a Bachelor of Science in Accounting degree. The accounting area provides students with a broad foundation in accounting procedures and theory that prepares students for a career in the accounting field. The student who graduates from this program will complete 132 hours of study to earn a major in Bible and a major in Accounting. The student may desire to sit for the Certified Management Accountants exam or the Uniform C.P.A. Examination I Nebraska. The Uniform C.P.A. Examination includes additional course requirements beyond the 132 semester hours taken at Grace. Academic advisors at Grace work closely with students who are considering certification options. The degree is earned as a cooperative program with Bellevue University. Courses marked with the double asterisk are taken at Bellevue University.

<b>Bible/Theology Requirements</b>		<b>32</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
SS 231	Church History (interdisciplinary)	3
BU 307	Business Ethics (interdisciplinary)	3
BS/TH	Bible or Theology electives	9
<b>General Education Requirements</b>		<b>35</b>
EN 101	College Composition 1	3
EN 103	College Composition 2	3
HU - - -	Choose a literature course	3
HU - - -	Choose humanities elective	3
MA 211	Statistics	3
PE 101	Introduction to Health and Wellness	2
PE - - -	Choose two P.E. courses	2
SCI - - -	Choose a Science course	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 201	Microeconomics	3
SS 202	Macroeconomics	3
SS - - -	Social Science elective	3
<b>Professional Core Requirements</b>		<b>33</b>
AC 201	Financial Accounting	3
AC 202	Managerial Accounting	3
BU 300	Principles of Leadership and Management	2
BU 301	Corporate Finance	3
BU 307	Business Ethics	3
BU 311	Human Resource Management	3
BU 312	Principles of Marketing	3
BU 402	International Business	3
BU 403	Legal Environment of Business	3
BU 411	Management Information Systems	3
BU 456	Business Strategy and Planning	4
<b>Concentration Requirements</b>		<b>32</b>
AC 311	Intermediate Accounting 1**	3
AC 312	Intermediate Accounting 2**	3
AC 321	Cost Accounting**	3
AC 331	Income Tax Accounting**	3

AC 341	Accounting Information Systems **	3
AC 416	Advanced Accounting Problems 1 **	3
AC 442	Financial Auditing **	3
AC - - -	Upper Level Accounting Elective **	3
BU 101	Introduction to Business	3
BU 431	Business Internship	3
CM 303	Fundamentals of Instruction and Mentoring	2

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

**TOTAL HOURS 132**

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

### **Technology Degree Programs**

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

- Networking
- Web-Based Networking
- Software Programming

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

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

<b>Bible/Theology Requirements</b>	<b>32</b>
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
TH 200 Survey of Theology	2
TH 203 Theology of Church Mission	2
BS/TH Bible or Theology electives	15

<b>General Education Requirements</b>	<b>39</b>
EN 101 College Composition 1	3
EN 102/103 Creative Writing or College Composition 2	3
HU - - - Choose a Literature course	3
HU - - - Choose humanities elective	3
MA 211 Statistics	3
PE 101 Introduction to Health and Wellness	2
PE - - - Choose two P.E. courses	2
SCI - - - Choose a Science course	3
SP 120 Oral Communications	3
SS 101 College Orientation	1
SS 201 Microeconomics	3
SS 202 Macroeconomics	3
SS 231 Church History	3
SS 400 Senior Integration	1
SS - - - Choose a Social Science elective	3

## **COMPUTER INFORMATION SYSTEMS WITH BUSINESS CONCENTRATION**

**Bible/Theology Requirements (see above) 32**

**General Education Requirements (see above) 39**

<b>Professional Requirements from Bellevue University</b>	<b>48</b>
BU 101 Introduction to Business	3
BU 201 Financial Accounting	3
BU 202 Managerial Accounting	3
BU 312 Principles of Marketing	3
BU 403 Legal Environment of Business	3
CIS 237 Elementary Web Scripting	3
CIS 305 Management & Design of Database Sys.	3
CIS 310 Information Systems	3
CIS 321 Structured System Analysis & Design	3
CIS 340A Business Telecommunications	3
CIS 351 Networking Structures & Desktop OS	3
CIS 405 E-Commerce	3

CIS 406	Information Security	3
CIS 433	Info Tech Project Management	3
CIS 468	IT Accounting	3
CIS ---	Elective	3
<b>Other Professional Requirements</b>		<b>10</b>
BU 300	Principles of Leadership and Management	2
BU 307	Business Ethics	3
BU 431	Business Internship	3
CM 303	Fundamentals of Instruction and Mentoring	2
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		<b>8 sem each</b>
<b>TOTAL HOURS</b>		<b>129</b>

### **CIS NETWORKING CONCENTRATION**

<b>Bible/Theology Requirements (see above)</b>		<b>32</b>
<b>General Education Requirements (see above)</b>		<b>39</b>
<b>Professional Requirements from Bellevue University</b>		<b>48</b>
CIS 305	Management & Design of Database Sys.	3
CIS 310	Information Systems	3
CIS 321	Structured System Analysis & Design	3
CIS 340A	Business Telecommunications	3
CIS 406	Information Security	3
CIS 240	Introduction to UNIX	3
CIS 341A	Cisco Networking	3
CIS 348B	Implementing & Managing Network Infrastructure	3
CIS 349B	Implementing & Maintaining Active Directory Structures	3
CIS 357	Operating Systems Administration	3
CIS ---	Upper level CIS Electives	18
<b>Other Professional Requirements</b>		<b>10</b>
BU 300	Principles of Leadership and Management	2
BU 307	Business Ethics	3
BU 431	Business Internship	3
CM 303	Fundamentals of Instruction and Mentoring	2
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		<b>8 sem each</b>
<b>TOTAL HOURS</b>		<b>129</b>

### **SOFTWARE PROGRAMMING CONCENTRATION**

<b>Bible/Theology Requirements (see above)</b>		<b>32</b>
<b>General Education Requirements (see above)</b>		<b>39</b>
<b>Professional Requirements from Bellevue University</b>		<b>48</b>
CIS 305	Management & Design of Database Sys.	3
CIS 310	Information Systems	3
CIS 321	Structured System Analysis & Design	3
CIS 340A	Business Telecommunications	3
CIS 406	Information Security	3
CIS 242	Intro to Programming Using Java	3
CIS 251	Object Oriented Programming	3
CIS 402A	Intermediate Java Programming	3
CIS 337	Web Scripting	3
CIS 434	ASP.NET	3
CIS ---	Upper level CIS Electives	18
<b>Other Professional Requirements</b>		<b>10</b>
BU 300	Principles of Leadership and Management	2
BU 307	Business Ethics	3
BU 431	Business Internship	3
CM 303	Fundamentals of Instruction and Mentoring	2
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		<b>8 sem each</b>
<b>TOTAL HOURS</b>		<b>129</b>

## CHRISTIAN MINISTRIES (BS)

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

The Christian Ministry program offers a variety of concentrations leading to either a Bachelor of Arts or Bachelor of Science degree in Church Ministries. All students in this degree, with the exception of Camping Ministry students, will take a ministry core of 25 hours and then will specialize in one of four professional ministry concentrations.

### Objectives:

Objectives for all students in this degree program:

1. The student who successfully completes one of the Christian ministry major concentrations should be able to integrate biblical, historical, and contemporary principles into communicating the Word of God.
2. The student who successfully completes one of the Christian ministry major concentrations should demonstrate interpersonal and relationship skills.
3. The student who successfully completes one of the Christian ministry major concentrations should articulate a biblical theory of leadership and exhibit organizational, administrative, and servant leadership skills.
4. The student who successfully completes one of the Christian ministry major concentrations should manifest necessary skills for continuing Christian ministry.

<b>Bible/Theology Requirements</b>		<b>40</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
BS/TH	Bible or Theology Electives	16
<b>General Education Requirements</b>		<b>39</b>
EN 101	College Composition 1	3
EN 102	Creative Writing <i>or</i>	
EN 103	College Composition 2	3
HU 221	Introduction to Philosophy <i>or</i>	
HU 323	World Views	3
HU - - -	Literature Elective	3
MA 201	College Algebra <i>or</i>	
MA 211	Statistics	3
MU 420	Christian Worship	3
PE 101	Intro to Health and Wellness	2
PE - - -	Choose two PE Electives	2
PSY 101	General Psychology	3
SCI - - -	Science Elective	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 231	Church History	3
SS 400	Senior Integration	1
SS - - -	Social Science Elective	3
<b>Core Requirements</b>		<b>22</b>
BU 300	Principles of Leadership and Management	2
BU 308	Personal Finance <i>or</i>	
BU 320	Introduction to Finance	3
CM 302	Spiritual and Personal Formation For Ministry	3
CM 303	Fundamentals of Instruction and Mentoring	2
CM 320	Curriculum and Instruction	3
CM 403	Administrative Leadership	3
CM 404	Intro to Biblical Counseling	3
CM 411	Communicating God's Word	3
<b>Concentration Requirements (see below)</b>		<b>27</b>
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		<b>8 sem each</b>
<b>TOTAL HOURS</b>		<b>128</b>

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

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

#### **Objectives:**

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

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

**Bible/Theology, General Education, Core (see above) 101**

**Concentration Requirements: 27**

FL 351	Greek Grammar 1	3
FL 352	Greek Grammar 2	3
FL 451	Greek Exegesis 1	3
FL 452	Greek Exegesis 2	3
CM 412	Advance Preaching	3
CM 414	Pastoral Internship	3
CM 301	Christian Education of Youth <i>or</i>	
CM 312	Christian Education of Children <i>or</i>	
CM 401	Christian Education of Adults & Family	3
CM 418	Pastoral Theology and Care	3
CM - - -	Ministry Electives	3

**TOTAL HOURS 128**

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

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

#### **Objectives:**

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

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

**Bible/Theology, General Education, Core (see above) 101**

**Concentration Requirements: 27**

CM 301	Christian Education of Youth	3
CM 312	Christian Education of Children	3
CM 401	Christian Education of Adults & Family	3
CM 402	History and Philosophy of Christian Education	3
CM 442	Christian Education Internship	3
CM - - -	Christian Ministry Electives	12

**TOTAL HOURS 128**

### **YOUTH MINISTRY CONCENTRATION (BS)**

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

**Objectives:**

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

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

**Bible/Theology, General Education, Core (see above) 101**

**Concentration Requirements: 27**

CM 300	Counseling Youth in Crisis	3
CM 301	Christian Education of Youth	3
CM 310	Leadership and Discipleship in Youth Ministry	3
CM 402	History and Philosophy of Christian Education	3
<b>Choose two of the following</b>		<b>6</b>
CM 301	Christian Education of Youth	
CM 312	Christian Education of Children	
CM 401	Christian Education of Adults & Family	
CM - - -	Christian Ministry Electives	9

**TOTAL HOURS 128**

**WORSHIP MINISTRY CONCENTRATION (BS)**

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

**Objectives:**

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

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

**Bible/Theology Requirements 40**

BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
BS/TH	Bible or Theology Electives	16

**General Education Requirements 36**

EN 101	College Composition 1	3
EN 102	Creative Writing <i>or</i>	
EN 103	College Composition 2	3
HU 221	Introduction to Philosophy <i>or</i>	
HU 323	World Views	3
HU - - -	Literature Elective	3
MA 201	College Algebra <i>or</i>	
MA 211	Statistics	3
MU 420	Christian Worship	3
PE 101	Intro to Health and Wellness	2
PE - - -	Choose two PE Electives	2
PSY 101	General Psychology	3

SCI - - -	Science Elective	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 231	Church History	3
SS 400	Senior Integration	1

<b>Concentration Requirements:</b>		<b>31</b>
MU 121	Music Theory 1	3
MU 121L	Aural Skills 1	1
MU 122	Music Theory 2	3
MU 122L	Aural Skills 2	1
MU 220	Philosophy of Christian Music	3
MU 313	Conducting 1	2
MU 410	Music & Worship Internship	0
MU 420	Christian Worship	3
MU 421	Contemp. Christian Music Arranging & Directing	2
MU 424	History of Church Music	3
MU 426	Survey of Music Business and Technology	3
MU - - -	Ensemble	0
MU - - -	Applied Lessons	6
MU - - -	Performance Hour	0

**TOTAL HOURS** **128**

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

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

This concentration is designed for students who desire to work in a Christian camp or related ministry. This program is offered in cooperation with Camp Forest Springs located in Westboro, Wisconsin. The camp site covers over 500 acres along the shores of James Lake. The camp program is strongly evangelical in faith and practice and is operated under very capable leadership. While the students are completing the first two or three years at Grace University, they make application for admission to Camp Forest Springs. Students who apply visit the camp prior to acceptance into the program. This is usually arranged through the camp and the program director during the fall semester of the freshman or sophomore year. Applications must have at least a 2.5 grade point average, be recommended by the Chair of Christian Education, and be approved by Camp Forest Springs. Those selected spend their training year at the camp site in Wisconsin. The experiences of this year are carefully designed to expose the students to all of the operational areas of a year-round Christian camp. Students return to the University campus to complete the program if any requirements remain.

### **Objectives**

The student who completes the Camping Ministry Concentration should be able to:

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

<b>Bible/Theology Requirements</b>		<b>40</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
BS/TH	Bible or Theology electives	16

<b>General Education Requirements</b>		<b>39</b>
EN 101	College Composition 1	3
EN 102	Creative Writing <i>or</i>	
EN 103	College Composition 2	3
HU 221	Introduction to Philosophy <i>or</i>	
HU 414	Ethics	3
HU - - -	Literature Elective	3
HU/MU	Art or Music Elective	3
MA 201	College Algebra <i>or</i>	

MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two PE Electives	2
SCI - - -	Science Elective	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 400	Senior Integration	1
SS - - -	Choose a Social Science sequence	6
SS - - -	Choose a Social Science elective	3
<b>Christian Ministry Requirements</b>		<b>17</b>
CM 303	Fund. of Instruction and Mentoring	2
CM 402	History & Philosophy of Christian Ed.	3
CM 404	Introduction to Biblical Counseling	3
ED 316	Instructional Technology	3
<i>Choose two of the following</i>		<i>6</i>
CM 301	Christian Education of Youth	
CM 312	Christian Education of Children	
CM 401	Christian Education of Adults & Family	
<b>Camp Forest Springs</b>		<b>30</b>
CA 300	Camp Management	3
CA 310	Camp Maintenance	3
CA 320	Promotion and Public Relations	3
CA 330	Food Service Management	3
CA 340	Camp Counseling	2 or 3
CA 341	Camp Organization	6
CA 342	Camp Administration	3
CA 350	Camp Programming	5 or 4
CA 355	Camp-Church Relationships	1
CA 370	Camp Safety	1
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		<b>8 sem each</b>
<b>TOTAL HOURS</b>		<b>126</b>

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

## Communications Program

**Program Director:** Ronald J. Shope, Ph.D.

*Grace University is not currently accepting new students into the Communications Program.*

The purpose of the Communications Program is to give students the tools they need to serve Jesus Christ in Broadcast and in Mass Communications. The coursework integrates both Mass Communication theory and skills with a Biblical Worldview that is developed in both the Biblical Studies and General Education courses.

There are three concentrations to choose from. They are radio broadcasting, which includes courses in audio production, video, and electronic graphic communication. Students in each concentration will take Bible, General Education and core courses in communication theory and ethics at Grace. Other professional courses in radio, video and electronic graphic communication will be taken at Iowa Western Community College (IWCC), located just eight miles from campus. Through a cooperative agreement with IWCC, students will have access to production equipment and computer technology to help them develop their skills. Links to the programs at IWCC that are part of the cooperative agreement are listed below. These links will provide basic information about the professional training the students will receive. The specific courses that are part of the Communications major at Grace are listed following the objectives for the program.

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

## Objectives

The student who completes the Communications Program should be able to:

1. demonstrate through class assignments and internship opportunities the professional and leadership skills necessary to independently prepare, produce, and present mass communication content primarily for Christian media or church-related organizations;
2. demonstrate knowledge of the concepts and issues associated with the United States mass communications system;

3. demonstrate the ability to conduct original research that is targeted toward a specific research question, and articulate conclusions and recommendations based on the data to develop a Biblically-based strategy that addresses the concerns raised by the data;
4. demonstrate adequate background for further study in mass communications;
5. fulfill the objectives of the Biblical Studies Division; and
6. fulfill the objectives of the General Studies Division.

## BIBLE / COMMUNICATIONS (BS)

### **AUDIO PRODUCTION CONCENTRATION**

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	6
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3

<b>General Education Requirements</b>		<b>51</b>
EN 101	College Composition 1	3
EN 102	Choose Creative Writing or	
EN 103	College Composition 2	3
HU 221	Introduction to Philosophy or	
HU 323	Worldviews	3
HU 414	Ethics	3
HU - - -	Choose a Literature course	3
HU/MU	Choose an Art or Music elective	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
PSY 101	General Psychology	3
SCI 342	Physical Science	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 201	Principles of Economics I	3
SS 204	Introduction to Social Science Research	3
SS 333	Intro to American Politics or	
SS 433	American Government	3
SS 400	Senior Integration	1
SS - - -	Choose a Social Science sequence	6

<b>Professional Requirements</b>		<b>45</b>
BU 300	Principles of Leadership and Management	2
CM 303	Fundamentals of Instruction and Mentoring	2
COM 251	Radio Practicum	0
COM 302	Sociology of Mass Communications	3
COM 332	Multi-track Production	3
COM 350	Broadcast Field Work	3
COM 412	Human Communication and Rhetoric	3
COM 450	Media Ethics and Law	3
MMS 135	IWCC Introduction to Copywriting	3
MMS 105	IWCC Audio Production	3
MMS 150	IWCC Electronic News Writing	3
MMS 260	IWCC Electronic Media Sales and Management	3
MMS 190	IWCC Promotions in the Electronic Media	3
MMS 261	IWCC Programming for the Electronic Media	3
MMS 123	IWCC Electronic Media Performance	3
MMS 223	IWCC Advanced Radio Performance	3
MMS 292	IWCC Radio Practicum	2

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

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

**TOTAL HOURS** 126

**ELECTRONIC GRAPHIC CONCENTRATION**

**Bible/Theology Requirements** 30

BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Evangelism and Spiritual Life	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	6
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3

**General Education Requirements** 51

EN 101	College Composition 1	3
EN 102	Choose Creative Writing or	
EN 103	College Composition 2	3
HU 221	Choose Introduction to Philosophy or	
HU 323	Worldviews	3
HU 414	Ethics	3
HU - - -	Choose a Literature course	3
HU/MU	Choose an Art or Music elective	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
PSY 101	General Psychology	3
SCI 342	Physical Science	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 201	Principles of Economics I	3
SS 204	Introduction to Social Science Research	3
SS 333	Intro to American Politics or	
SS 433	American Government	3
SS 400	Senior Integration	1
SS - - -	Choose a Social Science sequence	6

**Professional Requirements** 43

ART 121	IWCC 2-D Design	3
BU 300	Principles of Leadership and Management	2
CIS 207	Fundamentals of Web Programming	3
CM 303	Fundamentals of Instruction and Mentoring	2
COM 302	Sociology of Mass Communications	3
COM 412	Human Communication and Rhetoric	3
COM 450	Media Ethics and Law	3
GRA 112	IWCC Intro to Printing Technologies	3
GRA 123	IWCC Typography	3
GRA 131	IWCC Digital Layout	3
GRA 121	IWCC Digital Drawing	3
GRA 140	IWCC Digital Imaging	3
GRA 127	IWCC Digital Design	3
GRA 161	IWCC Digital 3-D	3
GRA 154	IWCC Advanced Web Design	3

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

**TOTAL HOURS** 124

## **VIDEO PRODUCTION CONCENTRATION**

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Evangelism and Spiritual Life	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	6
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>51</b>
IT 095	Microsoft Office Basics	0
EN 101	College Composition 1	3
EN 102	Choose Creative Writing or	
EN 103	College Composition 2	3
HU 221	Choose Introduction to Philosophy or	
HU 323	Worldviews	3
HU 414	Ethics	3
HU - - -	Choose a Literature course	3
HU/MU	Choose an Art or Music elective	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
PSY 101	General Psychology	3
SCI 342	Physical Science	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 201	Principles of Economics I	3
SS 204	Introduction to Social Science Research	3
SS 333	Intro to American Politics or	
SS 433	American Government	3
SS 400	Senior Integration	1
SS - - -	Choose a Social Science sequence	6
<b>Professional Requirements</b>		<b>45</b>
BU 300	Principles of Leadership and Management	2
CM 303	Fundamentals of Instruction and Mentoring	2
COM 302	Sociology of Mass Communications	3
COM 412	Human Communication and Rhetoric	3
COM 450	Media Ethics and Law	3
MMS 111	IWCC Video Production	3
MMS 130	IWCC Video Field Production	3
MMS 135	IWCC Introduction to Copywriting	3
MMS 150	IWCC Electronic News Writing	3
MMS 190	IWCC Broadcast Promotions	3
MMS 230	IWCC Advanced Video Production	3
MMS 260	IWCC Electronic Media Sales and Management	3
MMS 261	IWCC Programming for the Electronic Media	3
MMS 291	IWCC Video Cooperative Education	6
MMS 293	IWCC Video Practicum	2
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>126</b>

## Intercultural Studies Program

**Program Director:** Stephen Jones, B.A.

Grace University's Intercultural Studies program is designed to prepare students for cross-cultural ministry in a variety of contexts. At the heart of the program is our unique, six-month, field-based, training experience called The EDGE. The EDGE includes six months of practical cross-cultural experience and 18 hours of IS coursework completed at one of four different study sites. During the Spring and Summer semesters of each year (Feb-July) Grace University collaborates with a variety of non-profit organizations to implement this hands-on training experience at various locations in Asia, Africa, Latin America and Europe. University professors and qualified personnel from the host site serve as instructors and mentors. The IS program results in a Bachelor of Arts degree (B.A.) that includes a 36- hour major in Bible, a 53- hour major in Intercultural Studies, and an 18- hour Ministry Skills Concentration chosen by the student in consultation with the program director.

### Objectives

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

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

## BIBLE / INTERCULTURAL STUDIES (BA)

### Intercultural Studies Program: *International Track*

<b>Bible/Theology Requirements</b>		<b>36</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
IS 321	World's Living Religions	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
BS/TH	Bible or Theology electives	12
<b>General Education Requirements</b>		<b>38</b>
EN 101	College Composition 1	3
EN 102	Choose Creative Writing <i>or</i>	
EN 103	College Composition 2	3
HU 221	Choose Introduction to Philosophy <i>or</i>	
HU 323	Worldviews	3
HU - - -	Choose a Literature course	3
HU/MU	Choose an Art or Music elective	3
MA 201	Choose College Algebra <i>or</i>	
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
SCI - - -	Choose a Science course	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 214	Cultural Anthropology	3
SS - - -	Choose a Social Science sequence	6
<b>Professional Requirements</b>		<b>54</b>
FL - - -	Foreign Language sequence	6
IS 201	Intercultural Ministry Practicum	1
IS 203	Historical Expansion of the Church	3
IS 218	Intercultural Relationships 1	3
IS 312	Context and Mission	3
IS 318	Intercultural Ministry Field Experience	3
IS 405	Intercultural Relationships 2	3

IS 407	Intercultural Transition Seminar	1
IS 411	Modern Power Structures and Inequality	3
IS 412	The Contemporary World and Mission	3
IS - - -	Intercultural Studies Electives	4
SS 214	Cultural Anthropology	3
- - -	Ministry Skills Concentration†	18

† Ministry Skills Concentration hours are subject to Advisor approval.

<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>	<b>8 sem each</b>
<b>TOTAL HOURS</b>	<b>128</b>

### Intercultural Studies Program: *Domestic Track*

<b>Bible/Theology Requirements</b>	<b>36</b>	
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
IS 203	Historical Expansion of the Church	3
IS 321	World's Living Religions	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
BS/TH	Bible or Theology electives	9

<b>General Education Requirements</b>	<b>38</b>	
EN 101	College Composition 1	3
EN 102	Choose Creative Writing <i>or</i>	
EN 103	College Composition 2	3
HU 221	Choose Introduction to Philosophy <i>or</i>	
HU 323	Worldviews	3
HU - - -	Choose a Literature course	3
HU/MU	Choose an Art or Music elective	3
MA 201	Choose College Algebra <i>or</i>	
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
SCI - - -	Choose a Science course	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 214	Cultural Anthropology	3
SS - - -	Choose a Social Science sequence	6

<b>Domestic Study Site Requirements</b>	<b>23</b>	
IS 218	Intercultural Relationships 1	3
IS 219	Christian Social Responsibility	2
IS 318	Intercultural Ministry Field Experience	3
IS 342	Racism & Prejudice in American Society	3
IS 344	Prin. of Christian Comm. Development	3
IS 405	Intercultural Relationships 2	3
IS 407	Intercultural Transition Seminar	1
PSY 342D	Poverty in American Society	2
SS 214	Cultural Anthropology	3

<b>Professional Requirements</b>	<b>30</b>	
FL - - -	Foreign Language sequence	6
IS 201	Intercultural Ministry Practicum	1
IS 312	Context and Mission	3
IS 411	Modern Power Structures and Inequality	3
IS 412	The Contemporary World and Mission	3
IS - - -	Intercultural Studies Electives	3
- - -	Ministry Skills Concentration†	12

† Ministry Skills Concentration hours are subject to Advisor approval.

**Ministry Skills concentrations**

**INTERNATIONAL COMMUNITY DEVELOPMENT**

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

IS 3051	Appropriate Technology	3
IS 3052	Sustainable Agriculture	3
IS 3053	Small Animal Husbandry	3
IS 3054	Nutrition/Food Technology	3
IS 3055	Primary Health	2
IS 3056	Community Development	3
IS 401	Intercultural Ministry Practicum 2	1

A complete description of the program is available at [www.heartvillage.org](http://www.heartvillage.org)

**FOREIGN LANGUAGE**

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

**JUSTICE AND RECONCILIATION**

The Justice and Reconciliation Concentration is designed to give students a first-hand experience of domestic, Christian community development as conducted in the context of urban realities in partnership with the John M. Perkins Foundation for Reconciliation and Development. Emphasis is placed upon the study of topics such as oppression, poverty, race, justice, community development and reconciliation. Students conduct this concentration during the Spring semester at the Foundation’s Jackson, MS headquarters.

IS 219	Christian Social Responsibility (Jackson)	3
PSY 342 D	Poverty in American Society (Online while in Jackson)	2
IS 442	The Church, Justice, and Oppression in American Society (Jackson)	3
IS 344	Principles of Christian Community Development (Jackson)	3
IS 342	Racism & Prejudice in American Society (Jackson)	3
IS 348	Intercultural Field Experience (Jackson)	3
IS 411	Modern Power Structures and Inequality (Omaha)	2

**TEACHING ENGLISH LANGUAGE LEARNERS**

The English Language Learner Concentration (ELL) is offered through a combination of resident courses in Omaha and on-line courses accomplished at the student’s particular EDGE site.

ED 481	English Language Learner Methods	3
ED 482	Assessment & Evaluation of English Learners	3
ED 483	ELL Practicum	3
FL - - -	Foreign Language Sequence	6
- - -	ELL-related elective	3

**BUSINESS ADMINISTRATION**

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

AC 201	Financial Accounting	3
AC 202	Managerial Accounting	3
BU 101	Introduction to Business	3
BU 305	Intercultural Finance	3
BU 426	Intercultural Operations Management	3
BU 411	Management Information Systems	3

**PSYCHOLOGY**

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

PSY 201	Interpersonal Communication	3
PSY 305	Multicultural Counseling	2
PSY 400	Social Psychology	3
PSY 342d	Poverty in American Society	2
PSY 412	Group Dynamics	3
PSY 411	Theories of Personality	3
- - -	PSY-related elective	2

*A minimum of 6 credit hours of foreign language is required to grant a Bachelor of Arts degree. Ministry Skills Concentration hours may be used for foreign language options.*

## Music Program

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

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

### Objectives

Students who complete the music major should:

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

### Special Information:

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

## BIBLE / MUSIC (BS)

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS/TH	Bible or Theology electives	9
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
<b>General Education Requirements</b>		<b>39</b>
EN 101	College Composition 1	3
EN 102	Choose Creative Writing <i>or</i>	
EN 103	College Composition 2	3
HU - - -	Choose three Humanities Courses	9
MA 201	Choose College Algebra <i>or</i>	
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
SCI - - -	Choose a Science course	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 400	Senior Integration	1
SS - - -	Choose three Social Science courses (one sequence)	9
<b>Professional Studies Requirements</b>		<b>59</b>
MU 010-080	Performance Hour	0
MU 121	Music Theory 1	3
MU 121L	Aural Skills 1	1
MU 122	Music Theory 2	3
MU 122L	Aural Skills 2	1
MU 220	Philosophy of Christian Music	3
MU 221	Music Theory 3	3
MU 221L	Aural Skills 3	1

MU 222	Music Theory 4	3
MU 222L	Aural Skills 4	1
MU 313	Conducting 1	2
MU 314	Conducting 2	2
MU 335	Survey of Music History & Literature 1	3
MU 336	Survey or Music History & Literature 2	3
MU 412	Senior Recital	1
MU - - -	Choose Applied Music Lessons	8
MU - - -	Choose Music Ensemble options	8
MU - - -	Choose concentration area	9
MU P060	Basic Piano Fundamentals 1	1
MU P070	Basic Piano Fundamentals 2	1
MU P080	Basic Piano Fundamentals 3	1
MU P090	Basic Piano Fundamentals 4	1

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

**TOTAL HOURS 128**

**CONCENTRATIONS AVAILABLE:**

Choose 9 credits from a concentration area.

**WORSHIP AND MUSIC MINISTRY**

MU 220	Philosophy of Christian Music	3
MU 350	Children/Youth Choir Methods and Materials	2
MU 411	Conducting 3	2
MU 420	Christian Worship: Principles of Design & Organization	3
MU 422	Choral & Instrumental Arranging	3
MU 424	History of Church Music	3
MU 440	Accompanying & Service Playing	2
MU 470	Choral Literature	1

**VOCAL/CHORAL MUSIC**

MU 220	Philosophy of Christian Music	3
MU 350	Children/Youth Choir Methods and Materials	2
MU 411	Conducting 3	2
MU 422	Choral & Instrumental Arranging	3
MU 450	Vocal Literature	1
MU 470	Choral Literature	1
MU - - -	Applied Music	1

**THEORY/COMPOSITION**

MU 220	Philosophy of Christian Music	3
MU 421	Contemporary Christian Music Arranging & Directing	2
MU 422	Choral & Instrumental Arranging	3
MU 430	Introduction to World Music	3
MU 450	Vocal Literature	1
MU 460	Keyboard Literature	1
MU 470	Choral Literature	1
MU 480	Instrumental Literature	1
MU - - -	Applied Composition	7

**INSTRUMENTAL MUSIC**

MU 220	Philosophy of Christian Music	3
MU 223	Brass Methods & Materials	1
MU 224	Woodwind Method & Materials	1
MU 325	String Methods	1
MU 326	Percussion Methods	1
MU 411	Conducting 3	2
MU 422	Choral & Instrumental Arranging	3
MU 480	Instrumental Literature	1
MU - - -	Applied Instrumental	1

**PIANO**

MU 220	Philosophy of Christian Music	3
MU 312	Piano Pedagogy	2
MU 440	Accompanying & Service Playing	2
MU 460	Keyboard Literature	1
MU - - -	Applied Piano	5

## **RECORDING & PRODUCTION TECHNOLOGY**

COM 331	Audio Production	3
COM 332	Multi-Track Production	3
MU 220	Philosophy of Christian Music	3
MU 421	Contemp. Christian Music Arranging & Directing	2
MU 426	Survey of Music Business & Technology	3

## **Nursing Program**

### **Cooperative with Clarkson College**

**Program Advisor:** Cindy Costello, RN

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

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

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

### **Objectives**

The student who completes this program should be able to:

1. Demonstrate the ability to operationalize nursing as the human science of caring at the practical nurse level.
2. Fulfill the objectives of Grace University's Biblical Studies Division.
3. Fulfill the objectives of Grace University's General Education Division

## **BIBLE / PRACTICAL NURSING DIPLOMA (AA)**

<b>Bible/Theology Requirements</b>		<b>17</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
<b>General Education Requirements</b>		<b>27</b>
BI 122	Nutrition Science (CC)	3
BI 211	Anatomy (CC)	4
EN 101	College Composition 1	3
HC 104	Core I: Effective Interactions in the World of Health Care (CC)	3
HU 414	Ethics	3
PE 101	Introduction to Health & Wellness	2
PY 200	Human Development (CC)	3
SP 120	Oral Communications	3
SS - - -	Social Science Elective	3
<b>Professional Requirements (Clarkson College)</b>		<b>36</b>
NUR 100	Drug Calculations	1
NUR 110	Medical-Surgical Nursing I	6
NUR 120	Health Care of Women	6
NUR 130	Medical Surgical Nursing II	9
NUR 140	Medical Surgical Nursing III	5
NUR 150	Pediatrics: Health Care Needs	4
NUR 160	Medical Surgical Nursing IV	5
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		<b>4 sem each</b>
<b>TOTAL HOURS</b>		<b>80</b>

Course numbers followed by CC indicate courses taken at Clarkson College. Descriptions for courses taken at Clarkson College can be obtained by contacting: Clarkson College; 101 S. 42<sup>nd</sup> St.; Omaha, NE 68131; 1-800-647-5500; www.clarksoncollege.edu.

## **BIBLE / NURSING (BS)**

This program is based on an articulation agreement with Clarkson College in Omaha, Nebraska. The program design meets current licensing requirements as a “Registered Nurse” within the State of Nebraska, and complies with appropriate nursing care training standards as defined by Clarkson College and its professional accreditation. Any student matriculating at Grace University into this cooperative program is considered a Clarkson College student, providing that the student meets the standardized testing and required high school courses stipulated by Clarkson College. Students must submit admission applications to both institutions.

While the program is cooperative, the Bachelor of Science degree in Biblical Studies and Nursing is granted by Grace University upon 1) the positive recommendation by the faculties of both institutions and 2) successful completion of all program requirements (including payment of fees to both institutions). Graduates are considered alumni of both institutions.

Any and all documentation and/or attestations required for state licensing requirements within the profession of nursing are coordinated by Clarkson College. Student tuition and fees are paid by the student directly to the respective institution based on each institution’s tuition and fee structure.

### **Objectives**

The student who completes this program should be able to:

1. demonstrate proficiency in the professional field of nursing as established by Clarkson College.
2. fulfill the objectives of Grace University’s Biblical Studies Division.
3. fulfill the objectives of Grace University’s General Education Division

<b>Bible/Theology Requirements</b>	<b>30</b>
BS 101 Old Testament Survey	4
BS 102 New Testament Survey	4
BS 103 Hermeneutics and Bible Study Methods	3
BS 110 Spiritual Life and Evangelism	2
BS 316 Genesis	3
BS 406 Romans	3
BS/TH Bible or Theology courses	4
HU 414 Ethics	3
TH 200 Survey of Theology	2
TH 203 Theology of Church Mission	2
<b>General Education Requirements</b>	<b>54</b>
BI 122 Nutrition Science (CC)	3
BI 210 Microbiology (CC)	4
BI 211 Anatomy (CC)	4
BI 213 Physiology (CC)	4
BI 227 Pathophysiology (CC)	3
CH 110 General Chemistry (CC)	4
EN 101 College Composition 1	3
EN 103 College Composition 2	3
HC 104 Core I: Effective Interactions in the World of Healthcare (CC)	3
HC 204 Core II: A Cultural History of the Healing Arts (CC)	3
HC 220 Gerontology (CC)	2
MA 211 Statistics	3
PE 101 Introduction to Health & Wellness	2
PSY 101 General Psychology	3
PSY 211 Child and Adolescent Development	3
SP 120 Oral Communications	3
SS 222 Principles of Sociology	3
SS 400 Senior Integration	1
<b>Professional Requirements (Clarkson College)</b>	<b>69</b>
NS 110 World of Professional Nursing	2
NS 120 Basic Nursing Skills	2
NS 121 Basic Nursing Skills Clinical	2
NS 200 Drug Calculations	1
NS 206 Pharmacology	3
NS 230 Health Assessment	2
NS 231 Health Assessment Clinical	2
NS 250 Professional Nurse Caring w/Adults I	4
NS 251 Professional Nurse Caring w/Adults I Clinical	4

NS 309	Scientific Investigation in Health Care	3
NS 330	Professional Nurse Caring-Mental Health	3
NS 331	Professional Nurse Caring-Mental Health Clinical	4
NS 350	Professional Nurse Caring w/Adult II	4
NS 351	Professional Nurse Caring w/Adults II Clinical	4
NS 410	Professional Nurse Caring Seminar III	1
NS 430	Professional Nurse Caring w/Families	2
NS 431	Professional Nurse Caring w/Families Clinical	4
NS 440	Professional Nurse Caring w/Maternal/Child	4
NS 441	Professional Nurse Caring w/Maternal/Child Clinical	4
NS 450	Professional Nurse Caring in Public Health	2
NS 451	Professional Nurse Caring in Public Health Clinical	2
NS 460	Professional Nurse Crng w/People having Multi-System Disorders	3
NS 464	Professional Nurse Leadership/Management	3
NS 465	PN Ldr/Mgmt people w/Multi Systems Disorders Clin Application	4

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

**8 sem each**

**TOTAL HOURS**

**153**

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

**Psychology Program**

**Program Director:** Robert Gall

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

The psychology major is designed with considerable flexibility for the student. There are basic core classes required for each student, complemented with a diverse selection of elective classes to fulfill the degree requirements. In addition to the Drug and Alcohol concentration, psychology students have the option to select one of two intercultural studies programs. They will study in a cross-cultural setting either through Grace University's EDGE program, which is a six-month cross-cultural experience at one of four study sites abroad, or to serve in an urban intercultural environment in the United States. This degree is also designed to prepare the student for entry into a graduate program, such as Grace University's Counseling program. For those students who do not choose to pursue graduate study, a career may develop in welfare work, business, church work, or any area where psychological/relational skills training is beneficial.

**Special Concentration in Drug and Alcohol Counseling**

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

If a student is interested in this course of study, the following courses must be taken as part of the Psychology electives:

- PSY 211 Child & Adolescent Development
- PSY 212 Adult Development
- PSY 305 Multicultural Psychology
- PSY 401 Professional Ethics and Issues
- PSY 411 Theories of Psychology and Psychotherapy
- PSY 412 Group Dynamics
- PSY 473 Alcohol/Drug Assessment, Case Planning and Management
- PSY 475 Medical and Psychosocial Aspects of Alcohol/Drug Use, Abuse and Addiction
- PSY 477 Clinical Treatment Issues in Chemical Dependency

**Objectives**

The student who completes the psychology program should be able to:

1. demonstrate a general understanding of human behavior, their strengths and problems and overall general functioning;
2. demonstrate the skills necessary to evaluate psychological knowledge in light of a Christian worldview, and demonstrate an ability to apply that knowledge across different cultural spectrums;

3. demonstrate skills at accessing the vast body of psychological literature. Students will demonstrate an ability to write papers in an APA format, formulate research questions, and generate, develop and deliver research proposals;
4. fulfill the objectives of the Biblical Studies Division; and
5. fulfill the objectives of the General Studies Division.

## BIBLE / PSYCHOLOGY (BS)

<b>Bible/Theology Requirements</b>		<b>33</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS/TH	Choose Bible/Theology electives	9
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
---	Integrative Courses	3
<b>General Education Requirements</b>		<b>42</b>
EN 101	College Composition 1	3
EN 102 <i>or</i> 103,	Choose Creative Writing <i>or</i> College Composition 2	3
HU 221 <i>or</i> 412,	Intro to Philosophy <i>or</i> Apologetics	3
HU ---	Choose a Literature course	3
HU/MU	Choose an Art or Music elective	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE ---	Choose two P.E. courses	2
PSY 101	General Psychology*	3
SCI ---	Choose a Science course	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 204	Introduction to Social Science Research Methods	3
SS 400	Senior Integration	1
SS ---	Choose a Social Science sequence	6
<b>Professional Requirements</b>		<b>53</b>
BU 300	Principles of Leadership and Management	2
CM 303	Fundamentals of Instruction and Mentoring	2
PSY 201	Interpersonal Communication	3
PSY 224	Psychology and Social Work	3
PSY 305	Multi-cultural Psychology	2
PSY 401	Professional Ethics and Issues	2
PSY 410	Spiritual Issues in Counseling	3
PSY 468	Practicum	2
PSY 490	Senior Seminar	2
PSY ---	Psychology courses and/or related fields	24
Open Electives		8
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		<b>8 sem each</b>
<b>TOTAL HOURS</b>		<b>128</b>

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

## **Teacher Education Program**

**Program Director:** Susan E. Alford, M.S.

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

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

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

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

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

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

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

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

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

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

#### Field Endorsements:

Elementary Education/ELL (K-6)

Mathematics (7-12)

Middle School/ELL (4-9)

Music (K-12)

Social Science (7-12)

#### Subject Endorsements:

Basic Business (7-12)

English (7-12)

History (7-12)

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

Religious Education (K-12)

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

#### Supplemental Endorsements:

Coaching (7-12)

English Language Learner (K-12)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## TRANSFER CREDIT

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

## READMISSION AND PROGRAM RETENTION

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

## ADMISSION TO STUDENT TEACHING

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

1. The student must have official notification of acceptance into the Teacher Education program.
2. The student must have an overall grade point average of 2.5 or above on a 4.0 scale. All professional coursework must be a “C” or above.
3. The student must have a minimum of 30 hours of credit at Grace University.
4. The student must have successfully completed all practicum requirements prior to the student teaching experience.

## Program Scheduling

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

## Teacher Education Program Requirements

Listed on the following pages are the Teacher Education program requirements and specific endorsement area requirements offered by Grace University designed to meet Nebraska Department of Education, Association of Christian Schools International, and Grace University academic requirements.

## ASSOCIATE OF EDUCATION DEGREE

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

<b>Bible/Theology Requirements</b>		<b>17</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
<b>General Education Requirements</b>		<b>30</b>
EN 101	College Composition 1	3
EN 102	Creative Writing <i>or</i>	
EN 103	College Composition 2	3
HU 221	Introduction to Philosophy <i>or</i>	

HU 414	Ethics	3
HU - - -	Literature Elective	3
MA 201	College Algebra <i>or</i>	
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
SCI - - -	Science Elective	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS - - -	Social Science sequence	6

**Professional Requirements 18**

ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism & Cultural Diversity	2
ED 302	Introduction to Special Education	3
ED 321	Practicum in Literacy & Social Studies <i>or</i>	
ED 421	Practicum in Diagnostic Reading	0
ED 413	Diagnostic & Remedial Reading Skills <i>or</i>	
ED 415	Literature for Children through Adolescence	3
PSY 211	Child and Adolescent Development	3

Servant Leadership Training & Grace L.I.F.E. 4 sem each

**TOTAL HOURS 65**

**BIBLE / TEACHER EDUCATION (BS)**

**EARLY CHILDHOOD EDUCATION FIELD ENDORSEMENT**

Persons with this endorsement, besides being qualified to teach in any K-6 classroom, have also met the requirements to be specially qualified to teach Pre Kindergarten through third grade.

**Bible/Theology Requirements 30**

BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	7
HU 414	Ethics	3
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2

**General Education Requirements 47**

EN 101	College Composition 1	3
EN 102	Creative Writing	3
HU 210	Introduction to Linguistics	3
HU 382	American Literature	3
MA 201	College Algebra	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SCI 342	Physical Science	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 214	Cultural Anthropology	3
SS 331	World Civilization 1	3
SS 400	Senior Integration	1
SS 431	American Civilization 1	3
SS 432	American Civilization 2	3

**Teacher Education Core 20**

ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism & Cultural Diversity	2

ED 301	Assessment, Tests, & Measurements	2
ED 302	Introduction to Special Education	3
ED 316	Instructional Technology	3
ED 402	History & Philosophy of Education	3
<b>Teacher Education Methods</b>		<b>29</b>
ED 112	Art in Elementary/Middle Schools	3
ED 212	Health & PE in Elementary/Middle Schools	2
ED 311	Teaching Literacy in Elementary/Middle Schools	3
ED 312	Teaching Science in Elementary/Middle Schools	3
ED 313	Teaching Social Studies in Elem/Middle Schools	3
ED 314	Teaching Math in Elementary/Middle Schools	3
ED 331	Principles of Early Childhood Education	3
ED 332	Methods in Early Childhood Education	3
ED 413	Diagnostic and Remedial Reading Skills	3
ED 415	Literature for Children through Adolescence	3
<b>Teacher Education Practicum Experience</b>		<b>14</b>
ED 321	Practicum in Literacy & Social Studies	0
ED 322	Practicum in Math and Science	0
ED 333	Early Childhood Practicum	1
ED 421	Practicum in Diagnostic Reading	0
ED 422	Practicum in Human & Cultural Development	0
ED 423	Practicum in Special Education/Art/Music/PE	0
ED 424	Student Teaching Experience	13
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>140</b>

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

### **ELEMENTARY EDUCATION FIELD ENDORSEMENT**

#### **Includes ELL Supplemental Endorsement**

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

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	7
HU 414	Ethics	3
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
<b>General Education Requirements</b>		<b>47</b>
EN 101	College Composition 1	3
EN 102	Creative Writing	3
HU 210	Introduction to Linguistics	3
HU 382	American Literature	3
MA 201	College Algebra	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SCI 342	Physical Science	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 214	Cultural Anthropology	3
SS 331	World Civilization 1	3

SS 400	Senior Integration	1
SS 431	American Civilization 1	3
SS 432	American Civilization 2	3
Foreign Language equivalent†		

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

<b>Teacher Education Core</b>		<b>20</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism & Cultural Diversity	2
ED 301	Assessment, Tests, & Measurements	2
ED 302	Introduction to Special Education	3
ED 316	Instructional Technology	3
ED 402	History & Philosophy of Education	3

<b>Teacher Education Methods</b>		<b>29</b>
ED 112	Art in Elementary/Middle Schools	3
ED 212	Health & PE in Elementary/Middle Schools	2
ED 311	Teaching Literacy in Elementary/Middle Schools	3
ED 312	Teaching Science in Elementary/Middle Schools	3
ED 313	Teaching Social Studies in Elem/Middle Schools	3
ED 314	Teaching Math in Elementary/Middle Schools	3
ED 413	Diagnostic and Remedial Reading Skills	3
ED 415	Literature for Children through Adolescence	3
ED 481	English Language Learner Methods	3
ED 482	Assessment and Eval. of English Language Learners	3

<b>Teacher Education Practicum Experience</b>		<b>16</b>
ED 321	Practicum in Literacy & Social Studies	0
ED 322	Practicum in Math and Science	0
ED 421	Practicum in Diagnostic Reading	0
ED 422	Practicum in Human & Cultural Development	0
ED 423	Practicum in Special Education/Art/Music/PE	0
ED 424	Student Teaching Experience	13
ED 483	English Language Learner Practicum	3

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

**TOTAL HOURS** **142**

Notes:

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

### **MATH FIELD ENDORSEMENT**

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

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	7
HU 414	Ethics	3
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2

<b>General Education Requirements</b>		<b>59</b>
EN 101	College Composition 1	3
EN 102	Creative Writing	3
EN 103	College Composition 2	3
HU 382	American Literature	3
HU/MU	Choose an Art or Music elective	3

MA 201	College Algebra*	3
MA 211	Statistics*	3
MA 245	Calculus 1*	4
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
PSY 101	General Psychology	3
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SCI 342	Physical Science	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 331	World Civilization 1	3
SS 332	World Civilization 2	3
SS 400	Senior Integration	1
SS 431	American Civilization 1	3
SS 432	American Civilization 2	3

\*Courses that also meet endorsement requirements.

<b>Teacher Education Core</b>		<b>23</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism & Cultural Diversity	2
ED 301	Assessment, Tests, & Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History & Philosophy of Education	3
<b>Endorsement Requirements</b>		<b>31</b>
CSC 121	Computers and Scientific Thinking	3
MA 300	Inferential Statistics	3
MTH 246	Calculus II	4
MTH 310	Fundamentals of Math	3
MTH 137	Trigonometry <i>or</i>	
MTH 347	Calculus III	3
MTH 363	Elementary Probability and Statistics	3
MTH 431	History of Mathematics	3
MTH 521	Euclidian and Non-Euclidian Geometry	3
MTH 529	Linear Algebra	3
MTH 581	Modern Algebra	3
<b>Teacher Education Practicum Experience</b>		<b>13</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching	13
ED 450	Practicum in Education 4	0
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		<b>8 sem each</b>
<b>TOTAL HOURS</b>		<b>156</b>

Notes:

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

### **MIDDLE SCHOOL FIELD ENDORSEMENT**

### **ENGLISH LANGUAGE LEARNER (ELL) SUPPLEMENTAL ENDORSEMENT**

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

<b>Bible/Theology Requirements</b>	<b>30</b>
BS 101	Old Testament Survey 4
BS 102	New Testament Survey 4
BS 103	Hermeneutics and Bible Study Methods 3
BS 110	Spiritual Life and Evangelism 2
BS 406	Romans 3
BS/TH	Bible or Theology electives 7
HU 414	Ethics 3
TH 200	Survey of Theology 2
TH 203	Theology of Church Mission 2

<b>General Education Requirements</b>	<b>50</b>
EN 101	College Composition 1 3
EN 102	Creative Writing 3
HU 210	Intro to Linguistics 3
HU 382	American Literature 3
MA 201	College Algebra 3
MA 211	Statistics 3
PE 101	Introduction to Health & Wellness 2
PSY 101	General Psychology 3
PSY 211	Child and Adolescent Development 3
SCI 341	Principles of Biology 3
SCI 341L	Biology Lab 1
SCI 342	Physical Science 3
SP 120	Oral Communications 3
SS 101	College Orientation 1
SS 331	World Civilization 1 3
SS 332	World Civilization 2 3
SS 400	Senior Integration 1
SS 431	American Civilization 1 3
SS 432	American Civilization 2 3
Foreign Language equivalent†	

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

<b>Teacher Education Core</b>	<b>20</b>
ED 200	Orientation and Field Experience 2
ED 201	Educational Psychology 3
ED 202	Classroom Management 2
ED 203	Pluralism & Cultural Diversity 2
ED 301	Assessment, Tests, & Measurements 2
ED 302	Introduction to Special Education 3
ED 316	Instructional Technology 3
ED 402	History & Philosophy of Education 3

<b>Teacher Education Methods</b>	<b>31</b>
ED 112	Art in Elementary/Middle Schools 3
ED 212	Health & P.E. in Elementary/Middle Schools 2
ED 311	Teaching Literacy in Elementary/Middle Schools 3
ED 312	Teaching Science in Elementary/Middle Schools 3
ED 313	Teaching Social Studies in Elem/Middle Schools 3
ED 314	Teaching Math in Elementary/Middle Schools 3
ED 413	Diagnostic and Remedial Reading Skills 3
ED 415	Literature for Children through Adolescence 3
ED 417	Middle School Educational Design & Operations 2
ED 481	English Language Learner Methods 3
ED 482	Assessment & Eval. of English Language Learners 3

<b>Teacher Education Practicum Experience</b>	<b>16</b>
ED 321	Practicum in Literacy & Social Studies 0
ED 322	Practicum in Math and Science 0
ED 421	Practicum in Diagnostic Reading 0
ED 422	Practicum in Human & Cultural Development 0
ED 423	Practicum In Special Ed/Art/Music/PE 0
ED 424	Student Teaching Experience 13
ED 483	English Language Learner Practicum 3

**Middle School Endorsement Areas: 36**

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

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

**TOTAL HOURS 149-164**

**MIDDLE SCHOOL ENDORSEMENT AREAS**

**Business Education 18**

AC 201	Financial Accounting	3
BU 311	Human Resource Management	3
BU 312	Principles of Marketing	3
BU 411	Management Information Systems	3
SS 201	Microeconomics	3
SS 202	Macroeconomics	3

**Language Arts 18**

EN 101	College Composition 1*	3
EN 102	Creative Writing*	3
EN 103	College Composition 2	3
HU 381	English Literature <i>or</i>	
HU 383	Non-Western Literature	3
HU 382	American Literature*	3
SP 120	Oral Communications*	3

**Mathematics 18**

CSC 121	Computers & Scientific Thinking (Creighton Univ)	3
MA 201	College Algebra*	3
MA 202	Calculus 1	3
MA 211	Statistics*	3
MTH 201	Applied Math (Creighton Univ)	3
MTH 310	Fundamentals of Math (Creighton Univ)	3

**Social Science 18**

SS 214	Cultural Anthropology	3
SS 331	World Civilization 1*	3
SS 332	World Civilization 2*	3
SS 431	American Civilization 1*	3
SS 432	American Civilization 2*	3
<i>Select one of the following:</i>		3

- SS 203 Discovering Geography
- SS 232 African-American History
- SS 303 Physical Geography
- SS 333 Introduction to American Politics
- SS 433 American Government

**Science 18**

BI 211	Anatomy (Clarkson College)	4
BI 213	Physiology (Clarkson College)	4
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SCI 342	Physical Science	3
SCI 345	Ecology and Resource Conservation	3

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

**Notes:**

1. Bible/Theology Requirements - Studies in the Biblical Studies sequence (specifically course work focusing on Jewish history and the ancient Middle East) provide significant non-western perspective and should be viewed in the curriculum as non-western studies.
2. Professional Requirements (Teacher Education Core) – In addition to the Bible/Theology requirements, General Education Requirements, and Professional Requirements listed, student must complete appropriate endorsement requirements. These endorsements are designed to meet specific requirements established in 92 NCA 24.
3. Subject Area Requirements may be from 9 to 39 additional credits depending on the area, representing at least two different categories of 18 credits each.

**MUSIC FIELD ENDORSEMENT**

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

**Bible/Theology Requirements 30**

BS 101	Old Testament Survey	4
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BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	7
HU 414	Ethics	3
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2

**General Education Requirements 37**

EN 101	College Composition 1	3
EN 102/103	Creative Writing or College Composition 2	3
HU 382	American Literature	3
MA 201/211	College Algebra or Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
PSY 101	General Psychology	3
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 400	Senior Integration	1
SS - - -	Choose a Social Science sequence	6

**Teacher Education Core 18**

ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism & Cultural Diversity	2
ED 302	Introduction to Special Education	3
ED 316	Instructional Technology	3
ED 402	History & Philosophy of Education	3

**Teacher Education Methods 54**

MU P060	Basic Piano Fundamentals 1	1
MU P070	Basic Piano Fundamentals 2	1
MU P080	Basic Piano Fundamentals 3	1
MU P090	Basic Piano Fundamentals 4	1
MU 010-080	Performance Hour	0
MU 121	Music Theory 1	3
MU 121L	Aural Skills 1	1
MU 122	Music Theory 2	3
MU 122L	Aural Skills 2	1
MU 214	Elem & Mid School Music Methods in Education	2
MU 221	Music Theory 3	3
MU 221L	Aural Skills 3	1
MU 222	Music Theory 4	3
MU 222L	Aural Skills 4	1
MU 223	Brass Methods & Materials	1
MU 224	Woodwind Method & Materials	1
MU 230	Choral Methods & Materials	2
MU 313	Conducting 1	2
MU 314	Conducting 2	2
MU 325	String Methods & Materials	1
MU 326	Percussion Methods & Materials	1
MU 330	Band Methods & Materials	2
MU 335	Survey of Music History & Literature 1	3
MU 336	Survey or Music History & Literature 2	3
MU 412	Senior Recital	1
MU 422	Choral & Instrumental Arranging	3
MU - - -	Applied Music	4
MU - - -	Ensemble options	6

**Teacher Education Practicum Experience 13**

ED 423	Practicum in Special Education	0
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ED 424	Student Teaching Experience	13
MU 214L	Practicum in Elementary Music	0
MU 230L	Practicum in Vocal Music	0
MU 330L	Practicum in Instrumental Music	0
MU 400L	Practicum in Music Education	0
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>152</b>

*Note:*

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

### **SOCIAL SCIENCE FIELD ENDORSEMENT**

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

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	7
HU 414	Ethics	3
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
<b>General Education Requirements</b>		<b>55</b>
EN 101	College Composition 1	3
EN 102	Creative Writing	3
EN 103	College Composition 2	3
HU 382	American Literature	3
HU/MU	Choose an Art or Music elective	3
MA 201	College Algebra	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
PSY 101	General Psychology*	3
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SCI 342	Physical Science	3
SP 120	Oral Communications	3
SS 101	College Orientation*	1
SS 331	World Civilization 1*	3
SS 332	World Civilization 2*	3
SS 400	Senior Integration	1
SS 431	American Civilization 1*	3
SS 432	American Civilization 2*	3

*\*Courses that also meet endorsement requirements.*

<b>Teacher Education Core</b>		<b>23</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism & Cultural Diversity	2
ED 301	Assessment, Tests, & Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History & Philosophy of Education	3
<b>Additional Endorsement Requirements</b>		<b>42</b>
HU 321	World's Living Religions	3
PSY 302	Theories of Personality	3

SS 201	Microeconomics	3
SS 202	Macroeconomics	3
SS 203	Discovering Geography	3
SS 214	Cultural Anthropology	3
SS 222	Principles of Sociology	3
SS 231	Church History	3
SS 232	African-American History	3
SS 233	History of the American People	3
SS 241	Nebraska History	3
SS 303	Physical Geography	3
SS 333	Introduction to American Politics	3
SS 433	American Government	3
<b>Teacher Education Practicum Experience</b>		<b>13</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	13
ED 450	Practicum in Education 4	0
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>163</b>

*Note:*

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

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

**BASIC BUSINESS SUBJECT ENDORSEMENT**

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

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	7
HU 414	Ethics	3
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
<b>General Education Requirements</b>		<b>55</b>
EN 101	College Composition 1	3
EN 102	Creative Writing	3
EN 103	College Composition 2	3
HU 382	American Literature	3
HU/MU	Choose an Art or Music elective	3
MA 201	College Algebra	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. electives	2
PSY 101	General Psychology	3
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SCI 342	Physical Science	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 331	World Civilization 1	3
SS 332	World Civilization 2	3
SS 400	Senior Integration	1
SS 431	American Civilization 1	3
SS 432	American Civilization 2	3

<b>Teacher Education Core</b>		<b>23</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism & Cultural Diversity	2
ED 301	Assessment, Tests, & Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History & Philosophy of Education	3
<b>Endorsement Requirements</b>		<b>38</b>
AC 201	Financial Accounting	3
BU 300	Principles of Leadership and Management	2
BU 301	Corporate Finance	3
BU 302	Organizational Behavior	3
BU 311	Human Resource Management	3
BU 312	Principles of Marketing	3
BU 402	International Business	3
BU 403	Legal Environment of Business	3
BU 411	Management Information Systems	3
BU 412	Entrepreneurship and Small Business	3
BU 422	Production and Operations Management	3
SS 201	Microeconomics	3
SS 202	Macroeconomics	3
<b>Teacher Education Practicum Experience</b>		<b>13</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	13
ED 450	Practicum in Education 4	0
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>159</b>

*Note:*

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

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

**ENGLISH SUBJECT ENDORSEMENT**

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

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	7
HU 414	Ethics	3
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
<b>General Education Requirements</b>		<b>55</b>
EN 101	College Composition 1*	3
EN 102	Creative Writing*	3
EN 103	College Composition 2*	3
HU 382	American Literature*	3
HU/MU	Choose an Art or Music elective	3
MA 201	College Algebra	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2

PSY 101	General Psychology	3
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SCI 342	Physical Science	3
SP 120	Oral Communications*	3
SS 101	College Orientation	1
SS 331	World Civilization 1	3
SS 332	World Civilization 2	3
SS 400	Senior Integration	1
SS 431	American Civilization 1	3
SS 432	American Civilization 2	3

\*Courses that also meet endorsement requirements.

<b>Teacher Education Core</b>		<b>23</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism & Cultural Diversity	2
ED 301	Assessment, Tests, & Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History & Philosophy of Education	3

<b>Endorsement Requirements</b>		<b>23</b>
COM 412	Human Communication and Rhetoric	3
ED 415	Literature for Children through Adolescence	3
EN 113	Interpretive Writing Evaluation	2
HU 210	Introduction to Linguistics	3
HU 310	Literature of the Bible	3
HU 320	Survey of the Christian Writings of C.S. Lewis	3
HU 381	English Literature	3
HU 383	Non-Western Literature	3

<b>Teacher Education Practicum Experience</b>		<b>13</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	13
ED 450	Practicum in Education 4	0

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

**TOTAL HOURS** **144**

Note:

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

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

## **HISTORY SUBJECT ENDORSEMENT**

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

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	7
HU 414	Ethics	3
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2

<b>General Education Requirements</b>		<b>43</b>
EN 101	College Composition 1	3
EN 102	Creative Writing	3
EN 103	College Composition 2	3
HU 382	American Literature	3
HU/MU	Choose an Art or Music elective	3
MA 201	College Algebra	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
PSY 101	General Psychology	3
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SCI 342	Physical Science	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 400	Senior Integration	1
<b>Teacher Education Core</b>		<b>23</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism & Cultural Diversity	2
ED 301	Assessment, Tests, & Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History & Philosophy of Education	3
<b>Endorsement Requirements</b>		<b>36</b>
SS 231	Church History	3
SS 233	History of American People	3
SS 241	Nebraska History	3
SS 331	World Civilization 1	3
SS 332	World Civilization 2	3
SS 336	History of Western Hemisphere	3
SS 431	American Civilization 1	3
SS 432	American Civilization 2	3
SS 433	American Government	3
SS 443	Historiography	3
SS 214	Cultural Anthropology	3
SS 333	Introduction to American Politics	3
<b>Teacher Education Practicum Experience</b>		<b>13</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	13
ED 450	Practicum in Education 4	0
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>145</b>

*Note:*

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

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

## **INSTRUMENTAL MUSIC SUBJECT ENDORSEMENT**

Persons with this endorsement may teach instrumental music in kindergarten through 6 grade or 7 through 12 grade.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	7
HU 414	Ethics	3
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
<b>General Education Requirements</b>		<b>37</b>
EN 101	College Composition 1	3
EN 102	Creative Writing <i>or</i>	
EN 103	College Composition 2	3
HU 382	American Literature	3
MA 201	Choose College Algebra <i>or</i>	
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
PSY 101	General Psychology	3
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology <i>or</i>	
SCI 342	Physical Science (with lab)	4
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 400	Senior Integration	1
SS - - -	Choose a Social Science sequence	6
<b>Teacher Education Core</b>		<b>21</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 203	Pluralism & Cultural Diversity	2
ED 301	Assessment, Tests, & Measurements	2
ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History & Philosophy of Education	3
<b>Teacher Education Methods</b>		<b>47</b>
MU 214	Elem & Middle School Music Methods in Education	2
MU P060	Basic Piano Fundamentals 1	1
MU P070	Basic Piano Fundamentals 2	1
MU P080	Basic Piano Fundamentals 3	1
MU P090	Basic Piano Fundamentals 4	1
MU 010-080	Performance Hour	0
MU 121	Music Theory 1	3
MU 121L	Aural Skills 1	1
MU 122	Music Theory 2	3
MU 122L	Aural Skills 2	1
MU 161	Concert Band	1
MU 162	Concert Band	1
MU 221	Music Theory 3	3
MU 221L	Aural Skills 3	1
MU 222	Music Theory 4	3
MU 222L	Aural Skills 4	1
MU 223	Brass Methods & Materials	1
MU 224	Woodwind Method & Materials	1
MU 313	Conducting 1	2
MU 314	Conducting 2	2
MU 325	String Methods & Materials	1
MU 326	Percussion Methods & Materials	1
MU 330	Band Methods & Materials	2
MU 335	Survey of Music History & Literature 1	3

MU 336	Survey of Music History & Literature 2	3
MU 422	Choral & Instrumental Arranging	3
MU - - -	Applied Music	4
<b>Teacher Education Practicum Experience</b>		<b>13</b>
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	13
MU 214L	Practicum in Elementary Music	0
MU 230L	Practicum in Vocal Music	0
MU 330L	Practicum in Instrumental Music	0
MU 400L	Practicum in Music Education	0
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		8 semesters each
<b>TOTAL HOURS</b>		<b>148</b>

*Note:*

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

### **RELIGIOUS EDUCATION SUBJECT ENDORSEMENT**

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

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 306/316	Daniel & Revelation / Genesis	3
BS 406	Romans	3
BS/TH	Bible or Theology electives	7
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
<b>General Education Requirements</b>		<b>58</b>
EN 101	College Composition 1	3
EN 102	Creative Writing	3
EN 103	College Composition 2	3
HU 382	American Literature	3
HU 414	Ethics	3
HU/MU	Choose an Art or Music elective	3
MA 201	College Algebra	3
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
PSY 101	General Psychology	3
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology	3
SCI 341L	Biology Lab	1
SCI 342	Physical Science	3
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 331	World Civilization 1	3
SS 332	World Civilization 2	3
SS 400	Senior Integration	1
SS 431	American Civilization 1	3
SS 432	American Civilization 2	3
<b>Teacher Education Core</b>		<b>23</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism & Cultural Diversity	2
ED 301	Assessment, Tests, & Measurements	2

ED 302	Introduction to Special Education	3
ED 315	Principles and Methods in Secondary Education	3
ED 316	Instructional Technology	3
ED 402	History & Philosophy of Education	3
<b>Teacher Education Practicum Experience</b>		<b>13</b>
ED 300	Practicum in Education 1	0
ED 350	Practicum in Education 2	0
ED 400	Practicum in Education 3	0
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	13
ED 450	Practicum in Education 4	0
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>124</b>

*Notes:*

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

**VOCAL MUSIC SUBJECT ENDORSEMENT**

Persons with this endorsement may teach vocal music in kindergarten through grade 6 or grades 7 through 12.

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
BS/TH	Bible or Theology electives	7
HU 414	Ethics	3
TH 200	Survey of Theology	2
TH 203	Theology of Church Mission	2
<b>General Education Requirements</b>		<b>37</b>
EN 101	College Composition 1	3
EN 102	Creative Writing	3
HU 382	American Literature	3
MA 201	College Algebra <i>or</i>	
MA 211	Statistics	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
PSY 101	General Psychology	3
PSY 211	Child and Adolescent Development	3
SCI 341	Principles of Biology <i>or</i>	
SCI 342	Physical Science (and lab)	4
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 400	Senior Integration	1
SS - - -	Choose a Social Science sequence	6
<b>Teacher Education Core</b>		<b>18</b>
ED 200	Orientation and Field Experience	2
ED 201	Educational Psychology	3
ED 202	Classroom Management	2
ED 203	Pluralism & Cultural Diversity	2
ED 302	Introduction to Special Education	3
ED 316	Instructional Technology	3
ED 402	History & Philosophy of Education	3
<b>Teacher Education Methods</b>		<b>50</b>
MU 214	Elem & MS Music Methods in Education	2
MU P060	Basic Piano Fundamentals 1	1
MU P070	Basic Piano Fundamentals 2	1
MU P080	Basic Piano Fundamentals 3	1
MU P090	Basic Piano Fundamentals 4	1

MU V101-202	Applied Voice	4
MU 010-080	Performance Hour	0
MU 121	Music Theory 1	3
MU 121L	Aural Skills 1	1
MU 122	Music Theory 2	3
MU 122L	Aural Skills 2	1
MU 141	Grace Chorale <i>or</i>	
MU 151	Women's Chorale	6
MU 221	Music Theory 3	3
MU 221L	Aural Skills 3	1
MU 222	Music Theory 4	3
MU 222L	Aural Skills 4	1
MU 230	Choral Methods	2
MU 313	Conducting 1	2
MU 314	Conducting 2	2
MU 335	Survey of Music History & Literature 1	3
MU 336	Survey or Music History & Literature 2	3
MU 412	Senior Recital	1
MU 422	Choral & Instrumental Arranging	3
MU - - -	Ensemble options	2
<b>Teacher Education Practicum Experience</b>		<b>13</b>
ED 423	Practicum in Special Education	0
ED 424	Student Teaching Experience	13
MU 214L	Practicum in Elementary Music	0
MU 230L	Practicum in Vocal Music	0
MU 330L	Practicum in Instrumental Music	0
MU 400L	Practicum in Music Education	0
<b>Servant Leadership Training &amp; Grace L.I.F.E.</b>		8 sem each
<b>TOTAL HOURS</b>		<b>151</b>

*Note:*

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

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

### **COACHING SUPPLEMENTAL ENDORSEMENT**

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

<b>Endorsement Requirements</b>		<b>12</b>
PE 101	Introduction to Health & Wellness	2
PE 200	Cardiovascular Training 1	1
PE 210	Cardiovascular Training 2	1
PE 220	Strength Training 1	1
PE 230	Strength Training 2	1
PE 300	Care and Prevention of Athletic Injuries	3
PE 400	Concepts of Coaching and Officiating	3
<i>Select at least 2 of the following:</i>		
PE 402	Coaching Basketball	2
PE 411	Coaching Soccer	2
PE 412	Coaching Volleyball	2
PE 421	Coaching Baseball and Softball	2
PE 422	Coaching Track and Field	2

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

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

<b>Endorsement Requirements</b>		<b>15</b>
ED 481	English Language Learner Methods	3
ED 482	Assess & Evaluation of Second Language Learners	3

ED 483	ELL Practicum	3
HU 210	Introduction to Linguistics	3
SS 214	Cultural Anthropology	3

Students must also present evidence of competence in a foreign language equivalent to two years of high school level or two semesters (6 credits) of college level foreign language.

### Cooperative Programs

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

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

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

### Cooperative Program Objectives

The students who complete these programs should be able to:

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

## BIBLE / INDIVIDUALIZED SECOND MAJOR (BS)

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

<b>Bible/Theology Requirements</b>		<b>30</b>
BS 101	Old Testament Survey	4
BS 102	New Testament Survey	4
BS 103	Hermeneutics and Bible Study Methods	3
BS 110	Spiritual Life and Evangelism	2
BS 406	Romans	3
TH 203	Theology of Church Mission	2
TH 301	Theology 1	3
TH 302	Theology 2	3
BS - - -	Choose Bible, Theology or integrative electives	6
<b>General Education Requirements</b>		<b>40</b>
EN 101	College Composition 1	3
EN 102	Creative Writing	3
HU 221	Choose Introduction to Philosophy or	
HU 323	Worldviews	3
HU - - -	Choose a Literature course	3
HU/MU	Choose an Art or Music elective	3
MA - - -	Choose a Math course	3
PE 101	Introduction to Health & Wellness	2
PE - - -	Choose two P.E. courses	2
SCI - - -	Choose a Science course	4
SP 120	Oral Communications	3
SS 101	College Orientation	1
SS 400	Senior Integration	1
SS - - -	Social Science electives	9
<b>Professional Requirements</b>		<b>58</b>

BU 300	Principles of Leadership and Management	2
CM 303	Fundamentals of Instruction and Mentoring	2
	Individualized Second Major Requirements	*42
- - -	Open Electives	12
	Servant Leadership Training & Grace L.I.F.E.	8 sem each
	<b>TOTAL HOURS</b>	<b>128</b>

\* If an academic or vocational–technical cooperative program does not require a minimum of 42 credits, the remaining credits will be selected from either Grace or the cooperating institution consistent with the student’s academic plan. If an academic or vocational–technical cooperative program requires more than 44 credits, Grace University will require the requirements as specified by the cooperating institution in order to ensure fulfillment of program objectives and/or competency within the discipline.

## EXCEL DEGREE COMPLETION PROGRAM (BS)

### WHAT IS THE DEGREE-COMPLETION PROGRAM?

The EXCEL Degree Completion Program is a nontraditional program typically serving adults age 25 and older who want to complete their bachelors degree. It is aimed at students who have completed 62 semester credit hours of college with a cumulative 2.0 GPA or better. (Students who have completed fewer than 62 credits but believe they are interested in this kind of delivery system can consult with the EXCEL Office about options.)

Students may choose between a BS in Christian Ministry, a BS in Psychology, or a BS in Business Leadership. Because most adult students are employed in other vocations, classes are offered in the evening. It is possible to complete 40 hours of upper division classes by meeting in one four-hour session per week for 64 weeks (15 months).

Classes are taught in a manner that is conducive to learning for adults. An atmosphere of sharing experiences in family, career, and church promotes self development among the students.

While in the EXCEL Adult Degree Completion Program, students will routinely spend 10 to 15 hours in preparation for each class.

The EXCEL Adult Degree Completion Program enables adult learners to develop:

1. intrapersonal and interpersonal skills;
2. written and oral communication skills;
3. problem-solving and decision-making skills;
4. understanding of biblical and professional research techniques and applications; and
5. evangelism and edification skills through servant leadership training.

Throughout your EXCEL courses you will be expected to put into practice what you have learned in personal and classroom study. A major part of each course will be the Applied Learning Project (ALP) in which you will document what you have learned in that particular course of study. Part of each ALP will be a Servant Leadership Training report (SLT) on how you have applied what you have learned in an actual ministry setting. Ten percent of the final grade in each course will be based on the SLT report.

### ACADEMIC CALENDAR

The EXCEL Degree Completion Program operates on a year-round, semester basis (Fall, Spring, and Summer) with classes beginning every 5-6 weeks. The program consists of four semesters with three classes each semester. Classes are either five or six weeks in length. Included in the schedule is a one-week break for Thanksgiving and a three-week over Christmas.

### ADMISSIONS CRITERIA

Completion of 62 or more semester hours of credit or an Associate of Arts Degree (AA) from an accredited college/post-secondary institution.

Normally 25 years of age or older.

Cumulative grade point average of 2.0 (on a 4.0 scale) or better on all prior academic work.

Completion of application paperwork (application, spiritual life reference, and writing sample), official transcripts and payment of \$35 non-refundable application fee (or \$25 non-refundable on-line application fee).

When all of the above criteria have been met, the EXCEL Adult Degree Completion Program Acceptance Committee will review the admission application.

### APPLICATION PROCESS

Admission to Grace University’s EXCEL Adult Degree Completion program is contingent upon completion of the following items:

#### Application for Admission

Submit a completed application form including a non-refundable application fee payable to Grace University.

#### Salvation

Candidates for admissions will be asked if they have trusted Christ as their personal Savior.

#### Transcripts

You must have official transcripts sent from your high school and all institutions/universities attended, including a military DD214, if applicable, to the EXCEL Admissions Office. Student copies are not official transcripts. Check with the Registrar from each institution for the appropriate transcript fee. The assessment officer completes an official transcript evaluation form for each student.

#### Spiritual Life Reference

One recommendation from the applicant's pastor or other spiritual leader is required as part of the application process. This recommendation deals with the personal characteristics and spiritual demeanor of the applicant.

### **Writing Sample**

This one-to-two page letter is used to assess your ability to communicate effectively in written form. To demonstrate the applicant's ability to write research papers, a sample of a research paper from previous studies should also be submitted. Admission to the program is contingent upon the successful completion of this assignment. Any student who wishes to challenge the essay evaluation is given the opportunity to write another paper using a different topic.

### **Acceptance & Tuition Deposit**

Once the applicant receives approval from the Acceptance Committee, a tuition deposit of \$150 is required before registration.

### **Exception**

Recognizing that life experience may bring maturity, if a prospective EXCEL student has less than a 2.00 GPA and supplemental records reflect that the student is capable of performing at the college level, the student may be admitted at the discretion of the Acceptance committee.

### **Re-admission Criteria**

Students who enroll in EXCEL, but then drop out for two or more semesters, will need to contact the EXCEL Advisor to learn how to return to the program.

### **Admissions Requirement for Applicants Whose First Language is Not English**

- Any applicant whose first language is not English is required to take the TOEFL no matter what age the applicant is or his/her residency status.
- Any applicant whose first language is not English is required to complete an interview (either in person or over the telephone) with the ELL Coordinator or another faculty member (i.e., with inter-cultural experience and/or significant foreign language skills) to assess verbal comprehension as it relates to English language skills.
- Residency (for a period of years in the United States or other English speaking country) of an applicant whose first language is not English will not be considered as an exemption from the first three.

### **International Students**

International students who are interested in this program, please refer to the discussion under Undergraduate Academic Policies.

## **ACADEMIC OPTIONS FOR PROGRAM ENTRANCE**

A total of 62 semester hours of credit are needed for a student to enter the EXCEL Adult Degree Completion Program. These hours must come from one of the following sources: (1) traditional academic courses at Grace or an accredited institution of higher education; (2) online academic courses or Independent Studies; (3) CLEP exams.

Official transcripts must be submitted for all college or university studies. All official transcript evaluations will be done by the EXCEL Assessment Officer. The amount of credit, courses to be accepted, and the method of evaluation will be determined on an individual basis by the nature of the courses and the type of institution.

A "Credit-in-Escrow" policy permits students from non-accredited institutions to enter the EXCEL program with the possibility of having some transfer credits accepted in the future if they are successful in EXCEL. A minimum grade of "B" in the first three EXCEL courses is required. Upon satisfactory completion of this criterion, students are eligible to transfer applicable credits, with some limitations, from a non-accredited institution, provided they (1) received a grade of "C" or better in the course(s) in question, (2) the course(s) fits into academic requirements, and (3) no existing institution policies are violated.

In all such cases, the University reserves the right to require the applicant to demonstrate the required proficiency by scoring at acceptable levels on departmental examinations in related subject areas, by undergoing a probationary period of one semester at Grace University or by fulfilling both of these requirements.

## **ACADEMIC OPTIONS FOR GENERATING ADDITIONAL CREDITS FOR PROGRAM COMPLETION**

Once a student is in the EXCEL Degree Completion Program, additional credits can be earned toward graduation by completing any of a number of options. These options should be discussed with the EXCEL Advisor.

- Traditional undergraduate day courses at Grace University.
- Independent studies and online courses accessed through the Grace web site. Contact the EXCEL Office for details.
- Condensed evening/weekend courses through Grace University.
- Petition for Credit - Professional Schools/Training/Certifications on a case-by-case evaluation. Applies only to general electives.
- College Level Examination Program (CLEP) exams or DANTE exams.
- DELA (Documented Experiential Learning Analysis), documentation of personal experiences integrated with current research and learning outcomes. Applies only to general electives.

Students can earn a maximum of 36 hours of credit using Life Learning Electives or DELAs. The average EXCEL Adult Completion Program student earns between six and ten hours of credit this way.

## **Degree Requirements**

### **General Education Requirements**

### **84 Hours**

*Sixty-two hours are required to enter the EXCEL program.* These hours are made up of previously earned college credit. Applicants with less than 62 hours will need to bring their credit hours up to that amount before beginning the EXCEL program. An admissions

counselor can assist those with fewer than 62 credits to develop a plan to meet this requirement. An Associate of Arts Degree may meet this requirement.

*Specific General Education requirements* - The following general education courses are required as part of the 84 non-EXCEL credits:

- 3 hours in English Composition or Literature
- 3 hours in Speech or Oral Communication
- 3 hours in Humanities
- 3 hours in History
- 3 hours in Science, Math or Computer Science

In addition, Business Leadership students must have a business course, Psychology students must have an introductory or an upper division psychology course, and Christian Ministry students must take BS 406 Romans (3) and a ministry internship (3).

*Upper level Courses* - Nine of the 84 non-EXCEL credits must be upper level courses (300-400 level).

**EXCEL Courses 40 Hours**

The 12 required upper division courses are completed through classes that meet for either 5 weeks or 6 weeks, one night per week over 15 months. Students will register for three courses each semester; these courses will either be Bible courses or the professional courses in the students' major (Psychology, Business Leadership, or Christian Ministry).

At least 24 semester hours are necessary for a major. During EXCEL, the student will take 21 of these hours. If the student does not transfer in 3 additional hours in his/her professional studies area, then an additional 3 hours is required either in Psychology or Business Leadership. Those Psychology students who do not transfer in a course in General Psychology should plan to make up this deficit during his/her first year.

The EXCEL Bible requirements are made up of 19 hours of Bible and Theology classes. These will qualify the student for a minor in Bible upon graduation. For those students wishing to have a second major in Bible, 5 additional hours in Biblical Studies are required. One of the strengths of Grace University is its Bible and Theology offerings. All EXCEL students are encouraged to take advantage of these offerings.

Subjects commonly included in General Education are Natural Science, Mathematics, Communication, Social Science, Humanities and Physical Education. Some courses listed by category are:

**Natural Science:** Biology, Chemistry, Botany, Physics, Zoology, Anatomy, Physiology, Physical Geography, Geology, Astronomy.

**Social Science:** Anthropology, Economics, Political Science, Sociology, History, Geography.

**Humanities:** Apologetics, Ethics, Literature, Foreign Language, Philosophy, World Religions, Art, Music, Painting or Sculpture.

**EXCEL REQUIREMENTS 40**

**BUSINESS LEADERSHIP**

BS 463E	Practical Application of Biblical Hermeneutics	3
BS 464E	O.T. Survey 1 - Genesis to Esther	3
BS 465E	O.T. Survey 2 - Job to Malachi	3
BS 468E	N.T. Survey 1 - Gospels to Acts	3
BS 469E	N.T. Survey 2 - Epistles to Revelation	3
TH 461E	Doctrine Survey	4
COM 452E	Intrapersonal & Interpersonal Communication	3
BL 466E	Leading and Managing	4
BL 471E	Organizational Dynamics	3
BL 477E	Human Resource Management	4
BL 478E	Financial Management	3
BL 479E	Ethical Decisions in the Workplace	4

**CHRISTIAN MINISTRY**

BS 463E	Practical Application of Biblical Hermeneutics	3
BS 464E	O.T. Survey 1 - Genesis to Esther	3
BS 465E	O.T. Survey 2 - Job to Malachi	3
BS 468E	N.T. Survey 1 - Gospels to Acts	3
BS 469E	N.T. Survey 2 - Epistles to Revelation	3
TH 461E	Doctrine Survey	4
COM 452E	Intrapersonal & Interpersonal Communication	3
CM 453E	Ministry	4
CM 454E	Fellowship	3
CM 461E	Worship	4
CM 462E	Discipleship	4
CM 471E	Mission	3

**PSYCHOLOGY**

BS 463E	Practical Application of Biblical Hermeneutics	3
BS 464E	O.T. Survey 1 - Genesis to Esther	3
BS 465E	O.T. Survey 2 - Job to Malachi	3

BS 468E	N.T. Survey 1 - Gospels to Acts	3
BS 469E	N.T. Survey 2 - Epistles to Revelation	3
TH 461E	Doctrine Survey	4
COM 452E	Intrapersonal & Interpersonal Communication	3
PSY 473E	Lifespan Development	4
PSY 474E	Marriage & Family	4
PSY 475E	Personality Theories	3
PSY 476E	Abnormal Psychology	4
PSY 477E	Social Psychology	3

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

Grace University in cooperation with the Department of Aerospace Studies of the University of Nebraska at Omaha functions according to the rules and policies of the University and those of the USAF. The Air Force ROTC program is open to both men and women and is designed to develop the skills and attitudes vital to the career professional Air Force officer. Upon successful completion of the Air Force ROTC program and graduation from the University, cadets are commissioned Second Lieutenants, USAF. Instruction includes a two-year basic course (General Military Course - GMC) and a two-year advanced course (Professional Officer Course - POC).

To enroll in the POC course, applicants must complete either the college GMC program or a six-week Field Training (FT) program at an Air Force base. Applicants for the six-week FT must arrange for such training prior to completing their sophomore year. A number of Air Force ROTC college scholarships are available to outstanding cadets. For complete information on the Air Force ROTC program contact the Professor of Aerospace Studies (PAS), 402-554-2318.

Aerospace Studies, on all levels, are presented to AFROTC students as professional courses. The academic curriculum of Air Force ROTC consists of two distinct general courses. The General Military Course is a continuing freshman-sophomore course of two academic years. The Professional Officer Course is a junior-senior-graduate course of two academic years. Air Force ROTC leadership laboratory activities, which are a part of each course, offer students many opportunities for practical leadership training. The GMC curriculum emphasizes the potential of aerospace power. Courses are designed to acquaint the student with aerospace power and the Air Force mission in support of our national defense. The courses are open to all full-time University students. Textbooks and uniforms are furnished at government expense. All students are provided leadership experience through participation in leadership laboratory activities.

The GMC courses also include voluntary trips to various Air Force installations throughout the United States. Students enrolled in GMC courses are not in the military service and assume no military obligation. Students with prior military service or high school ROTC experience may receive credit for portions of the GMC program. Entering freshmen should register for AS 1310 and AS 0010 during registration.

The POC curriculum emphasizes communicative skills, civil-military relations, leadership, human relations, problem solving, and decision making. Courses are open to students who have either: completed the GMC program, or attended a six-week summer field training course at an Air Force Base in lieu of the GMC program.

Students not enrolled in the GMC program should contact Air Force ROTC by February to be tested and processed for the fall semester.

POC cadets enlist in the Air Force Reserve and receive approximately \$2,000 for their two-year participation. POC cadets manage all leadership laboratory activities.

Air Force ROTC College Scholarships are available to both male and female cadets enrolled in the AFROTC program. These scholarships provide full tuition, laboratory expenses, incidental fees and an allowance for books and supplies. Scholarship cadets also receive \$100 a month in non-taxable allowances. For complete information on each AFROTC program and these scholarships, contact the UNO Department of Aerospace Studies.

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

## ***Course Descriptions***

### **COURSE NUMBERING**

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

### **COURSE ABBREVIATIONS**

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

AC	Accounting
BS	Biblical Studies
BL	Business Leadership
BU	Business and Technology
CA	Camping
CM	Christian Ministry
COM	Communications
ED	Teacher Education
EN	English
FL	Foreign Languages
HU	Humanities
IS	Intercultural Studies
IT	Information Technology
MA	Mathematics
MU	Music
PE	Physical Education
PSY	Psychology
SCI	Science
SP	Speech
SS	Social Sciences
TH	Theology

## **ACCOUNTING**

### **AC 201 Financial Accounting 3**

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

### **AC 202 Managerial Accounting 3**

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

## **BIBLICAL STUDIES**

### **BS 101 Old Testament Survey 4**

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

### **BS 102 New Testament Survey 4**

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

### **BS 103 Hermeneutics & Bible Study Methods 3**

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

### **BS 110 Spiritual Life and Evangelism 2**

This course involves a study of the biblical aspects of spiritual growth. Using selected portions of the New Testament, students consider how to "walk in the Spirit" individually, with other believers, and in the world. The course then explores how personal evangelism, its motives and strategies, flow out of a Spirit-filled life.

### **BS 204 Gospels 3**

This course is a study of the four Gospels. The earthly ministry of Christ is discussed. Attention is given to the political, religious, biblical, and geographical backgrounds. A chronology of events and a harmony of the Gospels are established. Biblical passages are analyzed. The character and purpose of the Gospels and of the person and ministry of Christ is analyzed. Prerequisite: BS 103.

### **BS 221 Geography of the Bible 2**

This course deals with the geography of the lands represented in the Bible and other ancient texts. Emphasis is on the interrelationship of history and geography involving settlement, economy, military, and communication in ancient Israel. Upon

completion a student will be able to correlate relevant archaeological, historical and biblical material with important sites, roads, and features.

- BS 223 Old Testament Archaeology 3**  
A study of the history of the Ancient Near East during the Old Testament period with a special emphasis on the material culture revealed through archaeology. The general purpose of this course is to supply the student with the background necessary to study the Old Testament in its historical context. Prerequisite: BS 101.
- BS 224 New Testament Archaeology 3**  
A study of the history and setting of the New Testament, from the Hellenistic Period through the beginning of the Church Age. The general purpose of this course is to supply the student with the background necessary to study the New Testament in its historical context. Prerequisite: BS 102.
- BS 302 Isaiah 3**  
This course is an exposition of Isaiah. Particular attention is given to authorship, historical background, the suffering Savior, the coming Messiah, and millennial prophecies. Prerequisite: BS 103.
- BS 303 Joshua, Judges, and Ruth 3**  
This course is an expositional study of these three Old Testament books. Special emphasis is given to historical background, synthesis, and literary continuity. These three books are studied in the context of the developing historical narrative of the Pentateuch as well as the remaining historical books. Prerequisite: BS 103.
- BS 305 Wisdom Literature 3**  
This course is an exposition of selected portions from Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon. Attention is given to interpretive methodology and practical application. Prerequisite: BS 103.
- BS 306 Daniel and Revelation 3**  
This course is an exposition of Daniel and Revelation. Attention is given to the premillennial, pretribulational interpretation of these two books. Additionally, emphasis will be given to the authorship, background, history, and development of interpretive skills. Prerequisite: BS 103.
- BS 307 Minor Prophets 3**  
This course is an expositional study of the Minor Prophets. Emphasis is placed on the background, chronology, author, prophetic significance, and their unique contributions to canon. Prerequisite: BS 103.
- BS 310 Geographical & Historical Settings of the Bible 4**  
A study of the physical features of the land of the Bible, stressing geographical factors affecting settlement and communication in the various regions. Preparatory map study and class previews provide the background to each trip in the field. Relevant archaeological, historical, and biblical material is correlated with sites, roads, and features in each region. Regions studied and visited include Galilee, Golan Heights, Judah, Samaria, Negev, Shephelah, Jordan and Jezreel Valleys, Benjamin, Sharon Plain, and Philistia. Courses are taken at Jerusalem University College.
- BS 311 1 Corinthians 3**  
This course is a detailed exposition of this crucial epistle giving special emphasis to the divisions, disorder, and difficulties of the Corinthian church. Special consideration is also given to the nature of spirituality, as well as spiritual gifts. Prerequisite: BS 103.
- BS 312 Prison Epistles 3**  
This course is an expositional study emphasizing the church as the body and bride of Christ, and presenting Him as the model, the example, and the sufficient and supreme source of truth and life. Prerequisite: BS 103.
- BS 314 Pastoral Epistles 3**  
This course is a detailed exposition of 1 and 2 Timothy and Titus that stresses the organization and discipline of the New Testament church, as well as the role of women in the church. Prerequisite: BS 103.
- BS 316 Genesis 3**  
This course is an exposition of Genesis emphasizing the historical, doctrinal, and devotional features of the book. Prerequisite: BS 103.
- BS 318 General Epistles 3**  
This course is an exposition study of James through Jude. It stresses the authorship, date, historical background, and unique contribution of each book to the canon. Prerequisite: BS 103.
- BS 320 Galatians and James 3**  
This course is an expositional study, noting the problem of law versus grace. Paul's strenuous defense of pure grace and Christian liberty is given careful attention. The practical aspect of these doctrines is considered from the perspective of James. Prerequisite: BS 103.
- BS 329 Bible Backgrounds 4**  
This course is designed to study the history of the Ancient Near East, the cultures of those lands, or the material assets left behind that shed light on various portions of the Bible. Sources for this information include selected biblical passages and their associated literature, selected Ancient Near Eastern texts, and archaeological remains. The class may be conducted on site in the Land of the Bible.
- BS 402 Hebrews 3**  
This course is an expositional study emphasizing the supremacy and high priestly ministry of Jesus Christ. Prerequisite: BS 103.
- BS 405 Acts 3**

This course is a study of the most important 30 years that changed the history of the world. The students will study the book of Acts with an emphasis on the principles for interpreting and applying the text. There will also be a focus on developing a relevant doctrine of ecclesiology based on the book of Acts. Prerequisite: BS 103.

- BS 406 Romans** 3  
This course is a study of the Book of Romans together with a consideration of the political and religious backgrounds of the writer and the readers. The analysis of the book also considers the doctrines of salvation, national Israel in the plan of God, and a practical application of His grace in the Christian life. Prerequisite: BS 103.
- BS 414 Background & Cultures of the Bible** 3  
A study of the religious institutions, cultural practices, beliefs, geographical distinctives and chronological dimensions as they interplay with the Bible. Emphasis is placed on understanding cultural backgrounds as they contribute to the meaning of Scripture.
- BS 442 Psalms** 3  
A study of the books of Psalms with a special focus on the different levels of interpretation that have attempted to understand and apply this book of Scripture. Special emphasis will be given to understand the God focus of each psalm. The class will also examine the Psalms as a single book and deal with the purpose(s) of the final compiler of Psalms. Students will study representative Psalms from all the major genres of Psalms.
- BS 463E Practical Application of Biblical Hermeneutics** 3  
Principles of biblical hermeneutics are applied to various styles and types of biblical writing. Particular emphasis is given to critical analysis, word studies, interpretation, and application of selected passages.
- BS 464E O.T. Survey 1 - Genesis to Esther** 3  
An overview study of the background, history, authorship, and content of Genesis through Esther. Special emphasis will be placed on the skills for studying both narrative and code law literature.
- BS 465E O.T. Survey 2 - Job to Malachi** 3  
An overview study of the background, history, authorship, and content of Job through Malachi. Special emphasis will be placed on the skills for studying poetry, wisdom and prophetic literature.
- BS 468E N.T. Survey 1 - Gospels to Acts** 3  
An overview study of the background, history, authorship, and content of Matthew through Acts. Special emphasis will be placed on the skills for studying both gospels and the book of Acts.
- BS 469E N.T. Survey 2 - Romans to Revelation** 3  
An overview study of the background, history, authorship, and content of Romans through Revelation. Special emphasis will be placed on the skills for studying both epistles and apocalyptic literature.
- BS 499 Directed Studies** 1-4  
See Directed Studies under Scholastic Policies and Grading System.

## **BUSINESS LEADERSHIP**

- BL 466E Leading and Managing** 3  
A study of leadership styles and skills. Emphasis is placed on motivational techniques and their effectiveness. Simulation activities assist in learning about management, leadership, and dealing with conflict.
- BL 471E Organizational Dynamics** 3  
This course seeks to bring together the fields of organizational psychology and counseling, communication and personnel management, and vocational functioning within a Christian world-view.
- BL 477E Human Resource Management** 3  
This course addresses issues pertinent to personnel management, recruitment, selection, training, evaluation, discipline, and dismissal.
- BL 478E Financial Management** 3  
An introduction to business and financial policies regarding allocation, acquisition, and flow of funds. The manager is introduced to basic accounting terms and principles along with developing skills in reading financial statements.
- BL 479E Ethical Decisions in the Workplace** 3  
An examination of values and ethics, especially in business, with an emphasis upon the integration of belief and lifestyle. The analysis of situations calling for moral thinking and reflection on one's own life are key elements of this course.

## **BUSINESS AND TECHNOLOGY**

- BU 101 Introduction to Business** 3  
An overview of the functions and environment of business, nonprofit, and intercultural organizations. The course also provides an overview of the disciplines within an organization.
- BU 200D Spiritual Foundations of Leadership** 2  
This course provides a framework of servant leadership through the study of Jesus' ministry. The student will learn the difference between leadership and management, along with discovering the tools to become successful leaders for the future.
- BU 300 Principles of Leadership & Management** 2  
A study of leadership styles and skills. Emphasis is placed on motivational techniques and their effectiveness. Simulation activities assist in learning about management by objectives and resolving conflict. Leadership will be examined in the context of personal life, family life, church life, workplace life, and societal life.

- BU 301 Corporate Finance 3**  
 A basic financial management course introducing students to essential financial concepts such as the analysis of financial statements, the time value of money, stock and bond valuation, risk and return, capital budgeting and the cost of capital. The course will challenge students to use their practical knowledge to analyze the financials of a publicly traded company of their choice. Both national and international business finances are covered in the course. Prerequisite: AC 202 and SS 202 or permission of the instructor.
- BU 302 Organizational Behavior 3**  
 This course covers the interactions of business organizations within the framework of applied social science. Communications, culture, motivation, perception formation, leadership, change processes, and learning theory will be included in the course of study.
- BU 305 Intercultural Finance 3**  
 An introduction to financial policies regarding the allocation, acquisition and flow of funds in an intercultural organization. This course integrates economics, accounting and finance together in the context of managing the financial health of an organization that must comply with requirements from multiple countries. It addresses such areas as financial analysis and planning for a non-profit organization, working capital management, the budgeting process and sources of financing such as grants and donations. Prerequisite: AC 202 and SS 202 or permission of the instructor.
- BU 307 Business Ethics 3**  
 This course examines ethics from a Christian world view of the business world. Basic ethical theories are explored along with the integration of Scripture to develop a basis for ethical decision making. Specific ethical dilemmas found in the business world are examined through the use of case study analysis. Prerequisites: AC 201 and SS 201.
- BU 308 Personal Finance 3**  
 A practical study of personal/family financial decision making based on Scripture. Topics of study include financial stewardship, budgeting, giving, investing, retirement and the use of debt. Students will develop financial goals and personal budgets. Discussion will also include the use of various types of credit and insurance.
- BU 310 Introduction to Organization & Administration 3**  
 An introduction to organization and administration that is targeted for non-business degree students. This course provides a high-level understanding of areas that are typically found in managing the administration of a business or nonprofit organization. The course is offered for non-business students who desire an overview of the areas of organizational behavior, human resource management, and management information systems.
- BU 311 Human Resource Management 3**  
 A study of the practices, theories and laws involved in the human resource function. The course will use cases to examine recruiting, selecting, training, evaluating, promoting, and disciplining personnel within a business, nonprofit, or intercultural organization. It will also consider the elements of working with unions and other personnel organizations in international settings.
- BU 312 Principles of Marketing 3**  
 The basic considerations affecting the domestic and international marketing of goods and services. It also addresses the nature of marketing activities and marketing institutions, and the functions and responsibilities of an effective marketing system within the context of the economy.
- BU 320 Introduction to Finance 3**  
 This course is an introduction to finance targeted at non-business degree students. This course offers a high-level introduction to accounting and finance. Subjects covered include basic financial terms, financial statements, ratios, the time value of money, budgeting and financial controls. The course is focused on providing students with a practical understanding of financial concepts found in day-to-day for-profit and non-profit businesses.
- BU 332 Investments 3**  
 This course will examine the role securities markets play in the financial world today. It will examine the history of the institutions and securities which make up the securities market as well as a look at how Wall Street operates. Students will understand and experience how individuals trade financial instruments including stocks, options, bonds, futures. Use of financial instruments in non-profit organizations will also be examined. Prerequisite: BU 301 Corporate Finance
- BU 342 Labor Relations 3**  
 This course will trace the history of labor/management relations from the industrial revolution into the modern age. It will cover the significant events and laws that have shaped the American labor union. Topics covered will include history of organized labor, labor law, collective bargaining, contract negotiation, and current labor union issues. Prerequisite: BU 311 Human Resource Management.
- BU 402 International Business 3**  
 This course examines the international dimensions of business such as industry globalization, development and implementation of international strategy, cross-cultural human resource management and ethical considerations unique to international business. Other areas impacting international business will also be examined including government action, finance and marketing.
- BU 403 Legal Environment of Business 3**  
 This course is designed to introduce the student to the legal and regulatory process in which business decisions are made. The application of legal constraints to management and associated management activities is examined as well as broad applications of regulatory law. In applying these concepts to business decisions regarding its basic function, special emphasis is placed on the ethical issues faced by a decision-maker.
- BU 411 Management Information Systems 3**

This course examines needs analysis, development and operation of an information system in an organization. The course presents a view of information systems from a business user perspective as opposed to an information technology perspective. Emphasis is placed on understanding the business need for an information system, defining that need in business terms using Business Systems Engineering techniques, and ensuring that the system that is provided meets the needs using end-user testing techniques. The course also explores emerging technology and investigates ways to use the emerging technology in business. The major project involves working in group to build a web site.

- BU 412 Entrepreneurship and Small Business 3**  
 This course examines many aspects of the entrepreneurial business to gain an understanding of requirements necessary to start and run a new business. The course will cover the needs of the entrepreneur from legal, human resource, financial and marketing perspectives. Students will analyze case studies that highlight various aspects of entrepreneurship and will complete a “New Business Idea” paper. Outside speakers will be used to examine practical issues facing entrepreneurs today.
- BU 414 Compensation and Management 3**  
 This course will examine current theory and practice regarding compensation and performance issues. It will look at compensation strategy and programs and how they can be used to build and maintain high performance organizations. Topics covered will include job analyses, performance evaluations, wage and salary structures, benefit plans, incentive programs and legal considerations of compensation.
- BU 422 Production & Operations Management 3**  
 The management of operations variables and their part in the overall business strategy. Topics include: allocation of resources, inventory control, cost control, quality control, operations layout and standards development.
- BU 426 Intercultural Operations Management 3**  
 The management of operations variables and their part in the overall strategy of the intercultural organization. The primary focus of the course is managing the operations of a service-oriented, non-profit organization that is located in an intercultural environment. Consideration is given to understanding the cultural norms and how to merge the cultures to create a cohesive operation that respects the values of each culture. Topics include: Business Process Engineering, allocation of resources, cost control, quality control, and standards and procedures development.
- BU 431 Business Internship 3**  
 The internship is designed to provide the student with work experience that will facilitate the integration of practice and theory, to give business majors insight into current policies, procedure and problems in all types of organizations. The experience will include interactions with the internship supervisor and with the supervising faculty member. This course should not be taken prior to the end of the freshman year and preferably not before the end of the sophomore year. Prerequisite: Permission of the department.
- BU 456 Business Strategy & Planning 4**  
 This senior capstone course integrates functional areas of business with business policy in order to establish strategic direction of the firm. Concepts and analytical tools of business strategy will be examined. The course will be taught through the use of contemporary readings, projects and case study analysis. This course is only open to students with senior standing.
- BU 499 Directed Studies 1-4**  
 See Directed Studies description in the Scholastic Policies and Grading System

## **CAMPING**

- CA 300 Camp Management 3**  
 Overview of the managerial responsibilities of a camp administrator, showing God’s plan for Christian leadership vs. the secular. Site selection and development, facilities and equipment. This course is offered at Camp Forest Springs.
- CA 310 Camp Maintenance 3**  
 Theoretical and practical approach to maintenance of grounds, equipment, and facilities. Maintenance schedules, priority of the program, service and public image, record systems, inventory, special projects, and standards of excellence. This course is offered at Camp Forest Springs.
- CA 320 Promotion and Public Relations 3**  
 Methods and techniques of publicity used to gather a constituency or keep it informed. Publications, types of printing, layout and design, media presentations, public image, personal contact, and mailings. This course is offered at Camp Forest Springs.
- CA 330 Food Service Management 3**  
 Experiential and classroom exposure to menu planning, nutrition, food purchasing, preparation of food, systems of serving, sanitation, budgeting, cost controls, standards, and supervision of personnel. This course is offered at Camp Forest Springs.
- CA 340 Camp Counseling 2 or 3**  
 Introduction to counseling, preparing the counselor to counsel, counseling skills and techniques, scriptural support, how to counsel, areas of counseling need, spiritual perspectives, camper characteristics, role playing, and individual conferences. (Married students take 2 hours and single students take 3 hours.) This course is offered at Camp Forest Springs.
- CA 341 Camp Organization 6**  
 Growth, significance, and current status of camping – relationship to American Camping Association and Christian Camping International. Developing an operating philosophy and an organizational system. Relationship of camper/staff organization and program supervisory techniques to the philosophy, developing a comprehensive paper/project which presents the model of camp organization. This course is offered at Camp Forest Springs.
- CA 342 Camp Administration 3**

Administrative structure and principles for camping leadership from a biblical perspective – the servant leader, are outlined. Issues such as finance and business procedure, legislation, and legal matters, insurance, and personnel relations are discussed. This course is offered at Camp Forest Springs.

- CA 350 Camp Programming** **5 or 4**  
Programming experience and theory for the year-round camp – youth camps, family camps, retreats, trip and travel camps, outdoor education, and special events. Thorough exposure to all recreational and leadership opportunities available at Camp Forest Springs; instructor level skills are pursued. Training and instructing campers in a variety of program instruction areas including Bible teaching, archery, air rifles, waterfront, crafts, camping skills and winter sports. (Married students take 5 hours and single students take 4 hours.) This course is offered at Camp Forest Springs.
- CA 355 Camp-Church Relationships** **1**  
Cooperation techniques and philosophy to enhance the ministry relationship between the camp and the church. This course is offered at Camp Forest Springs.
- CA 370 Camp Safety** **1**  
Importance of a continual attitude of safety consciousness in all areas of work or program planning and implementation. Multi media first aid course. This course is offered at Camp Forest Springs.

## **CHRISTIAN MINISTRY**

- CM 300 Counseling Youth in Crisis** **3**  
A basic exploration of adolescent counseling topics and crisis intervention strategies for adults working in youth ministry as non-counseling professionals. Topics and case studies include: addictions, violence and abuse, family crises, depression and grief, disorders, suicidal issues, pregnancy, and community crisis. Referral procedures to professional counselors are also addressed.
- CM 301 Christian Education of Youth** **3**  
Taught from the standpoint of the youth worker in the local church. Acquaints the student with the nature and needs of early, middle and later adolescence. Specific attention is given to developing a philosophy of youth ministry and to correlating the total youth ministry of the local church. Prerequisite: CM 303.
- CM 302 Spiritual & Personal Formation in Ministry** **3**  
A study of the minister's call and personal responsibilities to God, family, community, and ministry. It deals with such issues as personal devotions, finances, priorities and use of time, planning, administration and individual ministry.
- CM 303 Fundamentals of Instruction & Mentoring** **2**  
Designed to acquaint the student with the dynamics and principles of the teaching-learning process and with methodologies that are age-appropriate. Students are given the opportunity to design a training module and write lesson plans. Basic relational skills necessary to mentor others while providing instruction or training is also addressed. Instruction and mentor settings will be evaluated based on formal, informal, and non-formal education categories. Prerequisites: BS 103, SP 120.
- CM 310 Leadership & Discipleship in Youth Ministry** **3**  
Designed to develop a philosophy and methodology for discipleship in youth ministries. Helping others develop cognitively, emotionally and spiritually is the thrust as the life of Christ and New Testament guidelines are applied to contemporary youth leadership. Prerequisite: CM 301 or Permission.
- CM 312 Christian Education of Children** **3**  
A study of the child's characteristics and needs in order to develop a philosophy of ministry to children. Included in this study is the development of methods and materials to implement this philosophy.
- CM 320 Curriculum and Instruction** **3**  
This course builds upon Fundamentals of Instruction and Mentoring for the professional within Christian Education. Particular emphasis is given to curriculum development and teaching skills for a variety of age levels and learning environments. Prerequisite: CM 303 Fundamentals of Instruction and Mentoring.
- CM 334 Women and Ministry** **3**  
A gender-specific study targeting women, their physical, mental, emotional, social, and spiritual needs, and para-church organizations that support women and their families consistent with Scripture. The concept of gender-restrictive offices in local churches along with spiritual gift utilization outside of gender-restrictive offices will be discussed. Potential ministry opportunities for women and personnel requirements around the world will be highlighted. Restricted Admission.
- CM 341 Christian Education Field Experience** **1**  
A practical learning experience in the education program of the local church or para-church organization. Students participate in activities such as teaching, planning, organizing and developing programs while being mentored by an experienced Christian educator.
- CM 401 Christian Education of Adults & Family** **3**  
Designed to aid students in examining the biblical idea and nature of adulthood toward developing a philosophy of adult ministry across the lifespan. Also the biblical idea and nature of the family will be studied toward developing a philosophy of family ministry. Prerequisite: CM 303.
- CM 402 History & Philosophy of Christian Education** **3**  
Designed to expose students to the worldview underpinnings of the educational process. By analyzing various philosophies of education and comparing them with biblical principles, the students develop a philosophy of Christian education that is essential to working effectively with people in the local church or school.

- CM 403 Administrative Leadership 3**  
A study of the minister's leadership and administrative role in the church/para-church setting. A biblical framework for administration. Leadership and church structure will be examined. Special emphasis is placed on strategic planning, mission/vision development, issues of change and conflict, team ministry development, ministry evaluation and other administrative and leadership relationships and tasks. Prerequisite: BU 300 Principles of Leadership and Management.
- CM 404 Introduction to Biblical Counseling 3**  
Designed to integrate Scripture, psychology and introductory counseling, the course focuses on the issues and problems of being a people helper.
- CM 411 Communicating God's Word 3**  
This course will introduce the student to the great principles of teaching and preaching God's Word.
- CM 412 Advanced Preaching 3**  
This course builds on CM 411 and offers the student more opportunity to practice preaching skills. The focus of this class will be on preaching the different literary genre of Scripture. This class is designed for those who will have a primary ministry of pulpit ministry. Prerequisite: CM 411 Communicating God's Word.
- CM 414 Pastoral Internship 3**  
Practical experience in the pastoral field under the direct mentoring of a qualified local pastor and the program director. The student must participate in actual hands-on ministry as the local pastor involves him in such activities as preaching, visitation, board meetings, teaching, and administration. Normally this course is completed during the summer between the Junior and Senior years.
- CM 418 Pastoral Theology and Care 3**  
This course will theologically integrate the ministries of the pastoral office aiding students in developing a biblical pastoral identity. Pastoral ministries such as such as officiating weddings, funerals, baptism, the Lord's supper, and soul care will be addressed.
- CM 430 Christian Education Practicum 2 - 3**  
Designed to permit the senior Christian Education student to do either research or practical work in a particular area of interest. Time is spent in the classroom as well as on individual work in the selected area. Both research and practical work must be approved by the instructor. The student develops a written and an oral presentation of the work. Prerequisite: Permission of instructor.
- CM 442 Christian Education Internship 3**  
Designed to provide the student with direct leadership experience under supervision of a qualified minister of Christian Education in a local church or a qualified Camp Director in a Christian camp and the Chair. Eight weeks of internship are required. This experience comes during the summer between Junior and Senior years. Students must carry a 2.0 GPA to be eligible for this course.
- CM 453E Ministry 4**  
This course will focus on the dynamics of spiritual leadership in the 21<sup>st</sup> century ministry. One's giftedness and place in ministry will be examined. In addition, such ministry leadership issues like working with volunteers and conflict management will be studied. Finally, the student will develop a biblical philosophy of ministry.
- CM 454E Fellowship 3**  
The believers' first commitment is always to Jesus Christ. His or her second commitment to God's family. This course will study the dynamics of Christian fellowship. A major focus of this course will be on working with and developing small groups. Several issues, like singleness, marriage, family and gender, which are so vital to healthy relationships among believers, will be investigated. This course will also help the student develop a biblical philosophy of fellowship.
- CM 461E Worship 4**  
People were created for a specific purpose – to worship God. This course will investigate all the nuances of worship and how it pertains to a believer's relationship with God both in the church and as individual believers. Six key worship styles will be reviewed. The student will learn how to plan and execute a worship service that is pleasing to God. Those aspects that are usually associated with church services, like preaching, technology, music, corporate prayer, the ordinances, weddings and funerals, will be discussed. Developing a biblical philosophy of worship is a key component that is integrated into this course.
- CM 462E Discipleship 4**  
The focus of this class will center on how a believer grows in Christ and how he/she can help other believers grow. Things like small groups, cultural analysis, pastoral care and disciple making will be studied. The student will develop a biblical philosophy of discipleship as part of this course.
- CM 471E Mission 3**  
The class will investigate world view vision that is a vital part of following Christ. This course will focus on the great commission's role in the life of a believer both in his/her community and world. Such areas of evangelism and missions as witnessing, apologetics follow up, para-church ministry, short term missions and church planting will be investigated. A biblical philosophy of missions will be imbedded in this course.
- CM 499 Directed Studies 1-4**  
See Directed Studies under Scholastic Policies and Grading System.

## COMMUNICATIONS

Course descriptions for communication classes offered at Iowa Western Community College can be obtained by contacting: Iowa Western Community College, 2700 College Road, Council Bluffs, Iowa 51503, (712) 325-3200 or 1-800-432-5852; <http://iwcc.cc.ia.us/>.

**COM 251-352 Broadcast Practicum 0**

Practical experience in broadcasting. Students have practical experience in broadcasting skills under the supervision of Communications faculty. Students are required to work on the staff of the campus FM radio station, in the areas of management, staff announcer, production, and music. Start positions are assigned by the student manager. A report of the student's progress becomes part of the student's portfolio. Students are required to successfully complete one level before going on to the next level. Special fee for each practicum.

- COM 302 Sociology of Mass Communications** 3  
A sociological approach to the study of mass communications systems. The course focuses on the political and cultural factors that have shaped the mass communications system of a country. While the major focus is on the U.S. mass communications system, application is made to other countries throughout the course.
- COM 332 Multi-Track Production** 3  
Focuses on the use of the multi-track recorder in spot, music and drama production. During the class, students have the opportunity to work on both group and individual projects. Prerequisite: COM 331 or experience.
- COM 350 Broadcast Field Work** 3  
Supervised professional experience with a media organization. The student is required to work a minimum of 240 hours and complete a journal and an Applied Learning Paper outlining the experience. This course is normally taken during the summer between the Junior and Senior years. The field experience may either be in the US or abroad and must be approved by the Program Director. Prerequisite: 3 broadcast practica. Students must carry a 2.0 GPA to be eligible.
- COM 412 Human Communication & Rhetoric** 3  
An overview of theories that address the rhetoric process of message construction and interpretation in interpersonal, group, public, and mass communication settings.
- COM 450 Media Ethics and Law** 3  
An overview of the legal and ethical environment of print and electronic media.
- COM 452E Intrapersonal and Interpersonal Communication** 3  
A study of how to communicate intrapersonally and interpersonally. There will be an emphasis on personal development looking at goals, values and beliefs and realistically preparing for the future. Principles of communication, relationship building, and conflict resolution will be addressed within a variety of contexts.
- COM 499 Directed Studies** 1-4  
See Biblical Studies for description.

## TEACHER EDUCATION

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

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

<b>ED 300</b>	<b>Practicum in Education 1</b>	<b>0</b>
	This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified middle or secondary school setting for the purposes of general exposure. Special fee.	
<b>ED 301</b>	<b>Assessment, Tests, &amp; Measurement</b>	<b>2</b>
	Emphasizes the procedures for constructing tests, evaluating test validity and reliability, and applying proper testing principles to evaluating student progress. Basic statistical principles are also appropriate when using, analyzing, and interpreting test results; focus is also placed on standardized tests and their value in educational assessment.	
<b>ED 302</b>	<b>Introduction to Special Education</b>	<b>3</b>
	Designed to provide a survey of the areas of exceptionality in the field of special education. The course will identify significant changes that have occurred in the education and exceptional populations, learn methods of teaching students with handicapping conditions and alternative multi-disciplinary team approaches, and provide an introduction to the various characteristics and classifications of handicapping conditions as defined by the Nebraska Department of Education.	
<b>ED 311</b>	<b>Teaching Literacy in Elementary/Middle Schools</b>	<b>3</b>
	Methods of teaching reading, composition, grammar, mechanics, oral communication, listening, spelling, and handwriting; emphasizes integrated learning and writing across the curriculum. Prerequisite: Co-requisite: ED 313 Teaching Social Studies in Elementary/Middle Schools and ED 321 Practicum in Literacy and Social Studies.	
<b>ED 312</b>	<b>Teaching Science in Elementary/Middle Schools</b>	<b>3</b>
	Examines content, materials, and instructional methods used to teach science in elementary and middle grades; emphasizes a process approach, hands-on laboratory experiences, and individual and cooperative learning; guides in the development of an activity file; and focuses on teaching the scientific method of research. Prerequisite: Co-requisite: ED 314 Teaching Math in Elementary/ Middle Schools and ED 322 Practicum in Science and Math.	
<b>ED 313</b>	<b>Teaching Social Studies in Elementary/Middle Schools</b>	<b>3</b>
	Examines content, materials, and instructional methods used in teaching social studies in elementary and middle grades; emphasizes active student involvement, individual and cooperative learning, and integration with the language arts by writing in the social studies classroom. Prerequisite: Co-requisite: ED 311 Teaching Literacy in Elementary/Middle Schools and ED 321 Practicum in Literacy and Social Studies.	
<b>ED 314</b>	<b>Teaching Math in Elementary/Middle Schools</b>	<b>3</b>
	This study builds on a philosophical base of mathematics, sequential learning processes, effective teaching methods, and learning activities appropriate for elementary and middle grade students; emphasis on meeting individual needs, using manipulatives, and teaching for transfer to real life situations. Prerequisite: Co-requisite: ED 312 Teaching Science in Elementary/Middle Schools and ED 322 Practicum for Science and Math.	
<b>ED 315</b>	<b>Principles and Methods in Secondary Education</b>	<b>3</b>
	An examination of instructional methodologies appropriate for 7th through 12th grade, educational principles necessary for effective student learning, student motivation, and classroom management. Emphasis is placed on best practices. Prerequisite: Admission to Teacher Education Program.	
<b>ED 316</b>	<b>Instructional Technology</b>	<b>3</b>
	Explores the various instructional technologies to enhance teaching. This course provides an introduction to instructional technology for elementary, middle grades and secondary educators. Special emphasis is placed on instructional software packages for classroom, computer learning centers, web design and internet resources. Special Fee.	
<b>ED 321</b>	<b>Practicum in Literacy &amp; Social Studies</b>	<b>0</b>
	To be taken concurrently with ED 311 Teaching Literacy in Elementary/Middle Schools and ED 313 Teaching Social Studies in Elementary/Middle Schools, this practicum provides field experiences in elementary and middle schools related to teaching language arts and social studies. The practicum requires a minimum of 30 clock hours to integrate classroom theory and practice with elementary or middle school experience. Special fee.	
<b>ED 322</b>	<b>Practicum in Math and Science</b>	<b>0</b>
	To be taken concurrently with ED 314 Teaching Math in Elementary/Middle Schools and ED 312 Teaching Science in Elementary/Middle Schools, this practicum provides field experiences in elementary and middle schools related to teaching math and science. The practicum requires a minimum of 30 clock hours to integrate classroom theory and practice with elementary or middle school experience. Special fee.	
<b>ED 331</b>	<b>Principles of Early Childhood Education</b>	<b>3</b>
	This course is designed to provide the student with a background in the characteristics of young children aged birth to eight years. Also, the student will learn about types of programs, such as preschools, Head Start, and daycare centers, and other programs that provide services for the young child. The developmental appropriateness of the programs will be analyzed.	
<b>ED 332</b>	<b>Methods in Early Childhood Education</b>	<b>3</b>
	This course introduces and provides practical application in curriculum, planning, materials and developmentally appropriate pedagogy in ECE. Prerequisite: Students must be admitted to Teacher Education and have taken ED 331 Principles of Early Childhood Education or obtain Instructor permission.	
<b>ED 333</b>	<b>Early Childhood Practicum</b>	<b>1</b>
	This is the field experience component for the Early Childhood endorsement. Students will observe and participate in early childhood program settings. Special fee.	
<b>ED 350</b>	<b>Practicum in Education 2</b>	<b>0</b>

This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified middle or secondary school setting for the purposes of general exposure. Special fee.

- ED 400 Practicum in Education 3 0**  
This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified school setting for the purposes of exposure to specific instructional activity within one's endorsement area(s). Special fee.
- ED 402 History & Philosophy of Education 3**  
A historical and philosophical analysis of educational theorists and their contributions to current educational thought. Worthy of discussion are educational philosophies like idealism, realism, pragmatism, existentialism, Marxism, analytical theories, and naturalistic theories and their proponents. The student develops the skills to analyze and evaluate the philosophical presuppositions in various educational philosophies, textbooks, methodologies, trends, or subject matter being used in the educational community. This course is designed to meet the ACSI philosophy of Christian school education requirements.
- ED 413 Diagnostic and Remedial Reading Skills 3**  
Designed to broaden the teacher's knowledge and skill in diagnostic and remedial reading techniques, this course includes examination of the administration and interpretation of diagnostic instruments, causes of reading problems, remedial techniques, special motivation factors designed for timid and troubled readers, and diagnostic and administrative procedures necessary for early referral of students with reading difficulties to other reading specialists. Co-requisite: ED 415 Literature for Children through Adolescence and ED 421 Practicum in Diagnostic Reading.
- ED 415 Literature for Children through Adolescence 3**  
A survey of literature for children through adolescence with an emphasis on various genre of literature for children and adolescents. Surveys winners of the Caldecott, Newberry, and Golden Sower awards; providing creative experiences and reporting methodologies by which students can express their understanding of the books. Discussion also focuses on motivation techniques to encourage readers to develop life-long reading habits. Co-requisite: ED 413 Diagnostic and Remedial Reading Skills and ED 421 Practicum in Diagnostic Reading.
- ED 417 Middle School Ed Design & Operations 2**  
Designed to provide educators with a background in the curriculum, history, and philosophy of the middle school. It investigates the organizational structure, team planning, collaborative techniques, and student advising roles that are unique to the middle grades in early adolescence.
- ED 421 Practicum in Diagnostic Reading 0**  
To be taken concurrently with ED 413 Diagnostic and Remedial Reading Skills and ED 415 Literature for Children through Adolescence, this practicum provides field experiences in elementary and middle schools related to teaching reading and literacy skills. The practicum requires a minimum of 30 clock hours to integrate classroom theory and practice with elementary or middle school experience. Special fee.
- ED 422 Practicum in Human/Cultural Development 0**  
This 15 hour practicum is designed to help students integrate classroom theory and practice with elementary and/or middle school experience. This practicum follows the completion of ED 112, ED 212, and MU 214. Special fee.
- ED 423 Practicum in Special Education 0**  
This 15 clock hour practicum is designed to help students integrate classroom theory and practice with elementary, middle school, and secondary experience in areas of special education. Practicum requires an exposure to the learning styles and pedagogy necessary to work with the wide range of special needs population in the classroom. This practicum follows completion of ED 302 Introduction to Special Education. Special fee.
- ED 424 Student Teaching Experience 13**  
This capstone course, designed to integrate knowledge, skills, and experience, can only be scheduled after admission to student teaching. This requirement involves full-time teaching experiences in either one elementary or middle school classroom (within one's field endorsement area) or in a combination of classrooms (within one's field endorsement area) for at least 16 weeks. Placement must be in an accredited and/or approved school as defined by the Nebraska Department of Education. Detailed procedures and evaluations for this student teaching experience may be found in the Grace University Student Teaching Handbook. Special fee.
- ED 450 Practicum in Education 4 0**  
This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified school setting for the purposes of exposure to specific instructional activity within one's endorsement area(s). Special fee. \*Note: An additional 25 clock hours of field-based experience is scheduled within the Orientation and Field Experience course identified within the Teacher Education Professional Core.
- ED 481 English Language Learner Methods 3**  
A course focused on exploring instructional methods and materials to teach English Language Learners (ELL). Methods and materials will be evaluated for age appropriateness and cultural sensitivity.
- ED 482 Assessment and Evaluation of English Language Learners 3**  
Designed to acquaint educators with assessment instruments and evaluation procedures including language proficiency testing, entry and placement procedures, theories of second language acquisition, and selection, development, and evaluation of curriculum based on language proficiency.
- ED 483 ELL Practicum 3**

A practical experience teaching English as a Second Language in an age-appropriate setting under supervision. Prerequisite: Include ED 481,482, and foreign language competency.

**ED 499 Directed Studies** 1-4  
See Biblical Studies for description.

## ENGLISH

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

**EN 099 Foundational Writing** 0  
A foundational course designed to address writing challenges related to grammar, construction, process and organization. This seminar is required for students admitted with no previous credit in College Composition, scoring less than an 18 on the English section of the ACT. Instructors may also recommend this course to students/advises with significant difficulties in written communication.

**EN 101 College Composition 1** 3  
This course is designed to equip students for successful transition into collegiate-level academic writing. Emphasis is placed on principles of Six-Trait Writing (content, organization, voice, word choice, fluency and conventions), in addition to information literacy and research skills. Students gain experience in writing personal reflections and summaries, as well as in correctly writing and documenting paraphrases and direct quotes using both MLA and APA formats. Attention is given to informative research writing, as well as to the following essay styles: narration, definition, description, and classification. The course culminates in submission of a final writing portfolio. Prerequisite: ACT English score of 19 or higher or successful completion of EN 099. A grade of C or higher required to enter professional programs.

**EN 102 Creative Writing** 3  
Production of short stories, essays, skits, and poetry. Fiction, poetry, drama, and other literary forms are the focus of the course. Prerequisite: EN 101 College Composition 1 or Instructor's Permission.

**EN 103 College Composition 2** 3  
This course builds upon skills acquired in College Composition 1 and helps students understand the relationship between academic writing and the workplace. Emphasis is placed on rhetorical purpose and audience, clarity/coherence, and revising/editing. MLA and APA documentation formats will be reviewed, and attention is given to the following rhetorical approaches: illustration, cause/effect, comparison/contrast, and argumentation/persuasion. The course culminates in submission of the persuasive research writing project. Prerequisite: EN 101 with a grade of "C" or higher.

**EN 113 Interpretive Writing Evaluation** 2  
Interpretation of writing and the evaluation of techniques used in writing poetry, fiction, and non-fiction are explored. Publisher and editorial requirements will also be investigated.

**EN 203 Technical Writing** 3  
This course introduces students to the essential skills needed to produce written works with special attention being given to correctly preparing, publishing, and referencing technical documentation. This course will challenge students to define their audience, identify the purpose of their written communication and produce accurate and professional documents. Students will be familiarized with professional communication practices including anticipating their audience's needs, biases, and prior knowledge; writing reports; resumes; and proposals; technical writing-specific mechanics and style; and the review of the APA documentation style to conduct document research.

**EN 301 Advanced Creative Writing** 3  
This course is designed for students with a desire to pursue publication of their written work. Students will produce fiction, nonfiction and poetry in a workshop setting with a focus on submitting the pieces for publication. Advanced techniques in each genre will be used to build on skills students learned in Creative Writing. Pre-requisites: EN 101, EN 102, and instructor permission.

## FOREIGN LANGUAGES

**FL 211 Introductory French** 3  
An introductory study of French, including survival French. The course is particularly focused on verbal and aural proficiency, and is intended to prepare students for basic conversations such as asking directions, ordering food, and shopping. Attention is also paid to language learning strategies.

**FL 250 Language for Cross-Cultural Service** 3  
A field-based exploration of language learning principles, including the acquisition of basic survival proficiency in one or more target languages. This is an applied, field-based course.

**FL 341 French 1** 3  
The study of the essentials of the French language. Emphasis is on establishing a basic vocabulary, reading and writing grammar, and conversational phrases.

**FL 342 French 2** 3  
Part two of a one-year sequence in the French language. Emphasis is continued on establishing a basic vocabulary, basic reading and writing syntax, conversational dialogue, idioms, and French culture. Prerequisite: FL 341 French 1.

**FL 351 Greek Grammar 1** 3

An introduction to Koine' Greek grammar. Emphasis is on basic vocabulary, verb forms, and case structure. Skills to learn a foreign language are addressed.

- FL 352 Greek Grammar 2 3**  
A continuation of Koine' Greek grammar. Emphasis is on mastery of vocabulary, verb forms, and case structure. Translation of first-century Johannine literature begins this semester. Prerequisite: FL 351 Greek Grammar 1.
- FL 371 Spanish 1 3**  
The study of the essentials of the Spanish language. Emphasis is on establishing a basic vocabulary, reading and writing grammar, and conversational phrases.
- FL 372 Spanish 2 3**  
Part two of a one-year sequence in the Spanish language. Emphasis is continued on establishing a basic vocabulary, basic reading and writing syntax, conversational dialogue, idioms, and Latino culture. Prerequisite: FL 371 Spanish 1.
- FL 373 Spanish Language Immersion Program 6**  
An intensive format Spanish language acquisition program designed to immerse the student in the language in an intensive summer format. The course may be scheduled to occur within a Spanish speaking community or country. This program addresses basic vocabulary, reading and writing skills, conversational dialogue, idioms, and Latino culture.
- FL 451 Greek Exegesis 1 3**  
Based on one's knowledge of Koiné Greek, the emphasis is on the transmission of the text and related text-critical issues. Refinement of grammar and syntax will be addressed. Translation and exegesis of first century Greek literature will be undertaken, especially in the Gospel of John. Prerequisite: FL 352 Greek Grammar 2.
- FL 452 Greek Exegesis 2 3**  
Continued exegesis of first century Greek literature with special emphasis on passages with potential exegetical controversy or significance for the Christian life. Prerequisite: FL 451 Greek Exegesis 1.
- FL 461 Hebrew Grammar 1 4**  
The study of the essentials of Hebrew grammar, including the alphabet, vocabulary, and the major verb stems. The importance of accurate translation is emphasized.
- FL 462 Hebrew Grammar 2 4**  
The practical demonstration and application of grammar, reading, and exegesis in the Hebrew Old Testament. Prerequisite: FL 461 Hebrew Grammar 1.
- FL 471 Introduction to the Septuagint 3**  
A study of the Greek text of the Septuagint (LXX). Background and related historical issues will be surveyed, including important LXX manuscripts. Translation of various LXX passages will provide hands-on experience. Prerequisite: FL 452 Greek Exegesis 2 or instructor permission.
- FL 472 Ancient Inscriptions 3**  
This course includes the study and translation of ancient inscriptions from the biblical period, particularly in Hebrew, Aramaic, and Greek. Particular attention will be focused on inscriptions that are of interest for the study of the Old and New Testaments or their backgrounds. Prerequisite: FL 452 Greek Exegesis 2 or FL 462 Hebrew Grammar 2, or instructor permission.

## HUMANITIES

- HU 100 Introduction to the Arts 3**  
A survey of historic paintings, sculptures, and architectures along with a "hands-on" introductory exploration of basic principles of design, space, color, and texture in sketching, painting, and pottery. Music, theatre, and cinema are also introduced as art forms. Field experiences are a critical part of this course. A Christian philosophy of art is addressed.
- HU 145 Musical Theatre 0-1**  
This course gives students training and instruction in Musical Theatre. Students are given opportunity to prepare and perform a musical theatre piece, either as a cast member or as crew. Pass/fail class.
- HU 113 Film Art 3**  
This course introduces film theory, terminology, and technologies and focuses on the practical needs of the producer/videographer in a ministry context.
- HU 210 Introduction to Linguistics 3**  
An introduction to the terminology and concepts of modern linguistics, with a view to developing insight into the linguistic phenomena of one's native language and beyond. Sound systems of languages (phonetics, phonology, and phonemics), word formation (morphology), sentence formation (syntax), and language meaning (semantics) are introduced. A history of the English language is included. The course is intended to develop a curiosity and enthusiasm for language and language learning.
- HU 221 Introduction to Philosophy 3**  
An exploration the philosophical foundations of Christian theism and the biblical world view, so that one may appreciate the intellectual and moral foundations of belief in God. After a brief review of logic, fundamental Christian beliefs are developed philosophically, with an emphasis on the nature of faith, the nature of persons, the existence and nature of God, and the structure and content of Christian ethics. The readings are drawn from both classical and contemporary sources.
- HU 241 Western Literature 1 3**

A study of a representative selection of works drawn from the Western canon spanning the Greek epics through the 16th Century. Through the reading of excerpts and complete works, coupled with class discussions and written assignments, students will acquire an understanding of and an appreciation for the great books of the Western world.

- HU 242 Western Literature 2 3**  
A study of a representative selection of works drawn from the Western canon spanning the year 1600 through today. Through the reading of excerpts and complete works, coupled with class discussions and written assignments, students will acquire an understanding of and an appreciation for the great books of the Western world.
- HU 310 Literature of the Bible 3**  
Primarily designed to increase one's understanding of the Bible and to assist in interpreting it by recognizing and coming to understand the literary forms and devices used therein. It should increase one's understanding of these literary forms and devices by seeing them exemplified in the Bible.
- HU 320 Survey of the Christian Writings of C.S. Lewis 3**  
A course designed to acquaint the student with the contributions C.S. Lewis has made to present-day Christian thinking and understanding. The course involves the reading of complete books by C.S. Lewis (with the exception of selections out of *Poems* and *The Weight of Glory*), ranging from fiction to expository apologetics, from fantasy to strict, measured logic, from doctrinal discussion to spiritual autobiography, from children's-level fiction to adult-level fiction, from prose to poetry.
- HU 321 World's Living Religions 3**  
Background descriptions on the world's religions as to classification, history and doctrines, comparing them with biblical Christianity. The study includes the origin of the concept and the origin of the principle characteristics. May be used as a TH elective by summer EDGE students. (Cross listed as IS 321)
- HU 323 Worldviews 3**  
The sociological, philosophical and theological presuppositions (issues such as ethics, knowledge, reality and humanness) from primary writings of worldviews will be analyzed through critical thinking skills. Also, an examination of the philosophical, theological and spiritual benefits of clothing the Christian faith in the garment of worldview.
- HU 381 English Literature 3**  
A survey of the major contributions to British literature by outstanding English writers.
- HU 382 American Literature 3**  
A survey of the major contributions to American literature by outstanding American writers.
- HU 383 Non-Western Literature 3**  
An exploration of the historical development of literature outside of British or American Literature. Classic and contemporary literature from Asia, Africa, South America, and the Middle East will be examined.
- HU 412 Apologetics 3**  
A biblically based, philosophically detailed defense and statement of Christian theism and belief in God. Topics include: the aims and methods of apologetics, the existence of God, religious language, the problem of evil, miracles and Scripture, the nature of science, and other contemporary topics relevant to showing the rationality of Christian belief. The readings are drawn from both classical and contemporary sources.
- HU 414 Ethics 3**  
Designed to build a Christian world and life view, biblical and general studies are integrated with current moral, intellectual, and social questions of the day.
- INFORMATION TECHNOLOGY**
- IT 095 Microsoft Office Basics 0**  
An introduction to competencies in the basic Microsoft applications (Word, Excel, PowerPoint and Access). A student can demonstrate competency by examination in lieu of this course.
- IT 101 Introduction to Basic Computing 3**  
An introduction to the basic components and operation of microcomputers, including basic competencies in introductory applications (word-processing, database management, spreadsheets, and electronic communications including mail merge). The course includes exploration of local area networks, wide area networks, and the World Wide Web. Competency can be demonstrated by examination in order to substitute another course.
- IT 140 Web Page Design 3**  
An introduction to web site design using HTML and Netscape Communicator. A ministry-related web page is created and posted on the World Wide Web. Prerequisite: IT 101 or instructor's permission.
- INTERCULTURAL STUDIES**
- IS 201 Intercultural Ministry Practicum 1**  
This practicum is designed to help students gain experience working in a structured cross-cultural environment in the Omaha metro area with people from one or more ethnic groups distinct from their own. Prerequisite: TH 203.
- IS 203 The Historical Expansion of the Church 3**  
A biographical/geographical study of the history of the church's expansion from the First Century A.D. to the present. Emphasis is given to key places and individuals, methodology and organizations involved.
- IS 213 Perspectives on the World Christian Movement 3**

A biblical, historical and cultural analysis of the impact of the world Christian movement, with specific attention given to strategy and the imperative of bringing the gospel to groups that have yet to initially receive it.

- IS 218 Intercultural Relationships 1 3**  
 An overview of intercultural life and ministry responsibilities in general and participation in The EDGE program in particular. Subjects covered include motivation, personal preparation, expectations and goals. Emphasis is placed upon understanding oneself and relating with the mission organization, the church at home, the church overseas, and team members. Special fee required. Prerequisites: IS 201 and TH 203.
- IS 303 Introduction to Urban Ministry 3**  
 An introduction to the study of ministry in the urban setting. The material is divided into 3 sections which include: (1) the history of the city, (2) the dynamics of the city including a comparison of the cities in the U.S. and other countries; the conflicts which result from racial and cultural diversity in the city; the social and economic structure of the city; the urban dilemma, (3) how to minister in the city with its unique characteristics and problems.
- IS 312 Context and Mission 3**  
 A study of the principles and challenges involved in cross-cultural service including an examination of the message of the gospel, the nature of the church, and the practice of Christian mission. Particular emphasis is placed upon the process of contextualization given the historical, hermeneutical, sociological, cultural, and global realities. Case studies and field research pertaining to a student's particular EDGE study site are used to demonstrate the application of principles. Prerequisite: IS 201, IS 218, and TH 203.
- IS 318 Intercultural Ministry Field Experience 3**  
 A field-based integration of theory and practice accomplished at an EDGE study site under the supervision of a missionary leader and the Intercultural Studies staff. Prerequisite: IS 201, IS 218, and TH 203. Students must carry a 2.0 GPA to be eligible for this course.
- IS 321 World's Living Religions 3**  
 Overview of the world's major religions as to classification, history and doctrines, and comparison with biblical Christianity. The study includes the origin of the concept of religion, its universality, philosophy and principle characteristics. Emphasis is placed upon the dominant religion of the student's particular EDGE study site. Prerequisite: TH 203.
- IS 331 Introduction to Public Administration 3**  
 This course will include a study of the history of public administration in the US with comparison made to other countries. Important laws having to do with the public administration will be discussed and their implications upon our lives and our cities. Different styles of leadership will be discussed so that the student will understand the perspective of the bureaucrat. The student will be given the Servant Leader model as the one best used to work with the bureaucrat and to accomplish ministry in the city.
- IS 342 Racism & Prejudice in American Society 3**  
 Students will consider sociological and theological theoretical frameworks for understanding racism and prejudice, particularly as expressed in American society. Special theoretical areas include: the Contact Hypothesis, stereotyping, identity development, and race vs. ethnicity. Students will apply these frames to case-study examples of racism and prejudice between various groups in American society. Accomplished at the Justice and Reconciliation study site. Prerequisite: IS 321.
- IS 344 Principles of Christian Community Development 3**  
 This introductory course will explore the history and goals of Christian community development, especially as practiced within the United States. Students will consider the methods and theological and theoretical underpinnings for wholistic, empowering, reconciliatory, and just ministry among the disenfranchised, oppressed, and poor. Accomplished at the Justice and Reconciliation study site. Prerequisite: IS 321.
- IS 348 Intercultural Field Experience 2**  
 A field-based, service-learning-based, integration of theory and practice accomplished at the Justice and Reconciliation study site under the supervision of a local community development organization leader and the Intercultural Studies staff. Prerequisite: IS 321.
- IS 401 Intercultural Ministry Practicum 2 1**  
 This practicum is a continuation of IS 401 Intercultural Ministry Practicum 1.
- IS 402 Mission Research Seminar 1 1**  
 Permits the student to do independent research on some subject within the scope of the total missions endeavor. The instructor provides guidance to the students in the process of their research projects. Students will make presentation of the findings of their research. Prerequisite: TH 203, and senior standing or permission of the Program Director.
- IS 403 Mission Research Seminar 2 2**  
 See description under IS 402.
- IS 405 Intercultural Relationships 2 3**  
 Addresses the theory and challenges of relating across cultures in general and the unique challenges of effective cross-cultural communication at the student's particular EDGE study site location. Special emphasis is placed upon the application of basic cultural principles and self-understanding. Prerequisite: IS 201, IS 218, and TH 203.
- IS 407 Intercultural Transition Seminar 1 1**  
 An inquiry into the intercultural principles related to cross-cultural re-entry, as well as, the practical application of these concepts to the student's present life circumstances. This course is specifically designed for students who have successfully completed the six month EDGE program.
- IS 409 U.S. Foreign Policy and Missions 3 3**  
 This course introduces the paradigmatic assumptions underlying the study of US Foreign Policy. Students build on this foundation in understanding the aims of US Foreign Policy, the role of Military and Economic Policy in achieving national aims, and the impact of

US Foreign Policy around the world. This course especially considers contemporary extremism, the US role in the Arab/Israeli conflict, and the role of US Foreign Aid in achieving national policy goals. Students finally seek to understand the impacts of US Foreign Policy on the work of the church and missions around the world.

- IS 411 Modern Power Structures & Inequality 3**  
An initial survey of the past and present impacts of colonialism and slavery in the modern (and postmodern) world. This course offers a brief introduction to postcolonial scholarship and the critical perspective. The World Bank, IMF, the United Nations, and NGO's (operating internationally and domestically) are studied as a response to, as well as (in some cases) a continuation of, the injustices associated with colonialism and slavery. Students will consider the impact these significant entities have on the context Grace graduates will enter. Prerequisites: IS 312 or successful participation the IS/PSY Jackson study site. Instructor permission may be requested in unusual circumstances.
- IS 412 The Contemporary World & Mission 3**  
A critical evaluation of significant movements affecting the contemporary mission enterprise. Emphasis is placed on partnership in missions, the present state of world evangelization, current cultural and generational trends, and attrition in missions. Careful consideration is given to the responsibility of the church and the missionary in the light of these trends. Prerequisite: IS 201, IS 218, TH 203, completion of the EDGE program, and senior standing or permission of the Program Director.
- IS 423 Senior Seminar 3**  
The student, in cooperation with the department chair, will research a specific area of interest in urban ministry. This will include on-site visits as a practicum, with interviews and actual experience in the field of research. Areas of research may include, but are not limited to: the inner city church; rescue mission ministry; transitional living programs; drug and alcohol rehabilitation; para-church organizations in the inner city; and the delivery of social services.
- IS 442 The Church, Justice, and Oppression in American Society 3**  
Students will learn a model for thinking biblically about justice and oppression. Using this framework, students will consider the role and appropriate responses of the church concerning both current and historical injustices within American society. Race / tribe / ethnicity, gender, religion, and socio-economic status will be especially explored as realms of injustice with this model of justice and oppression. Students will also consider the topics of power and privilege, including exploration into their own experiences with power and privilege. Accomplished at the Justice and Reconciliation study site. Prerequisite: IS 321.
- IS 499 Directed Studies 1-4**  
See Biblical Studies for description.

## **MATHEMATICS**

- MA 201 College Algebra 3**  
This course covers fractional expressions; solving quadratic, fractional, polynomial, and radical equations; relations and functions; quadratic and polynomial functions; systems of equations and inequities; exponential and logarithmic functions; and matrices.
- MA 202 Calculus 3**  
This course deals with trigonometric functions, oblique triangles, advanced algebra, introductory analytic geometry, and calculus. Emphasis centers on application of the mathematical principles.
- MA 204 Applied Math 3**  
This course is designed to explore topics typically found in a finite mathematics course. It will include a study of numeration systems, geometry, measurement, growth, financial management, graphs, matrices, and linear programming.
- MA 211 Statistics 3**  
An introduction to basic statistical methods, including central tendency, parametric, non-parametrical procedures (e.g., tests of association, correlation and comparison).
- MA 245 Calculus 1 4**  
This course is a study of calculus of a single variable. Topics will include functions, limits, differentiation and applications or integration of algebraic functions.
- MA 246 Calculus 2 4**  
This course is a continuation of the study of calculus of a single variable. Topics will include differential equations, various integration techniques and applications and infinite series. Prerequisite: MA 245.
- MA 300 Inferential Statistics 3**  
This course deals with distributions, introduction to measures of central value and dispersion, population and sample, the normal distribution, inference: single population, inference: two populations, introduction to analysis of variance. Statistical packages on the computer will also be utilized in the course.
- MA 302 Foundations of Math 3**  
This course is designed to explore topics typically found in a discrete mathematics course. It will include a study of problem solving, sets, logic, number theory, networks and graph theory, probability, and voting methods.
- MA 431 History of Math 3**  
This course is designed to provide a summary of the history of mathematics. A close look at cultures and their influences on developing mathematics topics such as the first applications of counting and numbers in the ancient world through algebra will be discussed. Included will be discussions of women in the history of mathematics.

## **MUSIC**

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

- MU 010-080 Performance Hour** **0**  
Performance hour is a twice monthly venue in which music majors perform for each other and hear performances by faculty and guest artists. The purpose of performance hour is to develop the student's artistry and musicianship. All music majors are required to enroll in performance hour. Graded on a Pass/Fail basis.
- MU 100 Voice class** **1**  
Voice class is offered each semester. It is a course in singing for the beginning singer or for the singer who has never taken private lessons. Group instruction. Not for music majors specializing in voice. Special fee.
- MU 121 Music Theory 1** **3**  
A comprehensive study of basic music theory, including scales, intervals, chord identification and analysis. Provides a foundation for the integration of the following skills: analysis, historical knowledge, composition, sight reading, ear training, and performance.
- MU 121L Aural Skills 1** **1**  
Comprehensive training in sight singing and ear training. Should be taken in conjunction with corresponding Music Theory course.  
A continuation of comprehensive study of music theory, score analysis, sight reading, ear training, with historical aspects of music.
- MU 122 Music Theory 2** **3**  
Provides a foundation for the integration of the following skills: analysis, historical knowledge, composition, sight reading, ear training, and performance.
- MU 122L Aural Skills 2** **1**  
Comprehensive training in sight singing and ear training. Should be taken in conjunction with corresponding Music Theory course.
- MU 131 Masterworks Chorus** **0-1**  
Enrollment is open to anyone. In the spring semester GUMC joins with other Grace University ensembles to prepare and perform The Masterwork's Concert. Rehearsals are held once a week for 2 hours. Graded on a Pass/Fail basis.
- MU 141 Grace Chorale** **0-1**  
Designed to teach excellence in choral singing. Many styles of sacred choral literature, including music of non-western cultures are used to teach good singing technique, musicianship, and aspects of Christian ministry and music. The Chorale performs 15 to 20 concerts each year. Students are admitted following a satisfactory audition with the director. Generally, the student is expected to make a yearlong commitment to the Chorale. Graded on a Pass/Fail basis.
- MU 145 Musical Theatre** **0-1**  
This course gives students training and instruction in Musical Theatre. Students are given opportunity to prepare and perform a musical theatre piece, either as a cast member or as crew. Pass/fail class.
- MU 151 Women's Chorale** **0-1**  
The Women's Chorale is open to women following a successful audition. Many styles of sacred choral literature are used to teach good singing techniques, musicianship, and aspects of Christian ministry and music. The Women's Chorale performs 10-15 concerts each year. Graded on a Pass/Fail basis.
- MU 161 Concert Band** **0-1**  
An ensemble open to all students by audition who play a band instrument. Instruction and experience in ensemble playing is provided through rehearsals and performance opportunities. Graded on a Pass/Fail basis.
- MU 171 Worship Band** **0-1**  
The Worship Band is open to all students who play guitar, drums, bass guitar, keyboards, or who sing, following a successful audition. Enrollment is limited. The Worship Band prepares music suitable for contemporary worship settings and leads worship in various venues including Grace LIFE and youth outreach events. Students will learn to read music charts and to improvise. This course is suitable for music majors who plan to be worship leaders and those who want music credit for General Studies. Graded on a Pass/Fail basis.
- MU 211 Fundamentals of Music** **3**  
This course is an introduction to the fundamentals of music and music theory. The students will learn to read musical notation, play a simple song on the piano/keyboard, sight sing, conduct and lead group singing, write musical notation, harmonize a simple melody, and read chord symbols.
- MU 213 Music Appreciation** **3**  
This course is an introduction to music. The aim of this class is to teach students techniques for engaging emotionally and intellectually in music. The students will be taught listening skills that equip them with the capacity for critical judgment in both classical and popular music settings.
- MU 214 Elementary & Middle School Music Methods in Education** **2**  
A survey of basic teaching techniques used by elementary and middle school teachers to address music concepts such as rhythm, beat, scales, voice development, music instrument identification, musical styles, music appreciation, and music's impact on cultural development. Designed for the classroom teacher not specializing in music education.
- MU 214L Practicum in Elementary Music** **0**  
This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified elementary music setting for the purposes of general exposure to elementary music education. To be taken concurrently with MU 214. Special fee.
- MU 220 Philosophy of Christian Music** **3**

Designed to help the student develop a Christian philosophy of music for life and ministry and worship.

- MU 221 Music Theory 3** 3  
A comprehensive study of advanced theory, harmony, analysis: common practice period. Prerequisite: MU 122.
- MU 221L Aural Skills 3** 1  
Comprehensive training in sight singing and ear training. Should be taken in conjunction with corresponding Music Theory course.
- MU 222 Music Theory 4** 3  
A comprehensive study of advanced theory, harmony, analysis: late Romantic and Twentieth Century techniques. Prerequisite: MU 221.
- MU 222L Aural Skills 4** 1  
Comprehensive training in sight singing and ear training. Should be taken in conjunction with corresponding Music Theory course.
- MU 223 Brass Methods & Materials** 1  
This class is designed to help prepare the music major to teach the playing of brass instruments in a school band/orchestra or private lesson setting, by learning the fundamentals of playing each instrument. This is accomplished by reading about as well as playing the instruments. Alternates with MU 325.
- MU 224 Woodwind Method & Materials** 1  
This class is designed to help prepare the music major to teach the playing of woodwind instruments in a school band/orchestra or private lesson setting, by learning the fundamentals of playing each instrument. This is accomplished by reading about as well as playing the instruments. Alternates with MU 326.
- MU 230 Choral Methods & Materials** 2  
Designed to teach the student to select appropriate choral literature, conduct effective rehearsals, and build healthy singing technique in Middle school and high school classes.
- MU 230L Practicum in Vocal Music** 0  
This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified middle or secondary instrumental music setting for the purposes of general exposure to instrumental music education. To be taken concurrently with MU 330. Special fee.
- MU 303 Technology in Worship** 2  
The course gives an overview of technologies most prominent in contemporary church: sound reinforcement, lighting, media, projection. Students will learn hands-on how to effectively use all the available worship technologies in a God-honoring manner.
- MU 304 Worship Leader** 2  
Personal, musical, spiritual, career development for the prospective worship leader. This course is a forum for students to study, observe and practice the art of leading worship.
- MU 312 Piano Pedagogy** 2  
Principles, procedures and materials for teaching piano. Required for all music majors specializing in piano or organ.
- MU 313 Conducting 1** 2  
Focuses on developing basic conducting techniques—posture, beat patterns, and expressive and stylistic techniques. Emphasis is on instrumental music. Alternates with MU 335.
- MU 314 Conducting 2** 2  
Techniques are taught for developing and training groups in matters of tone quality, pitch and ensemble. Emphasis on choral music. Prerequisite: MU 313. Alternates with MU 336.
- MU 325 String Methods & Materials** 1  
This class is designed to help prepare the music major to teach the playing of string instruments in a school orchestra or private lesson setting. Alternates with MU 223.
- MU 326 Percussion Methods & Materials** 1  
This course is designed to teach the basics of percussion technique with a view to preparing the music major to teach percussion students. Many percussion instruments will be covered, but emphasis will be placed on the snare drum, timpani and keyboard percussion. Alternates with MU 224.
- MU 330 Band Methods & Materials** 2  
Designed to teach student to select appropriate music, conduct effective rehearsals, and manage a band program in elementary, middle, and high school settings.
- MU 330L Practicum in Instrumental Music** 0  
This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified middle or secondary vocal music setting for the purposes of general exposure to vocal music education. To be taken concurrently with MU 230. Special fee.
- MU 335 Survey of Music History & Literature 1** 3  
A historical approach to music literature from the ancient Greek and Roman period to the present. Students are tested in the following areas: general knowledge, score analysis, essay and listening analysis. Prerequisite: MU 121, 122. Alternates with MU 313.
- MU 336 Survey of Music History & Literature 2** 3  
A historical approach to music literature from the ancient Greek and Roman period to the present. Students are tested in the following areas: general knowledge, score analysis, essay and listening analysis. Prerequisite: MU 121, 122. Alternates with MU 314.

<b>MU 350</b>	<b>Children/Youth Choir Methods and Materials</b>	<b>2</b>
	The course is designed to train students to direct church or community children/youth choirs. Major emphasis is given to voice building philosophy and methods. In addition, the students learn to select materials and literature for various age groups and singing abilities, to administrate and organize a children's choir program, rehearsal techniques, and the role children's choir program can have in worship and in the church's Christian Education program.	
<b>MU 400L</b>	<b>Practicum in Music Education</b>	<b>0</b>
	This practicum requires a minimum of 30 clock hours to integrate educational theory and methodology with practical field experience in the classroom. It can be taken in any qualified elementary, middle or secondary music setting for the purposes of general exposure. Special fee.	
<b>MU 410</b>	<b>Music Field Experience</b>	<b>0</b>
	Music students gain practical experience by working at a church with a music director or in a music education setting with a music teacher. Special fee.	
<b>MU 411</b>	<b>Conducting 3</b>	<b>2</b>
	Designed to teach advanced conducting techniques, score study and preparation. Prerequisite: MU 313, 314.	
<b>MU 412</b>	<b>Senior Recital</b>	<b>1</b>
	Students enroll concurrently with 1 semester hour of applied music in major instrument. Special fee.	
<b>MU 420</b>	<b>Christian Worship: Principles of Design &amp; Organization</b>	<b>3</b>
	A study of biblical principles of worship and of the biblical/historical patterns of worship. The course is designed to give students guiding principles for designing and organizing corporate worship.	
<b>MU 421</b>	<b>Contemporary Christian Music Arranging and Directing</b>	<b>2</b>
	The student learns to write arrangements for, and to direct a contemporary music ensemble (piano, synthesizer, bass, guitars, drums, and vocalists). This involves adapting lead sheets or other sources for full rhythm section and singers. In addition, the students learn about available technologies, i.e., sequencing and sound systems. Instructors approval required.	
<b>MU 422</b>	<b>Choral &amp; Instrumental Arranging</b>	<b>3</b>
	A three-unit course in music arranging. Unit 1: The study of ranges, timbre, and transpositions of orchestral and band instruments. Unit 2: The completion of orchestration exercises and projects for small and large instrumental ensembles. Unit 3: Arranging for many typical choral ensemble combinations, including piano accompaniments. Prerequisite: MU 121 122, 221-222.	
<b>MU 424</b>	<b>History of Church Music</b>	<b>3</b>
	A study of the development and use of sacred music through the Old and New Testaments and throughout church history including a study of hymnody as it relates to various periods of church history.	
<b>MU 426</b>	<b>Survey of Music Business &amp; Technology</b>	<b>3</b>
	An introduction and overview of the different aspects of music business and music technology. Topics include music industry, copyright, MIDI, sequencing, notational software, music promotion and marketing, computer assisted instruction in music, and music on the internet.	
<b>MU 430</b>	<b>Introduction to World Music</b>	<b>3</b>
	Serves as an introduction to the musical styles and forms of non-Western cultures.	
<b>MU 440</b>	<b>Accompanying &amp; Service Playing</b>	<b>2</b>
	Practical experience in studio, ensemble, recital, and church service accompanying. Includes a study of the elements of recitals, concerts and services that produce effective, polished performances as accompanist or soloist. Also, the following topics are covered: modulation, improvisation, transposition, rehearsal techniques, sight reading, open score reading, chord symbols, and use of the synthesizer as accompaniment.	
<b>MU 450</b>	<b>Vocal Literature</b>	<b>1</b>
	Guides the student through the vast amount of vocal literature according to the needs and requirements of the teaching studio, the voice recital, and Christian ministry and worship.	
<b>MU 460</b>	<b>Keyboard Literature</b>	<b>1</b>
	A study of significant solo piano literature including representative repertoire from Baroque, Classical, Romantic and Modern Eras. Required for keyboard majors.	
<b>MU 470</b>	<b>Choral Literature</b>	<b>1</b>
	Guides the student through the vast amount of choral music available for school choirs—public and Christian—and for church choirs. Examples of choral music of all styles are studied.	
<b>MU 480</b>	<b>Instrumental Literature</b>	<b>1</b>
	Designed to cover the major material for orchestras and bands with the primary focus being on the materials for school ensembles.	
<b>MU 499</b>	<b>Directed Studies</b>	<b>1-4</b>
	See Biblical Studies for description.	
<b>MU B200</b>	<b>Brass</b>	<b>1</b>
	See description listed under MU V200 Voice.	
<b>MU C200</b>	<b>Composition</b>	<b>1</b>
	See description listed under MU V200 Voice.	
<b>MU G200</b>	<b>Guitar</b>	<b>1</b>

See description listed under MU V200 Voice.

<b>MU O200</b>	<b>Organ</b>	<b>1</b>
See description listed under MU V200 Voice. Prerequisite: Instructor permission.		
<b>MU P060</b>	<b>Basic Piano Fundamentals 1</b>	<b>1</b>
Keyboard Basics, Intervals, Major, Five-Finger Patterns, Minor, Five-Finger Patterns, Chord Qualities Major Scales in Tetrachord Positions, Major Scales, Triads and Inversions, Primary Chords in Major Keys, including Dominant, Dominant Seventh and Subdominant Chords.		
<b>MU P070</b>	<b>Basic Piano Fundamentals 2</b>	<b>1</b>
Minor Scales in Tetrachord Positions, Minor Scales and Triads of the Key, Primary Chords in Minor Keys, the ii, vi, and iii Chords, Seventh Chords, Chromatic Scale, Whole-Tone Scale and Blues Scale, Modes.		
<b>MU P080</b>	<b>Basic Piano Fundamentals 3</b>	<b>1</b>
Review of Keyboard Basics, Review of Scales, Triads and Inversions, Sonata Form, Primary Chords, Secondary Chords, Seventh Chords, Secondary Dominants, Musical Style Periods, Theme and Variations.		
<b>MU P090</b>	<b>Basic Piano Fundamentals 4</b>	<b>1</b>
Review of Scales, Modulation to Dominant and Subdominant, Three-Part Form, Modulation to the Relative Major and Relative Minor, Rondo Form, German, Italian, French and Neopolitan Sixth Chords, ii-V7-I Chord Progression, Modes related to Major and Minor.		
<b>MU P200</b>	<b>Piano</b>	<b>1</b>
See description listed under MU V200 Voice.		
<b>MU Q200</b>	<b>Percussion</b>	<b>1</b>
See description listed under MU V200 Voice.		
<b>MU S200</b>	<b>Strings</b>	<b>1</b>
See description listed under MU V200 Voice.		
<b>MU V200</b>	<b>Voice</b>	<b>1</b>
Applied music instruction is open to all students; it is required for music majors. Students who take applied music will study one-on-one with the instructor. An semester hour of credit is earned by satisfactorily completing 14 half-hour lessons. Two hours of credit are earned by completing 28 half-hour lessons or 14 one-hour lessons. All applied music students must satisfactorily perform a jury at the end of the semester. Jury performances are used to assess the student's achievement in his/her applied area. Music faculty sit on the jury. Students are advanced on the recommendation of the jury. Intermediate and advanced music majors are required to practice 1 hour daily 5 days a week. Beginning music students are required to practice 30 minutes daily 5 days a week. Music majors are required to take ten (10) hours in their major applied instrument (e.g., voice, piano, trumpet, etc.). Special fees apply. Students must receive instructor's consent before enrolling in applied organ. Music majors who need to pass the piano proficiency requirement must take applied piano.		
<b>MU W200</b>	<b>Woodwinds</b>	<b>1</b>
See description listed under MU V200 Voice.		

## NURSING

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

## PHYSICAL EDUCATION

<b>PE 101</b>	<b>Introduction to Health &amp; Wellness</b>	<b>2</b>
Designed to orient the student to the importance of physical fitness by considering the scriptural injunctions regarding the body, learning how the body functions and what is harmful to it, and demonstrating how to improve the level of physical fitness. This course receives a letter grade. The course is required for all undergraduate programs.		
<b>PE 200</b>	<b>Cardiovascular Training 1</b>	<b>1</b>
Designed to use aerobic exercise to develop physical fitness. Graded on a Pass/Fail basis.		
<b>PE 210</b>	<b>Cardiovascular Training 2</b>	<b>1</b>
Designed to continue the aerobic exercise program begun in Cardiovascular Training 1. Graded on a Pass/Fail basis.		
<b>PE 220</b>	<b>Strength Training 1</b>	<b>1</b>
Designed to develop general physical conditioning, with emphasis on muscular strength and endurance, through the use of weight training. Graded on a Pass/Fail basis.		
<b>PE 230</b>	<b>Strength Training 2</b>	<b>1</b>
Designed to continue the weight training program begun in Strength Training 1. Graded on a Pass/Fail basis.		
<b>PE 231</b>	<b>Lifetime Sports</b>	<b>1</b>
This course is designed to engage students in physical activity through lifetime sports such as volleyball, disc golf, basketball, and dodge ball. An in-depth study into each of these sports will take place through participation. Emphasis is placed on learning the rules and regulations of each sport as well as engaging in competitive, physical activity. Graded on a Pass/Fail basis.		

- PE 233 Backpacking 1**  
 Backpacking experience in a small group environment that emphasizes safety, personal and ecological responsibility. Special fee. Graded on a Pass/Fail basis. Not open to first year students or RA's. Prerequisite: Good physical condition. Please note: The activity fee is nonrefundable.
- PE 234 Rock Climbing 1**  
 Introduction to the sport of rock climbing. Attention is given to proper climbing ethics, terminology, knots, and use of equipment. The class stresses safety and personal and ecological responsibility. Special fee. Graded on a Pass/Fail basis. Please note: The activity fee is nonrefundable.
- PE 235 Canoeing 1**  
 A canoeing trip that emphasizes safety and personal and ecological responsibility. Special fee. Graded on a Pass/Fail basis. Prerequisite: Ability to swim. Please note: The activity fee is nonrefundable.
- PE 236 Mountain Biking 1**  
 This course will introduce the student to the recreational sport of Mountain Biking. This course will cover riding skills and techniques, basic bike maintenance/repair and safety. The student must supply his/her own working mountain bike and helmet.
- PE 270 Intercollegiate Basketball 1**  
 Participation in intercollegiate basketball (Men and Women). Graded on a Pass/Fail basis. A maximum of three hours of intercollegiate athletics is counted toward meeting the required hours in physical education.
- PE 273 Intercollegiate Volleyball 1**  
 Participation in intercollegiate volleyball (Women). Graded on a Pass/Fail basis. A maximum of three hours of intercollegiate athletics is counted toward meeting the required hours in physical education.
- PE 275 Intercollegiate Soccer 1**  
 Participation in intercollegiate soccer (Men). Graded on a Pass/Fail basis. A maximum of three hours of intercollegiate athletics is counted toward meeting the required hours in physical education.
- PE 304 Health and Physical Education 2**  
 Surveys the curricular materials and methods for teaching health and physical education on the elementary level. It also provides for the integration and correlation of health and physical education with general education.
- PE 402 Coaching Basketball 2**  
 A practical study of basic developmental skills, training strategies, and competitive coaching strategies for basketball at the middle school and high school level. Emphasis is placed on player motivation and official regulations of play.
- PE 411 Coaching Soccer 2**  
 A practical study of basic developmental skills, training strategies, and competitive coaching strategies for soccer at the middle school and high school level. Emphasis is placed on individual player and team motivation, and official regulations of play.
- PE 412 Coaching Volleyball 2**  
 A practical study of basic developmental skills, training strategies, and competitive coaching strategies for volleyball at the middle school and high school level. Emphasis is placed on individual player and team motivation, and official regulations of play.
- PE 421 Coaching Baseball and Softball 2**  
 A practical study of basic developmental skills, training strategies, and competitive coaching strategies for baseball and softball at the middle school and high school level. Emphasis is placed on individual player and team motivation, and official regulations of play.
- PE 495 Concepts of Coaching 3**  
 This course is designed to help educators develop a philosophy of coaching consistent with Judeo-Christian values that integrates an understanding of coaching psychology. Discussion of ethics as it relates to competition is included.

## **PSYCHOLOGY**

- PSY 101 General Psychology 3**  
 Designed to introduce the students to the study of human behavior. Areas of study include: psychological research methods, developmental psychology, senses and perception, altered states of awareness, learning and conditioning, intelligence and testing, and the psychology of abnormal behavior. Each area of study is dealt with from a Christian perspective. Students interested in pursuing a Psychology major must earn a grade of C or better in PSY 101 in order to continue in the program. Students that receive a D or F must retake the course prior to taking other required Psychology courses.
- PSY 200 Educational Psychology 3**  
 A study in the psychological principles underlying learning and effective teaching, the effect of social and personality factors on the learning process, and the application of learning theory to teaching. The course is designed to build upon knowledge gained in the General Psychology course requirement. Cross-listed as ED 201. Prerequisite: PSY 101 General Psychology or may be taken concurrently with PSY 101.
- PSY 201 Interpersonal Communication 3**  
 This class examines the theories and development of interpersonal relationships and counseling skills. Principles of communication, relationship building and interpersonal growth within various contexts are covered.
- PSY 211 Child and Adolescent Development 3**

- A study of the basic theories, principles, research findings and ideas about child and adolescent development from a psychological perspective, covering from conception to adolescence. Factors which influence the child and adolescent are noted with regard to their effect on the child's physical, cognitive, social, and personality development. Pre- or co-requisite: PSY 101 General Psychology.
- PSY 212 Adult Development 3**  
An examination of the developmental processes which take place during normal adult life. The major theorists in this area will be examined and reviewed. An integration of spiritual maturity and adult life experiences will be made. Pre- or co-requisite: PSY 101 General Psychology.
- PSY 224 Psychology and Social Work 3**  
A study of the emergence of the social work profession, the student will gain an awareness and understanding of the breadth and depth of the social work profession, to include skills, values, practice settings, client groups, helping services, career patterns, and practice methods. Particular emphasis will be placed on understanding and exploring the intervention strategies that can be employed to achieve greater social and economic justice.
- PSY 225 Gangs & Gang Control 3**  
A survey of the nature and extent of violence in American society. The focus is on patterns of violence across social groups, the causes, correlates of violence and violent behavior, and the programs/policies geared toward violence prevention and reduction. Particular attention is given to the history of gangs, gang and gang member characteristics, and gang life.
- PSY 300 Introduction to Biblical Counseling 3**  
Designed to integrate Scripture, psychology and introductory counseling, the course focuses on the issues and problems of being a people helper. Special fee.
- PSY 302 Theories of Personality 3**  
A study of the major theories of personality. Emphasis is given to understanding the development, structure and dynamics of the various theories and evaluating them from a biblical context. Prerequisite: PSY 101 General Psychology, or instructor permission.
- PSY 303 Abnormal Psychology 3**  
A study of the etiology, diagnosis and treatment of abnormal behavior. The student is introduced to the DSM IV. Prerequisite: PSY 101 General Psychology.
- PSY 305 Multicultural Psychology 2**  
A study of the cultural, social and economic factors that apply to specific cultural, ethnic and racial minority populations. Special attention will be given to African American, Hispanic, Native American, and Asian cultures. Specific theories and methods when working with these groups will be addressed. Prerequisite: PSY 101 General Psychology or instructor permission.
- PSY 306 Cognitive Psychology 3**  
A study of the major principles, research methods, and empirical findings of cognitive psychology The course will consider such topics as learning, memory, attention, thinking functions and structures, and artificial intelligence. Prerequisite: PSY 101 General Psychology.
- PSY 311 Physiological Psychology 3**  
A study of human physiology with special emphasis on the primary mechanisms that control emotional, cognitive, and behavioral functions. Prerequisite: SCI 341 Principles of Biology or equivalent.
- PSY 321 Marriage and Family 3**  
A description and analysis of the historical and contemporary American family is presented. Additionally, different models of marriage and family are presented from a cross cultural perspective. A life-cycle perspective traces the development of marriage and family life from courting through early and middle years to latter life.
- PSY 322 Gender Issues 3**  
This course examines the meaning, purpose, and consequence of gender to explore the institutions that structure gender relationships and identifies, and form the contexts that shape social life in the United States, in other countries, and in the Christian Community. Particular attention will be given to how social institutions like governments, the economy, family, mass media, religion, cultural traditions, etc. help to shape and enforce the definitions of femininity and masculinity. Additionally, a sociological, biological, and Biblical perspective of gender relationships will be explored.
- PSY 323D Deviant Behavior 3**  
A theoretical analysis of the relation of deviant group behavior and subcultures to community standards of conventional behavior are expressed in law and norms. Additionally, a psychological perspective of deviant behaviors is explored as it relates to a psychosocial and biological perspective of deviance. Finally, issues of intervention and prevention are addressed and the role of the contemporary church is explored.
- PSY 324D Criminology 3**  
Survey of the nature and causes of crime and the effort of the criminal justice system to predict, prevent, modify, and correct this behavior.
- PSY 400 Social Psychology 3**  
A study of the social and psychological processes of human interaction. Major topics to be covered include conformity, aggression, self-justification, persuasion, prejudice, attraction and interpersonal communication. Analysis of social behavior, including social cognition, attitude formation and change, conformity, prejudice, group processes, etc. Both theory and research findings will be examined. Prerequisite: PSY 101 General Psychology.
- PSY 401 Professional Ethics and Issues 2**

A study of the standards of conduct and ethics as they apply to human services and chemical dependency counseling. These include: legal issues, client welfare, professionalism, counselor values and conflicts, dual roles, confidentiality, informed consent, professional development, burnout and self-care. Ethical codes of various professional organizations will be examined as well.

- PSY 410 Spiritual Issues and Psychology** 3  
This course provides an overview of the issues of faith and psychology. Models of integrative thought and practice are explored and evaluated.
- PSY 411 Theories of Psychology & Psychotherapy** 3  
This course will provide an introduction to the major theories and techniques of behavior change as related to psychology and psychotherapy. Client-related techniques focusing on establishing rapport will be practiced and evaluated. A critical evaluation of theory and techniques are stressed. Emphasis will be given to practice and acquisition of basic skills in psychology and psychotherapy. Prerequisite: PSY 101 General Psychology.
- PSY 412 Group Dynamics** 3  
An overview of the principles of group theory, dynamics and process, as applied to various therapeutic settings and problems. There is an experiential component of group exercises and interaction in the class.
- PSY 468 Practicum** 2  
Provide the student with opportunities for supervised field experiences. This course is designed to help the student utilize and further their skills in problem-solving, research, and case management within the professional setting of mental health agencies and institutions. Prerequisite: PSY 101 General Psychology, PSY 401 Professional Ethics, and instructor approval.
- PSY 473 Alcohol/Drug Assessment, Case Planning and Management** 3  
This course will cover the process of collecting relevant data about clients/client systems and their environment, and evaluating the data for making decisions regarding alcohol/drug disorder diagnosis, treatment and/or referral. Identifying and prioritizing client treatment goals and collaboration and coordination with other services, agencies and resources to achieve those goals will be included. The student will also practice assessing and managing cases, including the development of sample case records, using the client's written record to guide and monitor services with emphasis on the development of the social history and intake, initial assessment, individual treatment plan with measurable goals and objectives, and documentation of progress and ongoing assessment.
- PSY 473E Lifespan Development** 4  
This course will focus on the physical, cognitive, psychological and spiritual development processes which take place during childhood, adolescence and adulthood. The major theories will be examined and reviewed.
- PSY 474E Marriage & Family** 4  
This course will focus on the basic concepts of establishing and maintaining a home including defining marriage and exploring family structures. Emphasis is given to understanding the social and psychological forces which impact marriage and family life. It will include a biblical model of marriage, family life, and parenting. We will consider the effects of modern thought, cultures, and behaviors on family structures. The role of the church in marriage and family development will also be explored.
- PSY 475 Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction** 3  
This course will include the study of the physiological and sociological aspects of alcohol/drug use, abuse and dependence. The classification and basic pharmacology of drugs, basic physiology and the effects of drug use on the systems of the body, and alcohol and drug tolerance will be addressed. The course will also include etiological, behavioral, cultural and demographic aspects and belief systems about alcohol/drug use along with the processes of dependence and addiction including signs, symptoms and behavior patterns.
- PSY 475E Personality Theories** 3  
A study of the major theories of personality. This course emphasizes the understanding of the development, structure and dynamics of the various theories. These will be evaluated from a biblical context.
- PSY 476E Abnormal Psychology** 4  
A study of the etiology, diagnosis and treatment of abnormal behavior. The student is introduced to the DSM IV.
- PSY 477 Clinical Treatment Issues in Chemical Dependency** 2  
This course will include the study of treatment issues specific to alcohol/drug disorders, including dual diagnosis and the impact of physical and mental health disorders on treatment, historical and generation influences, the family disease concept and 12-step philosophies. Also covered are special populations and how they affect the assessment of, response to and delivery of alcohol and drug treatment.
- PSY 477E Social Psychology** 3  
**A study of the social and psychological processes of human interaction. Major topics to be covered include conformity, aggression, self-justification, persuasion, prejudice, attraction and interpersonal communication. A special emphasis will be placed on group dynamics.**
- PSY 490 Senior Research Project** 2  
This course will give the student the opportunity to assimilate the knowledge they have gained through their course of instruction and apply that knowledge through field exercises as well as displaying their skills through the generating, developing and delivery of a research proposal. Prerequisite: MA 211 and SS 204.
- PSY 499 Directed Study** 1-4  
See Biblical Studies for description.
- PSY 4401-4419 Selected topics in Psychology** 1-3  
Each seminar module focuses on a specific, contemporary issue in the field of psychology.

## SCIENCE

- SCI 203E Introduction to Astronomy** 3  
This course in basic astronomy is designed to meet the general science requirements for undergraduate non-science majors. Topics studied will include the history of astronomy, the design and origin of the universe, the nature of matter, energy, time, space, gravity and motion, planets and their satellites, the sun and other stars, the Milky Way and other galaxies, within a creationist framework. Additional studies will include the use of binoculars, telescopes and other instruments, and the sun's effects on the near-earth environment.
- SCI 310 Geographical and Historical Settings of the Bible** 4  
A study of the physical features of the land of the Bible, stressing geographical factors affecting settlement and communication in the various regions. Relevant archeological, historical, and biblical material is correlated with sites, roads, and features in each region. Regions studied and visited include Galilee, Golan Heights, Judah, Samaria, Negev, Shephelah, Jordan and Jezreel Valleys, Benjamin, Sharon Plain, and Philistia. This course is taken in Israel through Jerusalem University College.
- SCI 341 Principles of Biology** 3  
An introductory course covering the organization of life, cell theory, cellular energy pathways, genetics, basic concepts of taxonomy, origins and a survey of the five kingdoms.
- SCI 341L Biology Lab** 1  
A two-hour weekly Biology Laboratory which includes microscope work as well as specimens dissection. Lab fee required. Co-requisite: SCI 341.
- SCI 342 Physical Science** 3  
An introductory course dealing with the interaction of matter and energy. It examines forms of energy such as mechanics, heat, light, sound, electricity, and magnetism. It introduces the disciplines of chemistry, physics, geology, meteorology, astronomy, and ecology.
- SCI 345 Ecology and Resource Conservation** 3  
A study of the interrelationships of organisms with their living and non-living environment; includes populations, communities, ecosystems, and biomes with an emphasis on conservation of resources and biblical stewardship of the creation.

## SPEECH

- SP 120 Oral Communications** 3  
An introduction to public address from a Christian perspective. Special attention is devoted to knowing the components which promote effective verbal communication and developing these through a wide variety of speeches. Students must pass this class with a grade of "C" or above to be admitted to professional programs.

## SOCIAL SCIENCES

- SS 100 Seminar in Residence Life** 1  
A focus on preparing students for leadership roles on campus in Residence Life. Students are trained in leadership skills, listening skills, and other relationship building abilities. Prerequisite: Involvement in student leadership.
- SS 101 College Orientation** 1  
An introduction to personality, aptitude and ability, career path selection, with discussions about discerning divine purpose for life. Skill sets necessary for successful completion of post-secondary training and education will also be addressed including campus life involvement, time management, financial management, faculty expectations, and university objectives. Students transferring 12 or more hours into Grace University may substitute a Gen Ed elective for this class.
- SS 105 Leadership Seminar** 1  
Course will focus on the necessary skills to provide effective leadership on campus. Topics addressed will include understanding personal leadership styles, advanced listening skills, crisis intervention, mentoring and small group skills. Students will utilize these skills within the context of their current leadership role.
- SS 201 Microeconomics** 3  
This course is a study in the principles of economics with an emphasis in microeconomics which studies how individuals and firms make decisions. Concepts covered will include supply and demand, elasticity, economics of the firm, impact of government behavior and international topics.
- SS 202 Macroeconomics** 3  
The study of Macroeconomics deals with the study of the performance of the national and global economy. Through theory and practice, students will begin to uncover meaning hidden in the headlines, examine the interplay between policy decisions and economic outcomes, and analyze the effect of choices made in the personal interest versus those made in the social interest.
- SS 204 Introduction to Social Science Research** 3  
Accessing, organizing, analyzing, synthesizing, and presenting data in the social sciences including surveys, participant observations, experimentation, quasi-experimental study, ethnographic study, and content analysis. Students learn to design empirical research (quantitative and qualitative) to acquire knowledge using scientific thinking. The course assumes a basic knowledge of statistics, and students are introduced to statistical software designed to enhance research analysis.
- SS 205E Economic History of the U.S.** 3

This course will give the student a basic understanding of the economic changes that have occurred in the United States. Beginning with a simpler market place economy, the student will learn how the current complex system evolved. Specific historic changes, both in how business is conducted and how business is regulated, will be examined.

- SS 214 Cultural Anthropology 3**  
A study of the basic principles of cultural anthropology. The course provides a basis for understanding and appreciating other peoples and their cultures so that students can adjust more readily and work more effectively in an ever-increasing multicultural world.
- SS 222 Principles of Sociology 3**  
An introduction to the study of society and culture, utilizing the research of the social scientist and interpreting it within a Christian framework.
- SS 225 Gangs & Gang Control 3**  
A survey of the nature and extent of violence in American society. The focus is on patterns of violence across social groups, the causes, correlates of violence and violent behavior, and the programs/policies geared toward violence prevention and reduction. Particular attention is given to the history of gangs, gang and gang member characteristics, and gang life.
- SS 231 Church History 3**  
A chronological survey of the Christian Church that gives special emphasis to theological development and change. May be used as an interdisciplinary Bible course.
- SS 232 African-American History 3**  
This course is designed to be an intense investigation of the history, experiences and circumstances of African Americans within the larger "American" context from colonial times to the present. It seeks to deal with both the perspectives and realities of the African-American experience and the larger realities of racial attitudes and behaviors of the American context.
- SS 233 History of the American People 3**  
A comprehensive study of the various ethnic and social groups that comprise the American people. Special emphasis will be placed on the experience and contributions of Native Americans, African-Americans, Mexican-Americans and women in American culture throughout American history.
- SS 241 Nebraska History 3**  
A study of Nebraska from its earliest records to the present. Special emphasis is placed on Native American cultures, as well as Nebraska's development within a regional and national context.
- SS 303 Physical Geography 3**  
Physical geography uses a geographer's perspective to study the earth's surface and the forces that shape it. Because of the subject matter and the geographer's particular interest, the course will cover topics in geology and climatology as well as the scientific approach to asking and answering questions about our world.
- SS 321 Marriage and Family 3**  
A description and analysis of the historical and contemporary American family is presented. Additionally, different models of marriage and family are presented from a cross cultural perspective. A life-cycle perspective traces the development of marriage and family life from courting through early and middle years to latter life.
- SS 322 Gender Issues 3**  
This course examines the meaning, purpose, and consequence of gender to explore the institutions that structure gender relationships and identifies, and form the contexts that shape social life in the United States, in other countries, and in the Christian Community. Particular attention will be given to how social institutions like governments, the economy, family, mass media, religion, cultural traditions, etc. help to shape and enforce the definitions of femininity and masculinity. Additionally, a sociological, biological, and Biblical perspective of gender relationships will be explored.
- SS 331 World Civilization 1 3**  
A survey of the history of selected civilizations from the origins of the first human civilizations to the Renaissance. It focuses on political, economic, social, cultural, and technological contributions of these civilizations, individually and collectively, to the modern world. A Christian philosophy of history is addressed.
- SS 332 World Civilization 2 3**  
This course surveys the history of selected civilizations from the Renaissance to the present. It focuses on political, economic, social, cultural, and technological contributions of these civilizations, individually and collectively, to the modern world. A Christian philosophy of history is addressed.
- SS 333 Introduction to American Politics 3**  
This course is designed to provide students with an opportunity to learn about the history, structure, and functions of the United States political system. The focus of this course will be on the choices that people make in public life, and the ways that various factors, including governmental institutions, shape the choices that can be made.
- SS 336 History of the Western Hemisphere 3**  
A study of the peoples and states that have comprised the Western Hemisphere throughout history. Special attention will be given to contemporary relationships between the United States, Canada and Latin America from a historical and global perspective.
- SS 400 Senior Integration 1**  
Designed to assess student integration of biblical studies, general education, and professional studies, this course serves as a capping course for all bachelor degree programs. The course anticipates transition issues for seniors preparing to leave the university's undergraduate environment for employment and/or further training opportunities.

- SS 431 American Civilization 1** **3**  
 A survey of American history from discovery by Europeans through the Civil War and reconstruction. The focus is on political, economic, social, cultural, and technological contributions of individuals and groups and their impact on modern America. Attention is placed on founding documents of the United States of America. A Christian philosophy of history is addressed.
- SS 432 American Civilization 2** **3**  
 A survey of American history from the Civil War to the present. The focus is on political, economic, social, cultural, and technological contributions of individuals and groups and their impact on modern America. Attention is placed on late twentieth century post-modern philosophy and its promotion of pluralism, relativism, and individualism in American culture. A Christian philosophy of history is addressed.
- SS 433 American Government** **3**  
 This course is an introduction to national government including a study of the structural function of the political system and the elements of constitutionalism, federalism, republicanism, and states rights. Analysis of the U.S. Constitution and Amendments, the political party structures and values, and current federal and state decision making processes are explored. Special emphasis is placed on Constitutional interpretation in American history.
- SS 443 Historiography** **3**  
 A critical study of the history of writing history and the concepts, contributions and controversies involved in the development of historical writing. Special attention is placed on the roles of evidence, interpretation and worldview in writing history. The skills involved in researching historical topics are also applied.
- SS 499 Directed Studies** **1-4**  
 See Biblical Studies for description.

## **THEOLOGY**

- TH 200 Survey of Theology** **2**  
 This course is an introduction to all areas of Theology. The student is familiarized with the terms and concepts associated with theological study to form the base from which deeper study may occur.
- TH 203 Theology of Church Mission** **2**  
 This course evaluates ecclesiology from a personal and practical standpoint. The church is examined as an organism and as an organization. Emphasis is given to the believer's role in and responsibility to the church. The students also analyze the relationship of the gospel and the church to culture in this country and throughout the world.
- TH 300 American Faiths** **3**  
 This course is a survey of religious groups that claim to be "Christian" but whose theological positions are inconsistent with orthodox Christianity. Historical data about each group and its religious roots as well as a systematic comparison of each group's Theology as compared to Scripture is emphasized.
- TH 301 Theology 1** **3**  
 This course is a study of systematic Theology 1n regard to the issues of the Bible, God the Father, Christ, and the Holy Spirit.
- TH 302 Theology 2** **3**  
 This course is a study of the systematic theology of Angels, Humanity, Sin, and Salvation.
- TH 461E Doctrine Survey** **4**  
 This course is an introductory overview of evangelical theology. Students will study what the Bible teaches about God in ten key areas by reading a theological textbook, answering questions that naturally arise in these areas, and reviewing some of the main theological heresies that have developed in the history of the church. Students will practice doing theology by writing a doctrinal statement and doing theological research.
- TH 499 Directed Studies** **1-4**  
 See Biblical Studies for description.

# *Directories*

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## RESIDENT FACULTY

- Susan E. Alford**, Assistant Professor of Teacher Education; Director, Teacher Education Program  
B.S., Wheaton College; M.S., University of Nebraska at Omaha; Doctoral Studies, University of Nebraska at Lincoln.  
*Grace University, 1994.*
- Marilyn F. Amstutz**, Dean of Women  
B.A., Cedarville University; Graduate Studies, Grace University.  
*Grace University, 2008.*
- H. Ben Brick**, Library Director  
B.S., Grace College of the Bible; B.A., University of Nebraska at Omaha; M.A., University of Missouri-Columbia.  
*Grace University, 2007.*
- Justin R. Brogan**, Associate Professor of Counseling; Director, Clinical Mental Health Counseling Program  
B.S., M.A., Grace University; Ph.D. Regent University.  
*Grace University, 2006.*
- Justine L. Campbell**, Instructor of Teacher Education  
B.A., University of New York; B.S. Grace University; M.Ed. candidate, Doane College.  
*Grace University, 2010.*
- Todd A. Conkright**, Associate Professor of Business; Director, Business Program  
B.S., Grace University, M.A. Regent University  
*Grace University, 2011.*
- Martin Richard Dahlquist**, Professor of Christian Ministries; Dean of Adult Education  
B.R.E., Grand Rapids Baptist College; Th.M., D.Min., Dallas Theological Seminary; M.A., Grace Theological Seminary.  
*Grace University, 1996.*
- James P. Eckman**, President; Professor of History and Biblical Studies  
B.S., Millersville University; M.A., Lehigh University; Th.M., Dallas Theological Seminary; Ph.D., University of Nebraska at Lincoln.  
*Grace University, 1983.*
- Robert S. Gall**, Associate Professor in Psychology; Director, Psychology Program  
B.S., University of Nebraska at Omaha; CADAC Certification, Metropolitan Community College; M.A., Grace University.  
*Grace University, 2004.*
- John D. Holmes**, Associate Professor of Biblical Studies; Academic Dean  
B.A., Grace College of the Bible; Th.M. Dallas Theological Seminary; Ph.D., University of Nebraska at Lincoln.  
*Grace University, 1993.*
- Jon G. Hood**, Instructor of Teacher Education; Teacher Ed Certification Officer; Athletic Director  
B.S., Northwestern College; M.S., University of Nebraska at Omaha.  
*Grace University, 2005.*
- Amy J. Hurley**, Instructor of English  
B.S., Grace University; M.A. Baker University.  
*Grace University, 2006.*
- Jeffrey R. James**, Associate Professor of Music  
B.M.E., M.M., University of Nebraska at Lincoln; University of Nebraska at Omaha; Kearney State College; Arizona State University; Vandercook College of Music.  
*Grace University, 1994.*
- Michael F. James**, Associate Professor of Music  
B.M.E., M.M., University of Nebraska at Lincoln; University of Nebraska at Omaha; Kearney State College; Arizona State University; Vandercook College of Music.  
*Grace University, 1994.*
- Stephen W. Jones**, Instructor in Intercultural Studies; Director, Intercultural Studies Program  
B.A., B.S., Grace University; M.A. candidate, University of the Pacific  
*Grace University, 2009.*
- Michelle L. Lundgren**, Associate Professor of Teacher Education; Field Education Director  
B.S., M.S., Ed.D., University of Nebraska at Omaha.  
*Grace University, 2001.*
- Jon T. McNeel**, Dean of Men; Instructor EXCEL Biblical Studies  
B.S., M.A., Colorado Christian University.  
*Grace University, 2006.*

- Gary L. Nebeker**, Associate Professor of Theology  
B.A., Colorado Christian College; Th.M., Ph.D., Dallas Theological Seminary.  
*Grace University, 1997.*
- Karl E. Pagenkemper**, Professor of Biblical Studies  
B.A., Pennsylvania State University; M.Div., International School of Theology; S.T.M., Th.D. Dallas Theological Seminary; Ph.D. Studies, Claremont Graduate University.  
*Grace University, 2002.*
- Gary R. Peterson**, Instructor in English  
B.A., State University of New York; M.A., Grace University.  
*Grace University, 2008.*
- Richard A. Ramsey**, Associate Professor of Christian Education; Director, Christian Ministries Program  
B.G.S., Indiana University Southeast; M.Div., Ph.D., Southern Baptist Theological Seminary.  
*Grace University, 2004.*
- C. James Santoro**, Assistant Professor of Psychology  
B.S., Ohio State University; M.S., University of Northern Colorado; M.A., Grace University.  
*Grace University, 2005.*
- Ronald J. Shope**, Professor of Communications and Research; Director of Assessment and Institutional Research  
B.A., Moody Bible Institute; M.A., Wheaton College; Ph.D., The Pennsylvania State University; Graduate Studies, University of Nebraska at Lincoln.  
*Grace University, 1987.*
- Kris J. Udd**, Associate Professor of Bible & Archaeology; Registrar  
B.A. Calvary Bible College; M.Div. Grace Theological Seminary; M.L.S, Indiana University; Ph.D. candidate, Andrews University.  
*Grace University, 2004.*
- Mike P. Wulbecker**, Instructor of Physical Education  
B.S., M.S., Northwest Missouri University.  
*Grace University, 2002.*
- Wesley J. Wilmer**, Director of Christian Formation  
B.A., M.A., Crown College.  
*Grace University, 2010.*
- Gregory D. Zielke**, Professor of Music; Director, Music Program  
B.A., Tabor College; M.M.E., Wichita State University; D.M.A., University of Missouri-Kansas City.  
*Grace University, 1991.*

#### **ADJUNCT FACULTY**

- Larry E. Allen**, EXCEL Biblical Studies  
B.A., Southern Baptist University, Missouri; M.Div., Southwest Baptist Theological Seminary; D.S.Th., Bethany Seminary  
*Grace University, 2005.*
- Rodney D. Anderson**, Biblical Studies  
B.A., Grace University; Th.M., Dallas Theological Seminary. *Grace University, 1999.*
- Joshua N. Austin**, Percussion  
B.A. University of Nebraska, Omaha. *Grace University 2007*
- Bill Bauhard**, Business  
B.S. University of Nebraska at Kearney; M.S. Massachusetts Institute of Technology; post-graduate studies, Kansas State University; *Grace University, 2008.*
- Harold J. Berry**, Biblical Studies  
A.B. Northwestern College; Th.M., Dallas Theological Seminary, Dallas; *Grace University, 1977*
- Stephanie A. Burdic**, Teacher Education  
B.A., University of Northern Colorado; M.S., University of Nebraska at Omaha. *Grace University, 2000.*
- Thomas R. Clark**, EXCEL Biblical Studies  
B.S., St. Louis University; M.S., University of Colorado; M.A., Grace University, Omaha; *Grace University 2004*
- Roger Eng**, EXCEL Christian Ministry  
B.S., St. Paul Bible College (Crown College); M.A., Southern Evangelical Seminary; *Grace University, 2007.*
- Harold Eucker**, EXCEL Business Leadership  
B.S., University of Nebraska at Omaha; M.A., Bellevue University; *Grace University, 2006.*
- Renee Hanson**, Teacher Education  
B.A., Mankato State; B.S., Peru State College. *Grace University, 2003.*
- Joseph D. Harder**, Bible and Theology

- B.S., University of Kansas; N.C.S., Regent College; M.A., Grace University; Doctoral Studies, University of Nebraska at Lincoln. *Grace University, 2005.*
- Lisa L. Harder**, Psychology; EXCEL Psychology  
B.A., Grace University; M.A., Columbia International University. *Grace University, 1998.*
- Daniel L. Hauge**, Biblical Studies  
B.A., Grace University; Th.M., Dallas Theological Seminary. *Grace University, 2002.*
- James M. Hayes**, EXCEL Biblical Studies  
A.A., Mt. SanAntonio College; B.S., Grace University; M.A., Grace University; *Grace University, 2007.*
- Teresa Heil**, Music  
B.A., M.A., University of Nebraska, Omaha. *Grace University 2007*
- Joel C. Hunt**, Philosophy  
A.A., DeAnza College, CA; B.A. Bethel College, St Paul; M.Div. Bethel Theological Seminary, St.Paul; M.A., San Jose State University, San Jose; Ph.D. Candidate, University of Nebraska, Lincoln; *Grace University 2007*
- Terry L. Johnson**, EXCEL Biblical Studies  
B.A., Ambassador University; M.A., Grace University. *Grace University, 2004.*
- Daniel G. Kachikis**, Biblical Studies  
B.A., University of Wisconsin, Parkside; Th.M., Dallas Theological Seminary, Dallas; *Grace University 2006*
- Darryl W. Keeney**, EXCEL Christian Ministry  
S.D., School of Mines & Technology; B.A., Grace College of the Bible; M.Div., Western Conservative Baptist Seminary. *Grace University, 1994.*
- Stanley D. Latta**, EXCEL Psychology  
B.S., M.A., Grace University. *Grace University, 2000.*
- Rachael K. Means**, Music  
B.M., M.M., University of Nebraska at Omaha. *Grace University, 2005.*
- Denise B. Nebeker**, Psychology  
B.A., University of Northern Carolina; M.S., Georgia State University. *Grace University, 2001.*
- Lowell Noble**, Intercultural Studies  
B.A. Seattle Pacific; M.A. Seattle Pacific College; B.A. Wheaton College; M.A. Hartford Theological Seminary; Special in Arts Western Michigan University. *Grace University, 2009.*
- Thomas A. Orange**, Teacher Education  
A.A., Grand Rapids Junior College; B.S., Calvin College; B.A., Grand Rapids Baptist College; M.S., University of Kansas; Doctorial Studies, University of Nebraska at Omaha. *Grace University, 1999.*
- Ann K. Ostberg**, Mathematics and Teacher Education  
B.S., Southern Illinois University at Edwardsville; M.Ed., University of Nebraska at Lincoln; Graduate Studies, Kansas State University. *Grace University, 2004.*
- Don L. Pahl**, Pastoral Ministries  
B.A., Grace University; M.Div., D.Min., Denver Seminary. *Grace University, 2005.*
- Linda Quinn**, Psychology  
B.A., Gustavus Adolphus College, St. Paul; MSN, Loyola University, Chicago; M.A., Grace University, Omaha; *Grace University 2007*
- Joyce L. Reimer**, Music – Piano and Organ  
B.S.M., Grace College of the Bible; M.M., University of Nebraska at Lincoln. *Grace University, 1994.*
- Kenneth R. Ring**, EXCEL Biblical Studies  
B.S., University of North Carolina, Charlotte; M.A., Grace University; *Grace University, 2007.*
- Anita L. Rodriguez**, EXCEL Business Leadership  
B.S., City University; M.A., Washington State University; Certified Public Accountant in State of Florida. *Grace University, 2004.*
- Joy E. Schulz**, History  
B.A., Asbury College; M.A., Creighton University; Doctoral Studies, University of Nebraska, Lincoln. *Grace University, 2003.*
- Lucinda Sloan**, Music  
B.A., University of Illinois; M.A., Radford University; DMA, University of Illinois; *Grace University 2007*
- Deborah Swanson**, Business  
B.S., College of St. Mary; MBA University of Nebraska, Omaha; *Grace University 2006*
- Clifton R. Tulsie**, EXCEL Psychology, Christian Ministry  
B.Th., Grace Bible College, Wyoming, MI; M.A., Grace University. *Grace University, 2005.*

## ALUMNI ASSOCIATION

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

## GRADUATION RATE

The current graduation rate, based on the Fall 2004 entering class, is 42%. This rate is based on full-time, first-time students completing a program within 150% of the normal time required for their program. Many students opt to extend the length of study due to employment needs, family issues, or academic achievement goals. The University has no statute of limitations regarding completion of associate or baccalaureate degrees. For a more complete analysis by demographic factors, contact the Academic Dean.

## PLACEMENT RATE

The 2005 Spring Graduation class reported the following objectives:

Placement Response Category	Percentage of Graduating Seniors Responding
Pursue Travel	2.5%
Pursue Additional Education	18.5%
Pursue non-employment activities (i.e., marriage, volunteer opportunities, etc.)	9.9%
Pursue employment in my vocational/professional field	50.6%
Pursue employment based on location, compensation, or other reasons than by vocation or professional field	7.4%
Already employed in my vocational/professional field	11.1%

For a complete placement report, contact the Academic Dean's Office.

## TITLE II: HIGHER EDUCATION ACT REPORT

Contact the Academic Dean for a copy of the report.

## EQUITY IN ATHLETICS DISCLOSURE ACT REPORT

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

Gender	Sport
Men	Soccer
Women	Volleyball
Men & Women	Basketball

## CERTIFIED PUBLIC ACCOUNTANT'S AUDIT REPORT

Each year the University's financial records are audited by an independent certified public accounting firm. The results of this report are available for review. Contact the Dean of Student Services for a copy of the report.

## CAMPUS SECURITY REPORT

Each year, in accordance with the Higher Education Act requirements, the Student Development Office publishes a Campus Security Report regarding security policies, procedures, and crime statistics. Contact the Dean of Student Services for a copy of the report.

## INSTITUTIONAL ASSESSMENT REPORT

Each year the Faculty prepares a report evaluating the effectiveness of the institution in student learning and in other areas of institutional research and assessment. The evaluation is based on assessment of the stated goals and objectives of the University. The results of this report are available for review. Contact the Academic Dean for a copy of the report.

## ADVANCED PLACEMENT EXAMS (AP EXAMS)

Grace University participates in the Advanced Placement Program of the College Entrance Examination Board. Credit may be awarded to students who perform satisfactorily in certain college level courses in secondary school and who receive a score of "3" or higher on the Advanced Placement Examinations. Payment of a transcript posting fee is required prior to awarding of credit. The amount of credit (if variable) and where the credit fits in a respective student's program requirements will be determined by the Registrar.

A total of 15 hours of credit can be earned through examinations such as AP, CLEP, and Challenge Exams. Credit can only be offered in fields of studies that are equivalent to those offered or approved by the University. The University follows the ACE credit recommendations as listed in this chart. Credit earned by AP examination is not counted towards residency requirements for graduation.

<b>Examination</b>	<b>Minimum Grade for Awarding Credit</b>	<b>Number of Semester Hours</b>
Art History	3	3
Biology	3	4
Calculus AB	3	3
Calculus BC	3	6
Chemistry	3	4
Computer Science A	3	3
Computer Science AB	3	6
Economics: Macro	3	3
Economics: Micro	3	3
English Language & Composition	3	3
English Literature & Composition	3	3
Environmental Science	3	3
European History	3	3
French Language	3	6
French Literature	3	3
German Language	3	6
Government & Politics: Comparative	3	3
Government & Politics: United States	3	3
Latin: Virgil	3	3
Latin Literature	3	3
Music Theory	3	3
Physics B	3	4
Physics C: Mechanics	3	4
Physics C: Electricity & Magnetism	3	4
Psychology	3	3
Spanish Language	3	6
Spanish Literature	3	3
Statistics	3	3
Studio Art: Drawing	3	3
U.S. History	3	6
World History	3	6

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

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

### **CLEP EXAMINATIONS FOR COLLEGE CREDIT**

<b>CLEP Subject Exams Offered and Accepted by Grace University</b>	<b>Minimum Acceptable Test Score</b>	<b>Amount of Credit Awarded</b>
<b>Composition and Literature*</b>		
American Literature	50	3
Analyzing and Interpreting of Literature	50	3
College Composition	50	6

College Composition Modular (no essay)	50	3
English Literature	50	3
<b>Foreign Languages</b>		
French Language 2 semesters	50	6
French Language 4 semesters	59	12
German Language 2 semesters	50	6
German Language 4 semesters	60	12
Spanish Language 2 semesters	50	6
Spanish Language 4 semesters	66	12
<b>Social Sciences* and History*</b>		
American Government	50	3
Educational Psychology, Introduction to	50	3
History of the U.S. I (Pre-1865)	50	3
History of the U.S. II (Post-1865)	50	3
Human Growth and Development	50	3
Macroeconomics, Principles of	50	3
Microeconomics, Principles of	50	3
Psychology, Introductory	50	3
Sociology, Introductory	50	3
Western Civilization I (Ancient Near East to 1648)	50	3
Western Civilization II (1648 to present)	50	3
<b>Science* and Mathematics*</b>		
Algebra (College)	50	3
Biology	50	4
Calculus	50	3
Chemistry	50	3
Pre-Calculus	50	3
<b>Business</b>		
Accounting, Principles of	50	3
Business Law, Introductory	50	3
Information Systems and Computer App.	50	3
Management, Principles of	50	3
Marketing, Principles of	50	3

*\*Science, Mathematics, Social Science, History and Literature exams in addition to the CLEP Subject Exam in Information system and Computer Applications can also be used as General Education electives.*

# ***Our Doctrinal Statement***

The following is the unabridged doctrinal statement of the University and provides the basis for doctrinal agreement. Each member of the Board of Trustees, Administration, and Faculty is required to subscribe annually to the doctrinal statement. Copies of this document are available from the President's Office.

## **ARTICLE I**

### **The Scriptures**

We believe... That "all Scripture is given by inspiration of God" (2 Tim. 3:16), accepting unreservedly the writings of the Old and the New Testaments as the infallible Word of God (Jn. 17:17; 1 Thess. 2:13; Ps. 119:89).

...That it is divine revelation, given by the Holy Spirit to holy men of God (2 Pet. 1:21; Acts 1:16; Jn. 16:3; 1 Cor. 2:13); verbally inspired in all its parts (Ex. 4:15) and therefore wholly without error as originally given of God (Matt. 5:18; Jn. 10:35); altogether sufficient in itself as our only infallible rule of faith and practice (2 Tim. 3:16, 17; Rom. 15:4; 1 Cor. 10:11) and everywhere centering in, and pointing to, the Person and work of our Lord Jesus Christ of Whom all Scripture testifies (Lk. 24:27, 44; Jn. 5:39; Acts 17:2-3; 18:28).

## **ARTICLE II**

### **The Godhead**

We believe... That God is spirit (Jn. 4:24), eternally existing in three Persons, the Father, the Son and the Holy Spirit (Matt. 28:19; 2 Cor. 13:14).

...That these three are one God (Mk. 12:29), Who is perfect, infinite and eternal in His being, holiness, love, wisdom and power (Ps. 18:30; 147:5; Deut. 33:27; Ps. 135:6); absolutely separate from and above the world as its Creator (Gen. 1:1), yet everywhere present in the world as the Upholder of all things (Ps. 139:1-10; Ps. 104); self-existent and self-revealing (Jn. 5:26; Matt. 11:27).

...That each of the three Persons is worthy of equal honor, obedience and worship (Jn. 1:1-3; Acts 5:3-4; Jn. 5:23).

## **ARTICLE III**

### **God The Father**

We believe... That, although God is the Creator of the universe and of the human race (Gen. 1:1, 26, 27; 2:7, 21, 22; Acts 17:28, 29), He is the Father only of those who accept the Lord Jesus Christ as their personal Savior (Jn. 1:12, 13; Gal. 3:26; 1 Jn. 3:2).

We do not believe in the universal Fatherhood of God, nor the universal Brotherhood of man (Jn. 8:42-44; 1 Jn. 5:12).

## **ARTICLE IV**

### **Jesus Christ**

We believe... That the Lord Jesus Christ, the Second Person of the Triune God (Matt. 28:19), the Eternal and Only-begotten Son of God (Ps. 2:7; Jn. 1:18; 8:58), came into the world, as provided and purposed by God, and as pre-announced in the prophecies of the Scriptures (1 Pet. 1:10; Acts 2:23; Gen. 3:15), that he might become the Redeemer of a lost world (Lk. 19:10).

...That without any essential change in His divine Person (Heb. 13:8), He was conceived by the Holy Spirit (Matt. 1:18; Lk. 1:35), became a man through the miracle of the Virgin Birth (Matt. 1:23), received a human body and a sinless human nature (Jn. 1:14; 2 Cor. 5:21; 1 Pet. 2:22; 1 Tim. 3:16; Heb. 2:14, 17; 1 Jn. 3:5) and thus continues forever as both true God and true Man (Col. 2:9; Rev. 22:16), one Person with two natures (Rom. 1:3-4; 1 Tim. 2:5).

...That as a Man He was in all points tempted as we are, yet without sin (Heb. 4:15; Jn. 8:46).

...That as the perfect Lamb of God (Jn. 1:29) He gave Himself in death upon the Cross (Matt. 20:28; Phil. 2:8), shedding His own precious Blood (1 Pet. 1:18-19), bearing there our sin (1 Pet. 2:24) and suffering its full penalty of divine wrath as our substitute (Isa. 53:5-6; Gal. 3:13).

...That He arose from the dead and was glorified in the same body in which He suffered and died (Jn. 20:25-28; Acts 2:32, 33).

...That as our great High Priest He ascended into heaven (Heb. 4:14; Acts 1:9), there to appear before the face of God as our Advocate and Intercessor (Heb. 7:25; 9:24; 1 Jn. 2:1).

...That He will come again (Acts 1:11), first to receive from the earth His own (Jn. 14:3), and then to establish His righteous kingdom upon the earth (Acts 15:14-16).

## **ARTICLE V**

### **The Holy Spirit**

We believe... That the Holy Spirit, the Third Person of the Trinity (Matt. 28:19), is the divine Agent in nature, revelation and redemption (Gen. 1:2; Ps. 104:30; 1 Cor. 2:10; Tit. 3:5).

...That, though omnipresent from all eternity, He took up His abode in the world in a special sense on the Day of Pentecost, dwelling in each and all believers (Acts 2:1-4), baptizing them into one body, the Church of Christ (1 Cor. 12:13).

...That He will never take His departure from the Church (Jn. 14:16; Eph. 1:14), but is ever present to testify of Christ, seeking to occupy fill the believer with Him (Jn. 15:16; 16:14).

...That His abode in the world, in this special sense, will cease when the Church is completed, and when Christ comes to receive His own (2 Thess. 2:7; Jn. 14:16; Rev. 4:5).

...That in this age certain well-defined ministries are committed to Him, such as: the restraining of evil in the world to the measure of the divine will (2 Thess. 2:7); the convicting of the world with respect to sin, righteousness and judgment (Jn. 16:8-11); the regenerating and cleansing of all believers (Jn. 3:5; Tit. 3:5); the indwelling of all who are saved (Rom. 8:9; Jn. 14:16, 17); the anointing of believers to teach them all truth (Jn. 16:13; 1 Jn. 2:20, 27); the sealing of believers unto the day of redemption (Eph. 1:13, 14; 4:30);

the continued filling for guidance, power and service of those among the saved who are yielded to Him, and who are subject to His will (Eph. 5:18; Acts 4:31); and the bestowal of spiritual gifts upon the members of Christ's body according to His own will (1 Cor. 12:1, 8-11).

## **ARTICLE VI**

### **Creation and Fall of Man**

We believe...That man was the direct creation of God (Gen. 2:7; 18-22), spirit and soul and body (1 Thess. 5:23), and not in any sense the product of animal ancestry (1 Cor. 15:39), but made in the image and likeness of God (Gen 1:26, 27).

...That through personal unbelief and disobedience to the revealed will of God man fell (Gen. 2:17, 3:11), became a sinful creature (Mk. 7:21-23), lost his spiritual life (Eph. 4:18), became "dead in trespasses and sins" (Eph. 2:1), lives under the righteous judgment and wrath of God (Rom. 1:18; Jn. 3:36) and became subject to the power of the devil (Acts 26:18; Col. 1:13).

...That this spiritual death, or total depravity of human nature (Jer. 17:9; Rom. 7:18), has been transmitted to the entire human race (Gen. 5:3; Rom. 5:12), Jesus Christ only being excepted (Lk. 1:35), so that all are sinners both by nature and by practice (Eph. 2:3; Rom. 3:23) and are essentially and totally unable of themselves to gain recovery or salvation (Rom. 3:20; Jer. 13:23; Jn. 1:13; 2 Cor. 4:4).

## **ARTICLE VII**

### **Salvation Through Grace by Faith**

We believe...That our salvation is the free gift of God's grace (Rom. 6:23; Eph. 2:8).

...That we are justified solely on the ground of the shed Blood of our Lord Jesus Christ (Rom. 3:24; Heb. 9:22) who was made sin for us by His substitutionary death on the Cross (2 Cor. 5:21; 1 Pet. 2:24).

...That salvation is received only by personal faith in the Lord Jesus Christ (Acts 16:31; Jn. 3:16).

...That it is neither merited nor secured, in part or whole, by any virtue or work of man (Rom. 4:4, 5; Jn. 6:28, 29), for no repentance, no confession, no feeling, no sincere efforts, no good resolutions, no submission to any rules or ordinances of any church can add in the least to the value of the Blood of Christ, nor be added in any sense to believing as a condition of salvation (Eph. 2:8, 9; Isa. 64:6; Gal. 3:11; Col. 2:13, 14).

...That this salvation has a threefold aspect: salvation from guilt and penalty of sin justification; salvation from the power of sin – sanctification; salvation from the presence of sin – glorification (Tit. 2:11-13; Heb. 9:24, 26, 28; Phil. 3:20, 21; Rom. 8:23), and includes the whole man – spirit, soul and body (1 Thess. 5:23).

...That true believers have as a present possession the gift of eternal life (1 Jn. 5:10-12), a perfect righteousness (Rom. 3:22), sonship in the family of God (Jn. 1:12; 1 Jn. 3:1, 2), every spiritual resource needed for life and godliness (Eph. 1:3; 2 Pet. 1:3) and deliverance from all condemnation (Jn. 5:24).

...That in view of this completeness in Christ (Col. 2:10) and the abiding, sanctifying presence of the Holy Spirit (Jn. 14:16, 17; Tit. 3:5), it is in no way required by God to seek a "second work of grace" (Gal. 3:3).

...That apart from Christ there is no possible salvation (Jn. 14:6; Acts 4:12; 13:39).

## **ARTICLE VIII**

### **Sanctification**

We believe...That sanctification, which is a setting-apart unto God, is threefold:

That it is already complete for every person because his position toward God is the same as Christ's position (Heb. 10:10, 14; 1 Cor. 6:11, RV).

...That while the standing of the believer is thus perfect "in Christ", his present state is as imperfect as his experience in daily life, and there is therefore also a progressive sanctification wherein the believer is to "grow in grace" and to be "changed" by the unhindered power of the Holy Spirit (2 Cor. 7:1; 3:18; 2 Pet. 3:18).

...That, lastly, the child of God will yet be fully sanctified in his state, as he is now sanctified in his standing, when he shall see his Lord and "shall be like Him" (Jn. 3:2; 1 Thess. 3:13; 5:23).

## **ARTICLE IX**

### **Assurance**

We believe...That, because of the eternal purpose of God towards the objects of His love (Eph. 1:4; 2:6, 7) because of His freedom to exercise grace towards the meritless on the ground of the propitiatory Blood of Christ (Rom. 5:8-10; Jn. 10:28), because of the very nature of the divine gift of eternal life (Jn. 5:24; 1 Jn. 5:13), because of the present and unending intercession and advocacy of Christ in heaven (Heb. 7:25; 1 Jn. 2:1), because of the abiding and sealing presence of the Holy Spirit in the hearts of all who are saved (Jn. 14:16; Eph. 1:13, 14) we, and all true believers everywhere, can have a firm assurance of our salvation (Heb. 6:18, 19).

We believe also, however... that since God is a holy and righteous Father (1 Pet. 1:15, 16), and cannot overlook the sins of His children (Hab. 1:13), He will, when His children persistently sin and fail to judge themselves (1 Cor. 11:31), chasten them and scourge them in infinite love (Heb. 12:6) in order that He may at last present them blameless before the presence of His glory (1 Cor. 11:30, 31; Eph. 5:25, 26; 1 Cor. 5:5).

## **ARTICLE X**

### **The Church**

We believe...That the Church is the mystical Body and Bride of the Lord Jesus Christ (Col. 1:18; Rev. 21:9), which He began on the Day of Pentecost (Matt. 16:18; Acts 2:47), and will complete at His second coming (1 Thess. 4:16, 17; Rom. 11:25).

...That all true believers of this dispensation, irrespective of membership in the organized local churches of earth, have been baptized into this Body of Christ by the Holy Spirit (1 Cor. 12:12, 13; cf. 1:2).

...That the members of this one Body should wherever possible, assemble themselves together into local churches for worship, prayer, fellowship, and teaching (Heb. 10:25; Acts 2:42), and for the observance of the ordinances of baptism and the Lord's Supper (Matt. 28:19; 1 Cor. 11:23-26).

...That it is the solemn duty of its members to "keep the unity of the Spirit in the bond of peace" (Eph. 4:3), rising above sectarian differences (1 Cor. 3:3,4), and loving one another with a pure heart (1 Pet. 1:22).

...That the first and foremost mission of the Church in the world today is to witness for Christ among the nations (Matt. 28:19, 20; Mk. 16:15; Acts 1:8).

## **ARTICLE XI**

### **The Blessed Hope**

We believe...That the Second Coming of Christ (Heb. 9:28) will take place in two stages, the first being the Rapture (1 Thess. 4:13-17) when He comes as the "Morning Star" (Rev. 22:16), in the air (1 Thess. 4:17) to receive His own (Jn. 14:3) and the second being the Revelation (2 Thess. 1:7,8) when He comes as the "Son of Righteousness" (Mal. 4:2) to the Mount of Olives (Zech. 14:4) to be received by repentant Israel (Zech. 12:10);

...That, according to the Word of God, the next great event in the fulfillment of prophecy will be the pre-Tribulation coming of Christ (Rev. 3:10,11) in the air to receive to Himself His own, both those who have fallen asleep and those who are alive and remain unto His coming (1 Thess. 4:13-17; 1 Cor. 15:51, 52; Jn. 11:25, 26);

...That this is the "blessed hope" of the Church (Tit. 2:13), an event for which we should constantly be watching, the time being unrevealed but always imminent (Mk. 13:32-37; Rev. 22:12,20);

...That this event will be followed by the judgment of the believer's works for reward at the Judgment Seat of Christ (Rom. 14:10; 2 Cor. 5:10; 1 Cor. 3:11-15) a judgment which may result in the loss of rewards, but not the loss of salvation (1 Cor. 3:11-15) and by the Marriage of the Lamb just before the Lord returns in glory (Rev. 19:7-9).

## **ARTICLE XII**

### **Christ's Glorious Appearing**

We believe...That the world will not be converted previous to the Second Coming of Christ, but is day by day ripening for judgment (Lk. 17:26).

...That this dispensation will end with a fearful apostasy in the professing Church (1 Tim. 4:1; 2 Tim. 4:3, 4; 2 Thess. 2:11, 12) which during the Great Tribulation (Matt. 24:21), will be headed by a personal Antichrist (2 Thess. 2:3, 4; 1 Jn. 2:18).

...That God's righteous judgments will then be poured out upon the world (Rev. 6:1-18:24).

...That at the close of this period (Matt. 24: 29, 30) the Lord Jesus Christ will personally, visibly, and gloriously descend from heaven (Rev. 1:7; 19:11-16) with the Church (Zech. 14:5; Jude 14) and His holy angels (2 Thess. 1:7) to bind Satan in the bottomless pit (Rev. 20:1-3), judge the living nations (Matt. 25:31-46), restore to Israel her land (Deut. 30:3-5; Ezek. 37:21; Isa. 11:11, 12), establish His glorious and literal kingdom over all nations for a thousand years (Acts 15:16; Rev. 20:4-6), lift the curse which now rests upon the whole creation (Isa. 11:6-9; Rom. 8:19-23), and bring the whole world to the knowledge of the Lord (Isa. 11:9; Hab. 2:14).

...That at the end of the thousand years, Satan shall be loosed for a short season to deceive the nations (Rev. 20:7-9).

...That the unsaved dead shall then be raised, judged according to their works, and cast into the Lake of Fire prepared for the devil and his angels (Rev. 20:11-15; Matt. 25:41).

...That, as the Son of David (Lk. 1:32), Christ will finally deliver up the Messianic Kingdom to God the Father, in order that He, as the Eternal Son, may reign with the Father in the New Heaven and the New Earth eternally (1 Cor. 15:24-28; Rev. 21:1).

## **ARTICLE XIII**

### **The Future Life**

We believe...That the spirits of the SAVED at death go immediately to be with Christ in heaven (2 Cor. 5:8; Phil. 1:21-23), where they abide in joyful and conscious fellowship with Him until He comes for His own (1 Thess. 4:14), when their bodies shall be raised from the grave and changed into the likeness of His own glorious body (1 Cor. 15:25-58; Phil. 3:20, 21), and in that state forever to enjoy the presence of the Lord (1 Thess. 4:17) and to reign with Him on Earth (Rev. 5:10; 20:6) and throughout eternity (Rev. 22:5).

...That the spirits of the UNSAVED at death descend immediately into Hades (Lk. 16:23; Num. 16:33) where they are kept under conscious punishment and misery (2 Pet. 2:9, RV), until the judgment of the Great White Throne after the Millennium (Rev. 20:11), at which time Hades will deliver up its dead (Rev. 20:13) and their bodies shall be raised from the grave (Rev. 20:5); they shall be judged according to their works (Rom. 2:3-6; Rev. 20:12), and be cast into the Lake of Fire (Rev. 20:15; 21:8), not to be annihilated (cf. Rev. 19:20; 20:10), nor ultimately restored (Rev. 22:11), but to be punished with final and everlasting destruction away from the presence of the Lord (2 Thess. 1:9).

## **ARTICLE XIV**

### **Angels, Fallen and Unfallen**

We believe...That God created an innumerable company of sinless, spiritual beings, known as angels (Col. 1:16; Heb. 12:22).

...That one, Satan, a personal being of the highest rank (Ezek. 28:12-19) through pride (1 Tim. 3:16) and unlawful ambition (Isa. 14:12-15) rebelled against God and fell, thereby becoming completely depraved in character (Jn. 8:44) and the leader of a large host of evil angels and demons who followed him in his fall (Rev. 12:9; Matt. 12:24, RV; Jude 6).

...That a great company of angels kept their holy estate (Mk. 8:38), and are before the throne of God (Rev. 5:11) from whence they are sent forth as ministering spirits, to minister to the heirs of salvation (Heb. 1:13, 14).

...That Satan was judged at the cross (1 Jn. 3:8) and through subtlety led our first parents into transgression (2 Cor. 11:3), accomplishing their moral fall (Gen. 3:1-7), and, as the "god of this world," subjecting them and their posterity to his own power (2 Cor. 4:4).

...That Satan was judged at the cross (Jn. 16:11; Col. 2:15), and, although that judgment was not immediately executed, he will ultimately be “cast into the lake of fire and brimstone” where, together with the fallen angels and all the unsaved, he will be “tormented day and night forever and ever” (Rev. 20:10,15; Jude 6).

## **ARTICLE XV**

### **The Christian’s Walk**

We believe...That the believer is called with a holy calling (2 Tim. 1:9) to walk not after the flesh, but after the Spirit (Rom. 8:4) and so to live in the power of the indwelling Spirit, that he will not fulfill the lust of the flesh (Gal. 5:16-18).

...That as the flesh with its fallen Adamic nature in this life is never eradicated (Rom. 7:23; 1 Jn. 1:8; 1 Ki. 8:46; Phil. 3:12), it needs to be kept by the Spirit in constant subjection to Christ (Rom. 6:11-13; Eph. 4:22-24; 1 Cor. 10:12; 2 Cor. 10:5).

...That good works are in no sense the procuring cause of salvation (Eph. 2:8-10), but are its proper evidence and fruit (1 Jn. 3:9-10; Tit. 2:14; Matt. 7:16-20).

...That since our citizenship is in heaven (Phil. 3:20, RV), we as the children of God should live a consistent, separated Christian life (Rom. 12:2; 2 Cor. 6:14-17; Eph. 5:11), and abstain from all worldly amusements and unclean habits which defile mind and body (1 Thess. 5:22; 1 Pet. 2:11; Rom. 13:14; 1 Cor. 6:19, 20), and from such worldly practices as: the swearing of oaths (James 5:12), affiliation with secret societies (2 Cor. 6:14), using courts from settling disputes between believers (1 Cor. 6:1-8), taking personal vengeance and participating in carnal strife (Rom. 12:17-21; 2 Cor. 10:3, 4), and divorce as forbidden by the Lord (Matt. 19:9; Rom. 13:9).

...That the believer should keep the Word of the Lord (Jn. 14:23), seek those things which are above (Col. 3:1, 2), walk as He walked (1 Jn. 2:6), be careful to maintain good works (Tit. 3:8), and especially accept as a solemn responsibility the duty and privilege of bearing the Gospel (1 Cor. 5:19; Jn. 15:16), remembering that a victorious, fruitful life is possible only to those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Him for His service (Rom. 12:1, 2).

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Grace University  
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Department of Christian Ministries  
2011 – 2012



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# Academic Calendar

## 2010-2011

### Fall Semester 2011

Aug. 3, Tues.	Faculty/Staff Conference
Aug. 20, Sat.	Residence Halls Open for New Students
Aug. 22, Mon.	Graduate Classes Begin
Aug. 24-25	Spiritual Life Orientation (Undergraduate Students)
Aug. 24, Wed.	Convocation Ceremony 10:20 am Suckau Chapel
Aug. 24, Wed.	Traditional Undergrad Classes Begin
Aug. 31, Wed.	Last day to ADD Courses; Last day for 100% Refund
Sept. 5, Mon.	Labor Day: Admin. Offices Closed/ No Classes
Sept. 30, Fri.	Fall Enrollment Closes
Oct. 4, Tue.	Day of Prayer*
Oct. 17-20	Mid-term Exams (Classes Meet)
Oct. 24-26	Bible Conference* (MA classes at Instructor discretion)
Oct. 27-28	Fall Break (No MA Grad Classes)
Oct. 31, Mon.	Last Day to DROP Courses
Nov. 8, Tue.	Refund of institutional aid may be requested.
Nov. 21-Dec 2	Registration for Winter and Spring, 2012
Nov. 23-25	Thanksgiving Break/No MA Classes
Nov. 24, Thu.	Thanksgiving Day: Admin. Offices Closed
Nov. 25, Fri.	Admin. Offices Closed
Dec. 12, Mon.	Regular classes meet
Dec. 13-15	Final Exams (Grad)
Dec. 16, Fri.	Residence Halls Close at Noon
Dec. 23-Jan. 2	Admin. Offices Closed
Dec. 25, Sun.	Christmas Day
Jan. 1, Sun.	New Year's Day

### Winter Semester 2012

Jan. 3-13	Winter Sessions
Jan. 3	Last Day to ADD a course; Last Day for 100% Refund
Jan. 5	Last day to DROP Courses (for Winter Semester)

### Spring Semester 2012

Jan. 16, Mon.	Martin Luther King Day (No classes, Offices closed)
Jan. 17, Tue.	Graduate Classes Begin
Jan. 17, Tue.	Convocation Ceremony 10:20 am, Suckau Chapel
Jan. 24, Tue.	Last Day to Add a Course; Last Day for 100% Refund
Jan. 25, Wed.	Spring Enrollment Closes
Feb. 6-9	Jared Burkholder Conference on Global Engagement* (MA classes at Instructor discretion)
Feb. 21, Tue.	Day of Prayer*
Mar. 5-9	Mid-Term Exams (Classes Meet)
Mar. 12-16	Spring Break (Traditional Undergrad and Grad)
Mar. 23, Thu.	Last day to DROP Courses (Without academic penalty)
Mar. 26-Apr. 10	Registration for Summer and Fall 2012
Apr. 5, Thu.	Refund of institutional aid may be requested.
Apr. 6, Fri.	Good Friday (Admin Offices Closed/No Classes)
Apr. 8, Sun	Easter Sunday
Apr. 30-May 3	Finals Week for CMHC Students
May 4, Fri.	Honors Convocation/Baccalaureate* 10:30 am Suckau
May 5, Sat.	Commencement 2:00 pm (location TBD)
May 11, Fri.	Residence Halls close at noon

### Graduate Summer Semester 2012

Date:	Description
May 14-June 22	Graduate Classes
May 14, Mon.	Last day to ADD Courses; Last day for 100% Refund+
May 28, Mon.	Memorial Day (Offices Closed/No Classes) +

\*Graduate Students invited; Attendance for Undergraduate Students required.

+Last day to ADD a course is the first Monday of the session; the last day to DROP a course without academic penalty is the first Thursday of the first week.

## Catalog Limitations

This catalog describes policies, programs, and procedures of Grace University that are in effect at the time of its preparation, August 2011.

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

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

Revised August, 2011



## *A Personal Note from the President*

The Grace University catalog reflects Grace University's commitment to strong, Christ-centered education. As you review the catalog, please remember that Grace seeks to add value to your life in at least three areas: (1) Grace adds value to your life by enabling you to develop a well-integrated Christian worldview. You will study God's revelation and integrate it with all the disciplines of human knowledge. (2) Grace adds value to your life by helping you develop key skills for living—e.g., time management, stress management, interpersonal relationship skills and honing your reading and communication skills. (3) Grace adds value to your life in character development. The core values of honesty, integrity and personal responsibility are central to our student development office. Internalizing these values is what Grace is all about.

May God guide you as you seek to do His will and prepare for a life of serving Him and His people.

In His mighty grasp,

James P. Eckman, Ph.D.  
President

## **A Personal Note on behalf of the Graduate School Faculty**

Greetings from the campus of Grace University.

On behalf of the Graduate instructors at Grace, I am pleased that you are taking the time to peruse our catalog or visit our website. We invite you to take a serious look at our programs. For over 65 years, Grace University has been providing education that blends high quality academics with spiritual formation, ministry and professional experiences, and spiritually significant relationships.

We are now into our second decade of providing our accredited educational distinctives to qualified students who desire to serve the church and their community in significant ways. At present, we offer masters-level degrees in Christian Ministries (MA) and Clinical Mental Health Counseling (MA). The former degree comes with concentrations in Textual Bible, Theological Studies, Educational Ministries, Ministry Leadership, Rural Church Ministries, and Counseling Ministry. The latter degree is designed to prepare a student for licensure in the field of Counseling. Our programs stress the need for both academics and professional development – all within a biblically-integrated, Christian worldview.

While these programs have been graduating students for several years, we are also constantly reviewing other areas in which to grow and develop. The most recent development is our Fast-Track Teacher Certification Program. This program is a post-baccalaureate, blended-learning program (non-degree) designed to prepare college graduates for a state-licensed teaching endorsement in as little as twelve months.

The need for graduate-level training in various fields continues to grow; indeed, in many fields, a graduate degree is virtually the entrance requirement. We welcome your prayers as we continue to explore and grow, for our greatest desire is that our programs would honor the Lord as we serve evangelical faith communities, the city of Omaha and the upper Midwest region.

You may have well-defined educational objectives, or you may still be seeking God's will for your life in your graduate experience. Either way, we would welcome the opportunity to help you move forward in your studies.

Our staff and faculty are poised to serve you in whatever way we can. If you have not already done so, please feel free to visit the school. You are also most welcome to call or visit our Admissions and support staff; we believe you will find them to be among the most helpful people anywhere! Or perhaps you would like to seek out an appointment with a faculty member. We expect you will be impressed with the quality of people at Grace University and the value of a Grace University educational experience. The opportunity to work and study beside other students with similar values and priorities promises to make your educational experience an excellent step forward in your personal and professional goals.

So, feel free to browse the catalog. While it can offer you a glimpse of what GU is like, please come and visit. Tell us how we can help you serve within the Kingdom of our Lord.

For His Glory,

Karl Pagenkemper  
Professor of NT Studies  
Chair of MA in Christian Ministries

## *Correspondence Directory*

Please direct your questions or requests for information to the following University personnel:

### **Academic Office**

Dr. John D. Holmes • Academic Dean

### **Academic Records, Transcripts**

Kris J. Udd • Registrar

Roy A. Smith, Jr. • Assistant Registrar

### **Admissions and General Information**

Emily Jantzen • Graduate Admissions

### **Business and Finance**

Michael F. James • Executive Vice President

### **Career Development and Placement Center**

Robert Gall • Director

### **Christian Formation & Servant Leadership Training**

Wes Wilmer • Director of Christian Formation

### **Enrollment and Retention**

Chris A. Pruitt • Dean of Enrollment Management

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

Dr. John D. Holmes • Academic Dean

### **Grace College of Extended Education**

Dr. M. Richard “Dick” Dahlquist • Director, Adult Education

### **Library & Learning Resources**

H. Ben Brick • Library Director

### **MA Program in Christian Ministries**

Dr. Karl E. Pagenkemper • Professor of NT Studies; Chair of MA in Christian Ministries Program; Chair University Bible Division

### **MA Program in Clinical Mental Health Counseling**

Dr. Justin Brogan • Associate Professor of Counseling; Chair of MA in Clinical Mental Health Counseling

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

Jon T. McNeel • Dean of Men

### **Online Learning**

Mike Wulbecker • Director of Online Learning

### **Student Services and Facilities**

Deb Osmanson • Dean of Student Services

### **Scholarships & Financial Aid**

Ray Miller • Director of Financial Aid

Teela Chamberlain • Financial Aid Counselor

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

James P. Eckman • President

Melvin R. Friesen • Director of Gift Planning

### **Women’s Housing, Learning Needs, Special Accommodations**

Marilyn F. Amstutz • Dean of Women

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# GENERAL INSTITUTIONAL INFORMATION

## Our Mission

### GRACE UNIVERSITY'S MISSION

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

### GRACE COLLEGE OF GRADUATE STUDIES VISION

Grace College of Graduate Studies exists to serve the church by educating Christians in graduate academic and professional fields of study from a Biblical perspective, inspiring, nurturing, and equipping them to live, lead, and serve.

## Our Past

### 66 YEARS BY THE GRACE OF GOD

In early summer of 1943, ten Mennonite ministers gathered to consider opening a new college-level institution that would bring interdenominational Christian education to Omaha, Nebraska. From those talks emerged Grace Bible Institute (GBI), which was incorporated under that moniker on July 21, 1943.

In 1976, a name change seemed appropriate to the institution's degree-granting status, and Grace Bible Institute was renamed Grace College of the Bible. Since the late 1940's, the Institute had been granting bachelor degrees, and by the 1970's, the demand for four-year college degrees was growing. Friends of GBI who were close and familiar with the Institute received the adjustment warmly.

In 1995, all institutional information and stationary were again adjusted when the college was renamed, Grace University. The change was designed once again to reflect its program offerings and structure, as the university was now organized into three colleges: Grace College of the Bible, Grace College of Graduate Studies, and Grace College of Continuing Education.

The university is located south of downtown Omaha on about 10 acres (about six blocks), where it has been functioning since September of 1943. The most recent physical addition came in 2003, when Grace dedicated the Jim Classen Gymnasium, providing students with a location for on-campus physical education activities and supplying our sports teams with a home for their practice and games. Over the past ten years, several campus buildings have also been renovated. During the Spring and Summer of 2005, part of the Administration Building's second floor was completely renovated to incorporate several new classrooms, including a biology lab, in order to service the growing Teacher Education Department and to provide facilities for science classes. Additionally, over the summer of 2007, due to a large dedicated gift, the Suckau chapel was refurbished, and the University Library was totally remodeled. We have subsequently renamed it the Grewcock Library in honor of the donors. (Several writers have documented its facilities' incremental growth [cf. *The Story of Grace*, by Paul Kuhlmann, 1980]; additionally the Grace University Undergraduate Catalog includes a brief summary in its opening pages.)

## Our Present

*The vision of the University (cited above) and the core values of **academic excellence, life change, and world impact** continue to shape the vision of all of Grace's programs.*

During the past 66 years, more than 8,000 students have studied in the various programs of Grace University. Many of our undergraduate and graduate alumni are actively involved in full-time vocational ministries. Many are also serving in cross cultural and international missions, in pastoral ministry, in Christian education, in music, and in Christian radio and telecommunications. Even more have gone on to have an impact in the marketplace, serving as lay leaders in local churches and church-related organizations. Many are educators, business people, farmers and ranchers, and public servants in governmental settings. Additionally, many of our graduate school alumni work as Mental Health Counseling professionals throughout the country and the world as they strive to assist people toward healing and wholeness.

Grace University believes that its Graduate School is positioned to grow throughout the coming decade. By the grace of God, it is hoped that its graduate-level offerings will continue to serve the church and the community as it develops and expands its present offerings. As programs and degrees are developed, such progress will continue to be under the oversight of a strong, spiritually minded Board of Trustees, a sound statement of evangelical beliefs and commitments, and an Administration that is positioning the school for important advances in the near future.

## OUR UNIVERSITY DISTINCTIVES

In all of its programs, Grace University tries to reflect the following distinctives:

### Academic Focus

As is found in the best traditions of education, the focus of a graduate-level, educational experience includes a sound academic and professional foundation for its graduate degrees. Additionally, Grace University a premium on the canon of the Christian Scriptures (the so-called Old and New Testaments) in the construction of its programs. With a priority on Scripture and its application, graduate programs give attention to both the content appropriate for the professional world, but they also give attention to biblical integration within each discipline. While programs are designed academically to prepare for professional vocations, all programs are also designed to challenge students to integrate biblical truth within those disciplines.

### Personal Spiritual Life

Grace University places an emphasis upon spiritual formation in all of its programs, both undergraduate and graduate. Students within each of the graduate programs can expect to take classes that integrate personal development and spiritual formation.

### Faculty Commitments

Like other institutions of higher education, Grace University prides itself in its faculty and the academic freedom each has in accomplishing his/her duties in the classroom, in research, and in community service. What makes our faculty distinct is not simply their professional and academic achievements, but their commitment to Christ, their commitment to their local churches and global missions, and their commitment to support the values and distinctives of Grace University. Faculty view their teaching responsibilities as supportive of the values of the home and of the church. Faculty are asked to view themselves as role models for students of godliness as well as scholarship and professional practice. The faculty see it as their role to encourage students and help integrate faith, a Christian Worldview, and biblical values into their experience as growing professionals.

### Institutional Doctrinal Positions

As an evangelical educational institution, Grace University takes the Bible and theology seriously. Each year faculty are asked to sign an institutional Doctrinal Statement, and it is important that they subscribe to both its contents and its spirit in good conscience. A copy of the full Doctrinal Statement is available in the President's Office and the Academic Office as well as on the University web site (<http://www.graceu.edu/pdf/doctrinal-statement.pdf>). We expect all applicants to consider the doctrinal statement during the application process.

While we do not require students to agree with all the nuances of the University Doctrinal Statement, we do ask them to subscribe to traditional orthodox positions concerning seven primary areas of Christian doctrine. Grace identifies these seven primary doctrines as the following:

- The Trinity
- The full deity and humanity of Christ
- The spiritual lostness of the human race
- The substitutionary atonement (death) and the bodily resurrection of Christ
- Salvation by faith alone
- The physical return of Christ
- The authority and inerrancy of Scripture.

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

## ACCREDITATION AND ACADEMIC STANDING

GRACE UNIVERSITY is accredited by:

- The Higher Learning Commission and a member of the North Central Association  
230 South La Salle Street, Suite 7-500  
Chicago, IL 60604

Phone 800-621-7440

<http://www.ncahigherlearningcommission.org>

Last ten year reaffirmation: 2008

- Commission on Accreditation of the Association for Biblical Higher Education  
5850 T.G Lee Blvd., Suite 130  
Orlando, FL 32822  
Phone 407-207-0808  
<http://www.abhe.org/>  
Last ten year reaffirmation: 2006
- International Assembly for Collegiate Business Education  
P.O. Box 25217  
Overland Park, Kansas 66225  
Phone 913-631-3009  
Effective date: 2002

GRACE UNIVERSITY is listed in:

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

GRACE UNIVERSITY is approved by:

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

GRACE UNIVERSITY is a member of:

- American and Nebraska Associations of Collegiate Registrars and Admissions Officers
- Association of Christian Schools International
- Association of Independent Colleges and Universities of Nebraska
- Association of Christian Librarians
- Christian Camping International
- Council for Adult and Experiential Learning
- Evangelical Training Association
- National Association of Independent Colleges and Universities
- Nebraska Association of Colleges of Teacher Education
- Nebraska Council for Teacher Education
- Nebraska Independent College Foundation
- Nebraska Independent College Library Consortium

GRACE UNIVERSITY has articulation agreements and special academic relationships with the following institutions and organizations:

- The American Association of Christian Counseling and the Center for Biblical Counseling, Forest, Virginia
- Bellevue University; Bellevue, Nebraska (several Cooperative Programs)
- Bethsaida Excavation Project; Kibbutz Ginnosar, Israel
- Camp Forest Springs; Westboro, Wisconsin (Camping Ministry Program)
- Clarkson College; Omaha, Nebraska (Nursing Cooperative Program)
- Creighton University; Omaha, Nebraska
- Focus on the Family Institute; Colorado Springs, Colorado
- Iowa Western Community College; Council Bluffs, Iowa
- Jerusalem University College; Jerusalem, Israel
- Metro Community College; Omaha, Nebraska

- Nebraska Christian College, Papillion, Nebraska
- University of Nebraska at Omaha; Omaha, Nebraska

## OUR FACILITIES

Grace University is a compact urban campus in beautiful Omaha, Nebraska. Our Campus is located approximately two blocks from the historical downtown business district. The campus covers approximately six city blocks in the historic Dahlman Association neighborhood and is only nine blocks from the Botanical Gardens. The Campus is approximately halfway between the Old Market in downtown and the Henry Doorly Zoo. The section “Our Past” (above) describes some of the development of the campus. This urban campus has seen over \$11,000,000 in new construction, remodeling and renovation upgrades during the past six years.

Currently, the campus has modern classrooms of various sizes; the Grewcock Library within the Tschetter Academic Center; learning labs for computer usage and music, curriculum labs for teacher education, and church education; Suckau Chapel; the Dirks Student Lounge; the Duerksen Dining Commons; and administrative and faculty offices. The campus also includes 185 dormitory rooms for (primarily undergraduate) students within Harder Hall, Rieger Hall, Stanford Hall and Schmidt Hall, along with green space and parking areas for students, employees and visitors. The Jim Classen gymnasium, with double NCAA approved courts for tournament play and seating for 800, was dedicated in August, 2003, and is available at appropriate hours for student use. The Donovan Glanzer Strength Training Center is located in the Harold D. Burkholder Center.

The Grewcock Library has a collection of over 75,000 volumes, over 25,000 electronic books, over 9,300 journals accessible in print or electronically, and 155 paid subscriptions. In addition, access is provided to a number of databases in the fields of religion, education and psychology through EBSCOhost, FirstSearch, WilsonWeb and other databases. Instruction on the use of library resources is made available to the students by the library director and staff, and wide use of library resources is encouraged in all graduate-level classes and as well as within research instruction classes. The Grewcock Library is a member of the Nebraska Independent College Library Consortium and can access millions of resources from around the world via interlibrary loan. There are 13 computers for students to use as well as a wireless network throughout the library. Most of the public area of the University allows ready access to the Library.

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

# *Degree Program: Master of Arts in Christian Ministries*

## **FACULTY**

The following are regular instructors within the MA program in Christian Ministries:

Richard (“Dick”) Dahlquist, ThM, DMin; Professor of Christian Ministries  
Mark Linder, PhD; Assistant Professor of Biblical Studies  
Gary Nebeker, PhD; Professor of Theological Studies  
Karl Pagenkemper, ThD; Program chair, Professor of Biblical Studies  
Richard Ramsey, PhD; Associate Professor of Christian Education.  
Ron Shope, PhD; Professor of Communications and Research

[Other instructors are used, depending upon needs and availability.]

## **CONCENTRATIONS**

**BIBLE STUDIES**  
**THEOLOGICAL STUDIES**  
**MINISTRY LEADERSHIP**  
**COUNSELING MINISTRY**  
**RURAL CHURCH MINISTRY**

## **PROGRAM PURPOSE AND DESCRIPTION**

The Master of Arts in Christian Ministries degree (formerly known as the Master of Arts in Biblical Studies) is a general Masters program designed to provide students with a graduate level education from within the evangelical tradition. Its purpose is to train and educate men and women for various kinds of Christian service. This program is targeted to three groups of people:

- (1) Those who would like to enter Vocational Christian service on the staff of a local church or a parachurch ministry;
- (2) Those already involved in vocational Christian service who desire to improve their biblical and ministry skills; and
- (3) Lay leaders within church and parachurch ministries who desire advanced training so as to broaden and extend their effectiveness for the cause of Christ.

## **CONCENTRATION DESCRIPTIONS**

The program of study for the **Biblical Studies** and **Theological Studies concentrations** is a general curriculum that includes classes in biblical studies, theological studies, and select ministry skills. Graduates in either of these concentrations are prepared to knowledgeably interpret and apply the Bible, develop and utilize some advanced ministry skills, and address contemporary issues in our culture and the world.

The **Ministry Leadership concentration** is designed for students who desire to enhance their skills and training in order to serve in administrative or leadership positions within local church or parachurch (church-related) ministries. Various offerings relate to ministry skills, ministry leadership, teaching and speaking skills, and the biblical and theological foundations for ministry in the contemporary world.

The **Rural Church Ministry concentration** emphasizes preparation for ministry in a rural church setting. (Classes specific to this concentration are provided at a off-campus site with Rural Home Missionary Association [RHMA] Headquarters in Morton, IL. )

The **Counseling Ministry concentration** provides training in preparation for counseling work in a church or parachurch setting. (Most classes in this concentration are taken in cooperation with Grace’s Department of Clinical Mental health Counseling.)

## GENERAL PROGRAM OBJECTIVES

Students who successfully complete this program within any of the concentrations should be able to do the following:

1. Carry out Masters level research into the meaning of scripture through the proper use of biblical study skills and tools;
2. Understand and apply the principles of sound hermeneutics when interpreting the various genres found in the Bible;
3. Perform research within selected disciplines of theology in order to develop and refine a coherent, biblically-based theology;
4. Begin the process of constructing a Christian worldview by:
  - Understanding what a worldview is, how it develops, and how it contributes to understanding the world in which we live and minister,
  - Identifying the primary worldview options available for someone living in the 21st century, and
  - Demonstrating an ability to construct and think within a biblical worldview;
5. Sense a growing response of obedience to God and his self-revelation through:
  - Spiritual growth toward Christlikeness marked by love of God, love for others, and character development, particularly embodied in the fruit of the Spirit;
  - Growing contributions to local expressions of the community of believers;
6. Develop and implement effective ways to communicate biblical and theological truths to others;
7. Discover and utilize some of the many educational methods which are increasingly available to those committed to teaching biblical and theological truths.
8. Reflect and apply, within the academy and in practice, advanced understanding of concentration area of study.

## PROGRAM REQUIREMENTS

The Master of Arts in Christian Ministries is designed to be completed in approximately two years of full time study. Credits toward graduation fall into the following categories:

<b>Foundation Requirements</b>	<b>12</b>
See explanation detailed below	12
<b>Core Master of Arts Requirements</b>	<b>10</b>
BS 503 Hermeneutics	3
CS 601 Personal Evaluation	1
MS 501 Formation of Spirituality (Registrar typically schedules CS 601 and MS 501 so they can be taken together as if a single class.)	2
R 501 Foundations of Research	2
TS 502 Introduction to Theological Studies	2
<b>Concentration Requirements</b>	<b>12</b>
See explanations detailed below	12
<b>Remaining Electives</b>	<b>14</b>
MS - - - Ministry Studies Electives	6
Open Electives	8
<b>Total Hours</b>	<b>48</b>

## Foundation Requirements

This requirement is designed to provide a breadth of basic classes in order to prepare a student for further masters-level work. This requirement can be fulfilled in several ways.

1. Take 12 credits introductory graduate-level class work (typically, 9 Bible, 3 Theology);
2. Take up to 12 credits through the Institute of Theological Studies (9 Bible; 3 Theology);
3. Utilize some combination of the above two options (based upon the area breakdowns of credit above);
4. Transfer appropriate credit from graduate studies completed at another accredited school.

This 12-credit requirement may be waived, either in part or in whole, by those who have completed an undergraduate degree from an ABHE accredited school (or an equivalent in undergraduate Bible/Theology credit). (Such schools typically have an undergraduate requirement of 30 or more hours in Bible/Theology.) Transcript evaluation by the Chair of the Bible Division will be required to determine the applicability (partial, if any, or all) of this waiver. Graduate classes taken from another appropriate institution normally require a B or higher (on a 4-point scale) for transfer.

## Core Master of Arts Requirements

It is expected that a combination of 5 credits from the Core requirements will be offered each semester, and completion of these 10 hours as soon as is reasonable within a student's experience is strongly encouraged. The skills and knowledge base of information acquired in the core classes will be important for subsequent classes, and knowledge of their content will usually be assumed in "Concentration" classes and other open elective offerings.

## Concentration Requirements

Concentration expectations vary, some being more directive than others. Further, availability of specific classes will depend upon student interest and faculty availability. The student must complete 12 credits in one of the following areas:

### Biblical Studies Concentration

BS - - - Electives 12

### Theological Studies Concentration

TS - - - Electives 12

### Ministry Leadership Concentration 12

MS 541 Curriculum and Teaching 3

MS 562 Leadership in the Local Church 2

MS - - - Electives\* 7

\*Depending on availability and student interests, some classes from within the CS offerings available to this department may be used to fulfill some credit requirements.

### Counseling Ministry Concentration\* 12

CS 604 Integration Issues in Counseling 3

CS 605 Helping Relationships 3

CS 618 Marriage and Family 3

CS 626 Counseling, Prevention, & Intervention 3

\*Class for this concentration are taken from the Clinical Mental Health Counseling faculty as a courtesy to the Christian Ministries degree students. Students are required to take a minimum of 12 CS credits. Offering of classes is subject to faculty availability and student interest. Classes regularly available are described in "Course Descriptions."

### Rural Church Ministry Concentration\* 12

MS 560 Ministry in the Town & Country Church 3

MS 563 Leading the Town & Country Church 3

MS 564	Faith Communication in Town & Country	3
MS 565	Pastoral Care in the Town & Country Context	3

\* These courses are taken at RHMA Headquarters in Morton, IL. The courses are offered in a five-day concentrated format during the summer.

### Electives

Unlike many professional programs, this degree is not highly scripted related to classes that must be taken. Most students come with a desire to take some classes that move beyond those typically required. A total of fourteen (14) credits will be taken within the elective category. Six (6) are to come from within the MS or CS designations, reflecting the Christian *Ministry* component of the degree. The other eight (8) credits are “open” and may be taken from virtually any graduate offering within the school, provided the student can provide an advisor adequate justification for its applicability to a Christian Ministry degree. (Uncertainty as to what would be appropriate is arbitrated by the department chair if needed.) Class offerings for the various concentrations are made available based upon expressed interest and faculty availability. With the approval of the faculty advisor, appropriate ITS classes may be used to fulfill some of these credits.

### Thesis Option

For a variety of reasons, some students may desire to pursue an extended course of study on a particular topic that will culminate in a thesis or a creative/research project. Such a project is often useful before entering further graduate work, or it may be the culmination of interest in a given area that has developed through study during matriculation. Completion of this option requires registering for the following two classes in sequence:

BS/TS 597	Guided Thesis Research (Fall only)	3
BS/TS 598	Thesis Writing (Spring only)	2

It is assumed that the 5 open elective credits used for a thesis or research project will be in an area of study consistent with the student’s concentration area credits. Students must seek and obtain approval for primary and secondary readers, and gain topic approval from the Bible Division Chair.

### GRADUATION REQUIREMENTS

Students wishing to graduate from the MA in Christian Ministries must fulfill the following requirement:

1. Satisfactorily complete 48 semester hours as outlined in the curriculum description above;
2. Take a minimum of 24 hours (typically the final 24) toward graduation at Grace University. Transfer hours are accepted at the discretion of the Chair of the program and only for classes which received a B or above (3.0 on a 4.0 scale);
3. Complete the program within five years;
4. Maintain a 3.0 GPA (see “Scholastic Probation” under Academic Policies);
5. Evidence to the satisfaction of the faculty proven Christian character and adherence to evangelical doctrines.

## *Admissions Requirements*

The following describes the process and requirements for admission to Grace's Master of Arts in Christian Ministries program. Applicants should be aware that various departments may have varying expectations due to special needs of those departments. Applicants are advised to review the information provided below; for further questions, inquiry directly to the department chair is encouraged.

### **REGULAR ADMISSIONS: ADMISSIONS FOR ALL DEGREE SEEKING STUDENTS**

**Applicants are required to submit an Application for Graduate School Admission and must meet the following requirements:**

1. Possess a bachelor's degree from a regionally or nationally accredited college or university.
2. Possess a G.P.A of 3.0 (on a 4.0 scale) or better towards a bachelor's degree. Exceptions may be granted on an individual basis.
3. Have a cumulative G.P.A of 3.0 (on a 4.0 scale) or better in any prior graduate work. Students desiring to transfer coursework must have successfully completed the course with a grade of 'B' or higher (on a 4.0 scale).
4. Provide three letters of recommendation: pastoral/spiritual, character, and academic.

### **LIMITED ENROLLMENT: ADMISSIONS FOR STUDENTS WHO DESIRE TO TAKE SELECT CLASSES.**

Grace University provides limited access to many of its classes for qualified students who are interested or need graduate classes for various reasons. Limitations exist on how many credits one might take without being a degree-seeking student and which classes are available. More information on Limited Enrolment is available from the Admission Office and the Registrar's office.

All persons applying are required to submit an Application for Graduate School Admission and must meet the following requirements:

1. Possess a bachelor's degree from a regionally or nationally accredited college or university (exceptions may be granted on an individual basis).
2. Present a transcript that reflects academic abilities comparable to those admitted to Regular Student status.

Two points of qualification should be noted:

1. Students admitted as Limited Enrollment are not eligible to receive a degree unless and until granted Regular Student status.
2. Achieving Limited Enrollment does not indicate the department's assessment of a student's ability to achieve full admissions to a program.
3. Limited Enrollment students will have restrictions related to financial aid. The Business Office will provide information concerning such things.

### **STATEMENT OF NONDISCRIMINATION**

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

### **APPLICATION PROCEDURE\***

1. Students are admitted to Grace University's MA in Christian Ministries throughout the year. Completed applications and all required paperwork should be received by the Admissions Office prior to interviews by the department. Students may request alternate considerations or phone interviews depending upon circumstances; however, such accommodations are subject to availability and departmental approval. Since admission to a program requires several steps, and there may be limited slots for any program in any given year, applicants are encouraged to apply early and have all paperwork in good order before the deadlines for any given semester.

Please note: Submitting paperwork to the Admissions Office or acceptance of application paperwork does *not* guarantee an applicant admission to a program.

2. To initiate the admission process, an applicant will provide the following information to the Admissions Office:
  - Transcript evidence of all studies subsequent to completion of high school, including (minimally) evidence of an earned bachelor's degree from an accredited institution of instruction. To be "official," all transcripts must be sent directly from credit-granting institutions to Grace University.
  - A completed Graduate Studies Application Packet including fees, forms, and completed references.
  - A two-part writing sample (guidelines are included in the application packet). The first portion of this written sample will be general in nature, related to one's sense of "calling" to this field of study. The second will inquire into some of the applicant's present knowledge of the domain of study related to Ministry/Bible/Theology. It is recommended that the applicant take this essay seriously, for it helps create an impression of both the suitability of the individual for the field of study and his or her abilities to write and communicate ideas at the graduate level.
  - Current Graduate Record Examination (GRE) scores. "Current" is defined as having been scored within the last five years. As with transcripts, scores must be reported directly from the testing service.

PLEASE note the following:

    - Students with a GPA (undergrad and graduate, as appropriate) of 3.25 or higher may be exempted from the GRE requirement.
    - Students with 12 semester hours of previous academic studies from another institution may be exempted from the GRE requirement.
    - Older students, or students who have been away from the classroom for some time, may also take advantage of the Miller Analogy Text (MAT) in place of the GRE.
3. The decision to admit a person into the MA in Christian Ministries is based on several factors:
  - The candidate's demonstrated potential for successful graduate work.
  - The applicant's "fit" in relationship to the program and profession.
  - Any previous professional training and experience.
  - The anticipated likely success in the chosen field of study.
  - Evangelical commitments and willingness to comply with the University's lifestyle policy.
4. If it is felt that a student would be appropriate for this department, an Admission Office representative or the department Chair will initiate contact with the student inviting them to an interview with department faculty. Interview schedules will reflect the availability of appropriate faculty.
5. Department Faculty will make the final decision on admissions, and letters informing students of the disposition of their application will be sent from the Admissions Office.
6. Letters of Acceptance will include the initial assignment of an academic advisor and will encourage the new student to connect with their advisor regarding registration for their first semester of study.
7. The Department and Admissions Offices request that all accepted applicants confirm their intent to enter into a program within two weeks after they have received an Acceptance Letter.

# STUDENT LIFE

## SPRITUAL ACTIVITIES

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

- Students are encouraged to have a personal devotional life.
- Prayer times are held regularly to intercede for the worldwide spread of the Gospel.
- Days of Prayer in Fall and Spring devote entire mornings to worship and prayer. Attendance is encouraged, though optional for graduate students.
- Grace LIFE (Life Integration For Excellence), convenes in the Chapel Monday through Thursday for half an hour. This common experience of the Grace family contributes to the development of community and involves such things as announcements, worship, prayer, and a wide variety of presentations from students, faculty, staff, and guests. Attendance is encouraged, though optional for graduate students.

## CONFERENCES

- The **Grace University Bible Conference** is held during the first semester and features Bible teaching by able communicators of the Word. Attendance is encouraged, though optional for graduate students.
- The Jared T. Burkholder Conference on Global Engagement is a highlight of the second semester. Missionaries and mission representatives from many organizations working in various parts of the world visit the Grace campus. Students, faculty and staff are challenged to reach the world for Christ. Attendance is encouraged, though optional for graduate students.

## GRADUATE STUDENT BODY ASSOCIATION (GSBA)

Every student is a member of the GSBA, is Grace's student government. The GSBA exists to foster spiritual growth and fellowship, promote the welfare of the students, and plan student activities. Its administration is carried out through an executive team elected by the students.

## COMMUNITY LIFESTYLE STANDARDS for Graduate Students

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

Grace College of Graduate Studies recognizes that Evangelical Christians often differ in their understanding of lifestyle standards. Positive exhortations from scriptures are generally well known (love, kindness, generosity, good deeds, etc.). Furthermore, negative commands are generally clear as well: immorality (1 Thess. 4:3); drunkenness (Eph. 5:18); lying (Prov. 6:16-19); revenge (Rom 12:17), and other such Biblical mandates. Where the Bible clearly states a standard, the College seeks to adhere to that standard. Violation of such community standards will be considered as possible grounds for discipline.

However, lifestyle issues often go beyond the more obvious biblical commands. In areas where the Scriptures do not seem to speak directly, the following principles may be helpful:

**Christian Liberty.** Grace appeals to a sanctified conscience in areas of "gray issues." It avoids legalism, and allows for grace mixed with gentleness and servant-oriented deference in matters of choice (Rom. 14:10-12).

**Christian Testimony.** Basic behavior motivated by Christian love and courtesy is appropriate toward all people, whether they are Christ followers or not. 1 Cor 9:19 suggests we are slaves to all men, especially those who do not yet believe (cf. 1 Cor 9:23; 2 Cor 6:3,4a). But how such freedom is exercised is often culturally relative. Examples of "gray areas" among believers might include smoking, drinking, modesty in dress, speech, and media usage. Students are encouraged to consider how their behavior might be used to move people toward Christ – all the while recognizing that some decisions in this area may be counter-intuitive.

**Christian Lack of Offense.** Grace University desires its students to treat all brothers and sisters in Christ with grace and wisdom. Individual differences and offenses are to be handled, whenever possible, according to the principles seen Matt. 18:15-17. Knowing that there will always be some individuals who might be classified as "professional nerves," care is urged on the part of all graduate students to not cause others, especially younger believers, to stumble (Rom. 14:13-19).

## ***UNIVERSITY RESIDENCE***

### **HOUSING REQUIREMENTS**

Normally, students in traditional undergraduate programs taking 9 or more hours at Grace University and under the age of 21 are required to live on campus in order to foster community and encourage personal growth. On-campus residence is seen as an important part of the total “Grace experience.”

While most graduate students do not live on campus, those who do are expected to enroll in at least six semester hours (exemptions available). In the case of cooperative programs, the expectation is a minimum of six semester hours between the various campuses.

### **FURNISHINGS**

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

### **MARRIED STUDENT HOUSING**

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

## ***STUDENT SERVICES***

### **ADVISING**

Each student is assigned a faculty advisor who can guide the student through the course selection, course sequencing and program requirements so that the student can complete his or her program. Advisors will assist advisees based upon a student’s program sequence, any previous experience and education in their field, and expressed career goals. Advising counsel will be based upon the catalog under which a student began matriculation, though changes in programming while a student is taking coursework may be appropriate, depending upon class offerings and student needs.

### **GRACE CAREER SERVICES**

While most graduate students enter programs with some career goals in mind, advisors, faculty, and career counseling can be of some assistance as a student pursues these goals. Career counseling and testing is available from the Psychology Department through Grace Career Services. Further, exposure to opportunities for ministry and career options frequently takes place through interaction with student colleagues, classroom and ministry experiences, and professional exposure to many who are already doing ministry. Students may take advantage of a battery of career assessments available through Career Services (fees may apply). Students may be encouraged to explore other online assessments as well.

In addition to career counseling, the University operates a placement service through Grace Career Services. Job opportunities may be useful both during and after matriculation. The University may also encourage individuals seeking placement to contact other resources such as *monster.com*, *accessomaha.com*, *careerlink.com*, *jobleads.org*, *christianjobs.com* and *jobsinaflash.org*.

### **PROFESSIONAL COUNSELING**

The University recognizes that during the college years, students may need some professional counseling related to personal and relational aspects of life. The graduate school's Counseling Program provides services for all students, spouses, and children. The student may wish an outside referral or the faculty may determine that a referral to a peer may not be ethical; the graduate counseling faculty will gladly offer referrals to outside providers of counseling services. Grace University does not accept responsibility for referred services and students are to be smart consumers when making choices about accepting referrals. On occasion, students on University probation may be referred to professional counseling as a component of a remediation plan. The University practices all relevant and legal guidelines with respect to confidentiality.

## **ACADEMIC RESOURCE CENTER (ARC)**

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

## **BOOKSTORE**

Purchases of course texts may be through a special account established between the University and Amazon.com. Links to specific texts are connected to class booklists which are typically posted on the University home page before the beginning of the semester.

## **HEALTH**

Medical care for minor illness is provided through the Student Health Office. Hours for this service, which can vary depending on coverage, can be obtained through the Student Development Office. More serious cases are referred to specialists or hospitals.

## **STUDENT HEALTH INSURANCE**

Grace University is aware of both the costs of health care insurance, as well as the costs of health care itself. Adequate coverage is an important element in the life of any student, for unforeseen health costs can quickly change a student's life situation and plans. Students are encourage to have health and accident insurance coverage under a plan through their employer/spouse/parents/guardians or through a privately purchased plan. International students are required to hold an insurance policy through a United States based insurance company. Insurance brochures are available through the University Business Office or Health Office.

## **MOTOR VEHICLE POLICY**

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

## ***Financial Information***

### **Tuition and Fees:**

Application fee (non-refundable)	\$50
Online application fee (non-refundable)	\$25
M.A. tuition per semester credit hour	\$430
Audit fee per credit hour	\$50
Directed Study fee, per credit hour	\$60
Graduation fee	\$200
Printer/Copier fee, per semester	\$10
Program Continuation Fee	\$100
Request for "Incomplete" Grade	\$25
Student Services fee per semester	\$50
Transcript fee, per transcript: mailed	\$10
Per transcript: picked up on campus:	\$15

### **Refund Schedule**

Various expenses, such as payments for faculty, support staff, equipment, and materials are incurred in anticipation of students who will attend the University. Therefore, the following refund schedule for institutional charges will apply when a student withdraws from or drops a class:

### **Fall 2010**

Through August 25	100%
Through September 1	75%
Through September 8	50%

Through September 15	25%
From September 16	0%

Refund checks for institutional aid may be requested after November 1, 2010.

### Spring 2011 Term One (Winter)

Through January 3	100%
Through January 4	75%
Through January 5	50%
Through January 9	25%
From January 10	0%

### Spring 2011 Term Two

Through January 25	100%
Through February 1	75%
Through February 6	50%
Through February 15	25%
From February 16	0%

Refund checks for institutional aid may be requested after April 5, 2011.

### Summer 2011

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

Institutional charges typically include tuition, fees, and other charges assessed the student. Non-institutional costs may include, but are not limited to books, supplies, and transportation. The University anticipates that these obligations be funded through a combination of student and family resources, plus various scholarships, grants, aid, or loans. It is the student's responsibility to apply through the University Financial Aid Office in advance if he/she anticipates a need for scholarships, grants, aid or loans so that funds are approved prior to the start of each semester. Late fees are charged on the student's entire account balance.

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

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

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

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

The University will refund all Title IV Student Financial Aid (SFA) credit balances within 14 calendar day of the start of the semester or within 14 calendar days of the occurrence of the credit balance, whichever date is later. The University will refund any credit balance requested by the student within 14 calendar days after the student's request. For more details or a copy of the federal refund policies, please contact the Financial Aid Office during normal office hours.

Full withdrawals of full-time graduate students are subject to an administrative fee of \$100.

### Full Time / Half Time Status

For financial aid purposes, students registered for six or more hours in the College of Graduate Studies are considered to be full-time. Students registered for three to five hours are considered half-time.

### Payment Plan

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

### Graduate Scholarships and Grants

Grace University offers limited scholarships and grants for graduate study. Detailed information regarding financial aid is available from the University Financial Aid Office at (402) 449-2810.

Scholarships and grant applications must be filed with the Financial Aid Office by March 1 for the following fall semester. Applications received after March 1 are considered on a first-come basis. Grants and scholarships are subject to funds allocated.

Applicants must meet the general admissions requirements established for a student's graduate program. The amount of financial aid granted is determined by the Financial Aid Office within guidelines established by the University Scholarship and Financial Aid Committee. Decisions of the committee are final.

### Graduate Assistantships

A limited number of Graduate Assistantships are available for qualified students enrolled in a graduate degree program at Grace University. Depending upon the needs of the departments, Assistantships offer assignments in teaching assistance, research, laboratory supervision, student services, or a combination of such pursuits. Interested students should direct inquiries to the Academic Office, in consultation with the chair of their department/area, about the availability of Assistantships and how to apply.

### Credit-Bearing Weekend Seminars

If a student registers for a weekend seminar and fails to drop the class or attend, the student will be charged for the seminar. A withdrawal (W) will be entered on his/her transcript. A student may drop any weekend seminar up to 24 hours before the course begins without a financial or grade penalty.

Dropping any class may result in loss of scholarships or in-school deferral of loans. Please contact the Financial Aid office to see how this will affect you.

# *Academic Policies*

## **ACCREDITATION**

Grace University is an educational institution that offers graduate work leading to Master's degrees. Grace University is accredited by the Higher Learning Commission (HLC), and a member of the North Central Association of Colleges and Schools (NCA). Further information may be found under the section titled "Accreditation and Academic Standing" (above). Regional and professional accreditation assures students and the public that the University has clearly defined goals, and that these goals, to a reasonable degree, are accomplished in student lives.

## **PROGRAM OFFERINGS**

This catalog serves as the 2011-2011 Academic Catalog. Should degree requirements change in future years, the requirements of this Catalog provide the basis for graduation requirements. Should a student withdraw from continuous study at Grace, and should the student desire to resume his/her program at a future date, the program requirements in the University Catalog at the time of readmission will serve as the catalog of record. Changing programs during one's studies at Grace University is also sufficient reason to change the catalog of record to the current year's Catalog. Should a program make some adjustments in academic requirements, a student may opt to update their catalog of reference; but a student should be advised that such changes may require some adjustments that could lengthen or increase the credits needed to complete. Advantages and disadvantages should be discussed with an advisor or the Registrar's Office.

Information regarding tuition and fees in this Catalog only represents the rates for the stated academic year. These rates are reviewed and adjusted on a regular basis.

## **PROGRAM DELIVERY**

Courses are offered in semester-long block formats (during convenient time frames, usually one evening per week) and modular formats (concentrated weekend, week-long, and/or longer). Please refer to the current course listings available from the Registrar (or posted on-line) regarding course offerings and schedules.

## **DISCLAIMER OF CONTRACTUAL OBLIGATION**

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

## **ACADEMIC HONESTY AND INTEGRITY**

As an institution of higher learning that reflects Christian standards for honor, scholarship, and character, Grace University views honesty and integrity in all academic work as a high virtue. A student who cheats on quizzes or tests, who submits work other than his/her own, who falsifies course documents or reports, who fails to credit the research of other scholars within his/her work, or who lies about one of the above stated ethical violations is subject to institutional discipline. Plagiarism is the theft of any part of another person's ideas, writings, or research contained in print or electronic materials; failure to appropriately cite the works of others is considered unacceptable. . Disposition for violation of this policy may vary, but typically the minimum penalty for cheating is a grade of zero for the work. The maximum penalty could include dismissal from the program and the University.

For more, see the "Plagiarism: what it is and how to avoid it," on the bottom of Grace's Library Resources web page: [http://www.graceu.edu/academics/library/library\\_resources/index.shtml](http://www.graceu.edu/academics/library/library_resources/index.shtml)

Other sources include the following pages:

- <http://ec.hku.hk/plagiarism/>
- <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>
- [http://www.education-world.com/a\\_curr/TM/curr390\\_guide.shtml](http://www.education-world.com/a_curr/TM/curr390_guide.shtml)

## GRADING SYSTEM

Classes are evaluated on a letter-grade system, and are given “quality points” based on the pattern shown below. For graduate level courses, no grade below C is given under any circumstances. Students in the CMHC program must receive a grade of C+ or better on all “Core 1” courses (identification of which is found in the program description, below). A student may repeat any course once in an attempt to improve an undesirable grade. While both grades will appear on the student’s transcript, only the better grade will be used in computing the

average. Each repeated course will be counted only once in calculating credit hours required for graduation. A failed classroom course may not be repeated for a grade through independent study or other means.

Letter Grade	Point Range	Quality Points
A	100 – 96	4.00
A-	95 – 94	3.67
B+	93 – 92	3.33
B	91 – 88	3.00
B-	87 – 86	2.67
C+	85 – 84	2.33
C	83 – 80	2.00
F	79 and Below	0.00
P	Pass	
S	Satisfactory	
U	Unsatisfactory	
I	Incomplete	
A	Audit	

Grace University normally accepts transfer credit from other accredited institutions when the grade is “B” or better, the course fits into the student’s program of study, and no other institutional policies are violated. Decisions about transfer of credits from other courses is ultimately at the discretion of department and the Registrar; however,

## GRADE POINT SYSTEM

A student’s academic standing is computed by the numerical value assigned to each course grade, such as 4.00 for an “A”. The total grade points earned, divided by the number of credit hours taken, gives the grade point average. Graduation requirements are determined on this basis. Subjects graded on a Pass/Fail basis are not included in the grade point average.

## DROPPING COURSES

A student may drop a course prior to the first day of class with no grade recorded. After the first day of class he/she receives a grade of “W” in any course dropped. Courses may not be dropped after the "Last Day to Drop Courses" posted in the Academic Calendar.

## CREDIT-BEARING WEEKEND SEMINARS

If a student registers for a weekend seminar and fails to drop the class or attend, the student will be charged for the seminar. A withdrawal (W) will be entered on his/her transcript.

A student may drop any weekend seminar up to 24 hours before the course begins without a financial or grade penalty. Sometimes the school will need to make last minute changes in starting and ending times and classroom. The school will make every effort to contact the student about changes but the student is also encouraged to check with the Graduate Office for last-minute adjustments. Syllabi for all classes will be available on the Grace College of Graduate Studies web page.

## **INCOMPLETE GRADES**

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

## **FINAL GRADES**

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

## **DISPUTED GRADE POLICY**

If a student believes a grade has been incorrectly placed on his/her record or disputes the validity of a grade, the student should first address the issue with the instructor of the course. If there is no resolution at this point, the student should file a written protest with the department chairman or the Dean of the Graduate College. The final level of resolution will be the Graduate Council, whose decision will be final. Any written protest should address the nature of the problem and why the student feels that his/her grade should be changed. All requests for grade changes need to be handled within 30 days of the end of the semester.

## **LEAVE OF ABSENCE**

A student who is in good standing and cannot continue his or her studies due to unusual personal, professional or academic difficult may request a Leave of Absence. During leave of absence, students are not registered for any courses, directed study, or internship hours. Students who go on leave must complete an Academic Leave of Absence Form (available from the Registrar’s Office) and submit it to the Program Chair. The cost to hold a place in the program is \$100.00 per semester. Students who do not pay the Leave of Absence fee will have to reapply to the program. The request for a Leave of Absence must be approved by the Program Chair and will normally only apply to unique hardships. If a student requests and receives a Leave of Absence after the drop/add period of any term, the student will receive a grade of W in all classes in which the student is enrolled.

## **WITHDRAWAL FROM THE PROGRAM**

If a student wishes to withdraw from the graduate school during a semester, the student must consult with his/her advisor, complete and submit an Academic Withdrawal form to the Registrar’s office, and finalize all financial arrangements with the Business Office and Financial Aid Office. Please refer to “Dropping Courses” for implications about final grades. Refund policies are described in the Financial Information section of the catalog and implications should be discussed with Financial Office personnel. Formal withdrawal from the Graduate College does not guarantee that the student’s place in program will be held.

## **SCHOLASTIC PROBATION**

A student’s academic standing is determined by his/her grade point average. To be eligible to continue in school a student must have the following cumulative grade point averages as a minimum:

Semesters in Attendance	Cumulative GPA
After one semester	2.5
After two or more semesters	3.0

When the student’s grade point average drops below that specified minimum cumulative grade point average, he/she is placed on scholastic probation and may remain in school only by special permission of the Academic Review Committee. Students should be aware that scholastic probation may have implications for financial aid.

## **RECORDS RETENTION AND TRANSCRIPTS**

The Registrar's Office retains a variety of records pertinent to the academic progress of students. These records are available to school officials who have legitimate educational interest.

The University retains documents received in the Admissions Office for those who apply but do not enroll for one year. For students who do enroll, the University retains documents in their official files, including application forms, high school transcripts, and transcripts from other schools, for five years beyond the date of last attendance at Grace. Records of academic achievement at Grace University are retained permanently.

The Family Educational Rights and Privacy Act of 1974 governs students' rights of privacy and access to their educational records. Students have the right to inspect their files and all materials therein, except those items specifically waived by the student. Students wishing to view their files must make an appointment with the Registrar.

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

## **COMPUTER REQUIREMENTS**

Most classes offered for credit in any Grace University masters programs are delivered in part through computer mediated learning. Computer literacy is required of all students. Computer technology and skills beyond word processing will be required in the areas of hardware, software, and peripheral installations. Students: should be able to create and save documents in formats compatible with the current Grace University standard; should be able to download the software packages necessary; and should plan to use word processing, spreadsheets, and presentation software in their academic coursework. A working knowledge of various Bible programs, both online and software packages, is encouraged. Such skills are considered essential for successful completion of computer mediated courses or programs.

Also required are: an Internet browser, email application with the capability to transfer files, and an Internet service provider. It is imperative that all students have access to a computer system that meets Grace University's minimum requirements. Grace University will not teach or train students in basic computer use. The technology requirements and standards for Grace University are found on the IT website. For further information contact the PC Helpdesk at 402-449-2904 or by e-mail at [pchelp@graceu.edu](mailto:pchelp@graceu.edu), or visit the office in the ISC. Students should maintain up to date hardware and software in order to participate in the program.

## **USE OF ELECTRONIC DEVICES**

Cell phones and pagers are to be set in a vibration or silent mode while class is in session. If a student must respond to a call or page, they should step outside of the classroom to do so. No calls are to be initiated on a cell phone during class. If a student is using a laptop computer in a disruptive way in class, the Instructor reserves the right to limit laptop use.

## **PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION**

Grace University designates the following student information as Directory Information; name, address, phone number, e-mail address, date of birth, full-time/half-time status, major fields of study, dates of attendance, degrees/awards and honors received, admission/enrollment status, classification, athletic information, and photograph.

The University may disclose any of these items without prior written consent, unless the student notifies the Registrar in writing to the contrary by the end of the first week of the semester. Unless a student files a written request to restrict his or her information by that time, such information may be included in appropriate university or campus directories, publications and released by school officials in response to inquiries.

Because the printed campus directory is published only once each semester, names and/or other information will not be removed once it has been printed. A student must be enrolled at Grace University in order to modify his or her restriction of directory information.

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

- The right to inspect and review the records within 45 days of filing the request.

- The right to request changing records the student believes are inaccurate or misleading.
- The right to allow disclosure of personally identifiable information contained in the records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace University to comply with requirements of FERPA.

If you have more questions about your FERPA rights, please contact the Registrar.

## **AUDITING**

In some cases students may wish to enroll in a course for informational purposes only. Auditing classes is a privilege available to students who are presently in a graduate program and would qualify for the typical expectations of a graduate students. Exceptions to these guidelines require departmental and instructor approval. Although auditors are required to attend classes and come under the same general regulations as other students, they are not required to do the assignments or take examinations. No credit is given for courses audited. Since attendance is the basic requirement, when absences exceed three times the number of class sessions per week, the student forfeits the right to have the class noted on his/her transcript. No appeals are permitted. In some classes, audits are not permitted, depending upon the nature of the class. Decisions on the availability of certain classes is at the discretion of the departmental chair. Fees for audited classes are non-refundable.

## **DIRECTED STUDIES**

In some circumstances a student's program may require that he/she take a course not offered during a given semester. It is possible to take the course by directed study, but prior approval is required from the instructor and the Director of Graduate Programming. A special fee is charged in addition to regular tuition.

## **INSTITUTE OF THEOLOGICAL STUDIES (ITS)**

Grace Graduate School cooperates with the Institute of Theological Studies (ITS) to offer a variety of pre-set directed studies that enable the student to take a course (or courses) that are not typically taught in its residence class schedule.

The graduate school will provide, through the materials produced by ITS, a set of lectures that have been prepared by scholars from outside of Grace University who are respected in their fields. The list of courses currently being offered is noted in the course descriptions section of the catalog. Grace professors who have professional interests in certain arenas will serve as the teacher of record. They will oversee and mentor the student's progress during the semester. The faculty of record has discretion as to how to adapt and implement the class contents.

## **CLASS ATTENDANCE POLICY**

The University regards classroom activities as the focal point of academic work. The insights, perspectives and content gained, as well as the overall contribution of the student to the class, are all products of the student's presence. While some absences may be necessary and excused, the faculty expects students to attend all classes.

## **CHRISTIAN MINISTRIES ELECTIVE COURSES**

Master's level students may take select classes within the Clinical Mental Health Counseling department (CMHC). A select list of classes is available as a courtesy by the CMHC department to students in the CM department, particularly for the Counseling Ministry concentration. Classes taken for elective credit in other concentrations should be taken with the advice of a program advisor.

## **SECOND MASTER'S DEGREE REQUIREMENTS**

Students who wish to earn a second master's degree at Grace University may do so provided:

1. After completion of the first master's degree, at least 24 additional semester credits are taken at Grace University;
2. All objectives and requirements in the second program are fully met.

## PETITIONING FOR PROGRAM VARIANCE

Unusual circumstances may give a student sufficient grounds to petition for a variance to specifically stated programs and requirements. Should a student believe he/she has such grounds, the student should submit a petition form to the appropriate Program Chair. That Program Chair, in consultation with the Graduate Council, will make a recommendation to the Director of Graduate Programming.

## DEGREE COMPLETION: TWO AND THREE-YEAR COMPLETION SCHEDULE

Under normal circumstances a student must finish his or her degree with Grace College of Graduate Studies within five years. While some students may be able to complete the MA in Counseling in two years, this is strongly discouraged except for those who enter with some unusual training or courses from another institution. If a student desires to complete his/her course of study within the prescribed time limits, there must not be any variation from the suggested schedule. If the student does not stay with the suggested schedule the school cannot guarantee that all the necessary courses will be available when the student wants to take them. The Graduate College highly recommends that any student attempting to complete his/her degree in two years not be employed full-time. Students wishing to finish in two years may not work full-time without the permission of the Department Chair and the Dean of the Graduate College.

## CONTINUATION FEE

Any graduate student who does not plan to enroll in a given semester must pay a continuation fee of \$100. The procedure for doing this is as follows:

1. The student must signal his/her intention to stay in the program by registering for "X999 Program Continuation" each semester that he or she is not otherwise enrolled in class.
2. The deadline for registering for a continuation semester is the end of the first day of graduate school classes.
3. After two consecutive semesters under the Continuation Policy (e.g. fall and spring), the student must make special arrangements with the Graduate Office or be dropped from the program.

## DISENROLLMENT

Disenrollment is a very unusual event, but it can happen. Should such a disenrollment take place, it will usually be in consultation with department faculty, the students, and appropriate institutional and academic personnel. A student may appeal such a disposition by following the University due process procedure. The following provides some reasons for the possible disenrollment of a student.

1. Academic
  - a. For failure to perform satisfactorily at the graduate level and/or make satisfactory progress toward the degree. Examples of unsatisfactory performance include, but are not limited to, the following: failure to maintain an overall 3.0 or better grade point average or an inability to complete academic courses within reasonable time frames.
  - b. For failure to register for one term without the notification of the department and the Registrar's Office and possible payment of the Leave of Absence fee.
  - c. For failure to graduate within the maximum time limit allowed by the graduate school (5 years). The student may petition to have this requirement waived for an appropriate cause.
2. Unprofessional Personal Conduct:
  - a. For failure to behave consistently with the spirit of a servant leader, codes of ethics appropriate for ministry professionals, and the rules, regulations, and code of conduct of Grace University.
  - b. For failure to uphold principles of academic honesty and integrity.
3. Financial: For failure to meet tuition and financial obligations to Grace University.

## READMISSION POLICY

1. Any student who falls within the time frame of the Continuation Policy described above need only notify the Graduate Office and their advisor of intentions to return to classes.

2. Any student who has been out of school for at least two semesters must reapply by going through the regular admission procedures.

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

## **RESIDENCY REQUIREMENT**

In order to provide the University with a realistic opportunity to evaluate all the requirements for graduation including Christian character, basic doctrinal orthodoxy, and scholastic rating, a student must complete at least 24 semester hours of credit at Grace University. Normally, the final fifteen credit hours of a student's degree program must be earned at Grace University.

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

## **WRITING STYLE**

Students who enter a graduate program typically have experience writing papers that follow a common style of writing. Typical styles include MLA, Turabian, Chicago or APA. Faculty are granted discretion as to the style of writing most useful for any given class. Typically papers done in MLA are acceptable; however, Turabian or Chicago is generally viewed as most desirable for research. Most faculty members are willing to accept papers that are prepared in any method that is appropriate, provided a student uses the system in a consistent fashion. Occasionally, faculty members that are not typical resident instructors may be used to teach classes. If a faculty member does not specify a particular style either orally or in a class syllabus, it is recommended that the student interact with the faculty concerning how best to prepare papers. Typical papers will have: a title page, an introduction, a body of text, a conclusion which summarizes the discussion and findings of the paper, and references. Items such as: a table of contents, abstract, lists of tables, etc. will depend upon the needs of the paper.

## **COURSES TAKEN BY UNDERGRADUATES**

Senior students in baccalaureate programs are eligible to take a limited number of graduate level courses and apply those credits towards their undergraduate degree provided (1) the graduate course meets the objectives of the undergraduate program, and (2) the students have gained permission from the Director of Graduate Programming to register for the graduate level course. Approval to take Counseling classes require special approval of the Program Chair.

Graduate courses completed to fulfill undergraduate program needs cannot be counted as credit to complete a graduate program should a student apply into a graduate program at Grace. In such situations a substitute course may be applied for any course work used within an undergraduate program.

A student who is within six hours of graduating with a baccalaureate degree from Grace College of Undergraduate Studies and indicates that he/she wants to pursue a graduate degree may start taking classes toward a graduate degree after gaining permission from the Chair of the desired program and the Director of Graduate Programming.

## **COURSES OFFERINGS FOR GRADUATE SCHOOL ALUMNI**

Graduates of Grace's graduate programs are encouraged to make Grace a part of their continuing education experience. Any graduate of the school may return and take seminars at one half the regular tuition. This policy does not apply to regular scheduled classes.

## Course Descriptions

The curriculum offered through Grace College of Graduate Studies is organized into the following subject areas:

- BS Biblical Studies
- CS Counseling Studies/ Clinical Mental Health Counseling
- MS Ministry Studies
- R Research
- TS Theological Studies
- ITS Institute of Theological Studies

### BIBLICAL STUDIES

#### BS 503 Hermeneutics 3

This class will investigate and apply the skills and principles necessary for sound interpretation of the biblical text. Focus will be on the balance of theory and practice. Attention will be paid to the history of interpretation, general and genre-based interpretive principles, the interpreter in the interpretive enterprise, and the role of hermeneutics in applying the text correctly to one's (contemporary) audience.

#### BS 509 Biblical Backgrounds 4

This course is designed to study the history of the Ancient Near East, the cultures of those lands, or the material assets left behind that shed light on various portions of the Bible. Sources for this information include selected Biblical passages and their associated literatures, selected Ancient Near Eastern texts, and archaeological remains. The class may be conducted on site in the Land of the Bible.

#### BS 510 Geographical & Historical Settings of the Bible 4

A study of the physical features of the land of the Bible, stressing geographical factors affecting settlement and communication in the various regions. Preparatory map study and class previews provide the background to each trip in the field. Relevant archeological, historical, and Biblical material is correlated with sites, roads, and features in each region. Regions studied and visited include Galilee, Golan Heights, Judah, Samaria, Negev, Shephelah, Jordan and Jezreel Valleys, Benjamin, Sharon Plain, and Philistia. Courses are taken at Jerusalem University College.

#### BS 511 Genesis 2

An exegetical study of the book of Genesis in its cultural and historical setting, with attention to its critical problems, theological content, literary features, and modern exposition. As part of this course, each student is expected to exegete and teach one passage.

#### BS 512 Romans 2

An exegetical study of Romans emphasizing the theological content and development of the book's argument. It seeks to understand the message in light of its first century audience and significance for today's audience.

#### BS 514 Backgrounds and Cultures of the Bible 2

A study of the religious institutions, cultural practices, natural beliefs, geographical distinctive and chronological dimensions as they interplay with the Bible. Emphasis is placed on understanding background as it develops significance to the meaning.

#### BS 533 Hebrews 2

A rigorous study of the text with special consideration of the relationship between the Old and New Testaments. Study will be conducted concerning the book's historical background. Additionally, students are challenged to apply lessons to present-day situation. As part of this course, each student is expected to exegete and teach one passage.

#### BS 563 Seminar in the Wisdom and Poetic Books

#### BS 564 Seminar in Isaiah

### BS 565 Seminar in the Minor Prophets

### BS 566 Seminar in the Historical Books

### BS 571 Seminar in the Gospels & Acts

### BS 572 New Testament Epistles and Revelation

Surveys each of the Pauline and General Epistles along with the Apocalypse, highlighting historical background and setting, authorship and authenticity, biblical and theological content, and contribution to New Testament thought

### BS 590 Seminar in the Acts

### BS 591 Gospel of Matthew

Designed to be a study of the text of the Gospel of Matthew. It will address issues related to the background of the gospel, its place in the canon, its biblical and theological content, its meaning to both the original audience as well as to a contemporary audience, and the nature and development of the argument of the book as it comes to us.

### BS 592 Seminar in the Pauline Epistles

### BS 593 Seminar in the Prison Epistles

### BS 594 Seminar in the General Epistles

### BS 595 Seminar in the Johannine Literature

### BS 596 The Gospels

Examines the four gospels as found in the NT. Emphasis is on the nature of the gospels themselves and some of the critical and introductory issues in the study of each. Attention will be paid to the life and ministry of Christ as presented in each of the gospels, some of the unique contributions each writer bring to the study of Jesus, and some of the theological contributions each makes to orthodox Christology.

### BS 597 Guided Thesis Research 3

Taken in the fall, this class will lay the research groundwork for the written portion which will take place in the spring. Approval must be granted by a concentration advisor. Prerequisite: This class is a prerequisite to and taken in conjunction with BS 598 Thesis Writing.

### BS 598 Thesis Writing 2

Taken in the spring, typically the year of graduation, this class is taken subsequent to BS 597 Guided Thesis Research. See description of thesis option under Program Requirements. For more information, see Dean of Graduate School or Chair of Bible Division.

### BS 599 Supervisory Research 1-4

This special area of Biblical investigation is selected with the guidance and supervision of the Chair of the Bible Division, and the instructor who directs the study. Students are expected to collect, analyze, and present the findings of their research in a scholarly way. Regular written reports, complete bibliography, and critical paper are required. Attendance at regular seminars may also be required.

### BS 631 Greek for Exegesis 1

Designed to introduce students to biblical Greek. The emphasis is on helping students understand how the language works and learn it in such a fashion and sufficiently so that they are able to use it for basic exegesis of NT Greek texts. The focus will go beyond simply memorization to using the language in a contemporary ministry context. (Offering of this class depends upon student interest.)

### BS 632 Greek for Exegesis 2

Designed as continuation class for BS 631 Greek for Exegesis 1. Focus will be of the process of using Greek exegesis and the development of an exegetical process. The use of computers and digital resources will be investigated, and the use of a combination of both Greek knowledge and those digital sources for exegesis will be expected. (Offering of this class depends upon student interest.)

**BS 651 Greek Grammar 1** 3

An introduction to Koine' Greek grammar. Emphasis is on basic vocabulary, verb forms, and case structure. Skills to learn a foreign language are addressed. (This class is typically taken in conjunction with undergraduate students.)

**BS 652 Greek Grammar 2** 3

A continuation of Koine' Greek grammar. Emphasis is on mastery of vocabulary, verb forms, and case structure. Translation of first-century Johannine literature begins this semester. Prerequisite: BS 651 Greek Grammar 1. (This class is typically taken in conjunction with undergraduate students.)

**BS 653 Greek Exegesis 1** 3

Based on one's knowledge of Koine' Greek, the emphasis is on refinement of grammar and syntax. Translation and exegesis of first century Greek literature especially the Gospel of John. Prerequisite: BS 652 Greek Grammar 2 or Instructor's Permission. (This class is typically taken in conjunction with undergraduate students.)

**BS 654 Greek Exegesis 2** 3

Continued exegesis of first century Greek literature with special emphasis on passages with potential exegetical controversy or significance for the Christian life. Prerequisite: BS 653 Greek Exegesis 1 or Instructor's Permission. (This class is typically taken in conjunction with undergraduate students.)

**BS 731 Hebrew Grammar 1** 4

The study of the essentials of Hebrew grammar, including the alphabet, vocabulary, and the major verb stems. The importance of accurate translation is emphasized. (This class is typically taken in conjunction with undergraduate students.)

**BS 732 Hebrew Grammar 2** 4

The practical demonstration and application of grammar, reading, and exegesis in the Hebrew Old Testament. Prerequisite: BS 731 Hebrew Grammar 1. (This class is typically taken in conjunction with undergraduate students.)

**BS 741 Pentateuch** 2

A study of the content of the first five books of the Bible with special emphasis on the foundational nature of these books for the rest of the Bible. (Can be used to fulfill Foundation Requirement Classes or electives requirements.)

**BS 742 Historical Books** 2

The composition and content of Joshua through Esther is studied within their chronological, political and geographical settings. The class will examine important theological themes and areas of criticism related to these books. (Can be used to fulfill Foundation Requirement Classes or electives requirements.)

**BS 743 Poetic Books** 2

An examination of the poetic and wisdom books of the Old Testament. Not only will the composition and content of Job through Song of Solomon be studied but the students will examine how books handle a broad range of human emotions and feelings. (Can be used to fulfill Foundation Requirement Classes or electives requirements.)

**BS 744 Prophetic Books** 2

A study of the composition and content of the Major and Minor prophets of the Old Testament with special emphasis to how they fit into the broad sweep of Old Testament history. (Can be used to fulfill Foundation Requirement Classes or electives requirements.)

## **COUNSELING STUDIES**

The following classes are made available by way of courtesy of the Clinical Mental Health Counseling department to masters students in the Christian Ministries program. These classes will be of special interest to those who are in the Counseling Ministries concentration, though others may have an interest in taking offerings to fulfill open elective requirements. Further information on the CMHC and class offerings can be found in the program catalog for that department.

### CS 604 Integration Issues in Counseling 3

This course will provide the student with a beginning framework as to the role and practice of theological and spiritual integration from a Christian perspective in the field of counseling. Issues such as the role of evil, prayer, sin, and the definition of “Christian counseling” will be addressed. Additional focus will be on the multicultural application of counseling from a Christian perspective.

### CS 605 Helping Relationships 3

This course is designed to introduce the student to the interpersonal and counseling skills involved in effective helping. The class will cover basic counseling theory and the process of therapeutic interpersonal communication. Emphasis will be given to practice and acquisition of basic counseling skills. Integration of psychological and biblical principles will be examined throughout the course. This course will provide an understanding of philosophic bases of helping processes, counseling theories and their applications, helping skills, consultation theories and applications, helper self-understanding and self- development, and facilitation of client or consultee change.

### CS 618 Marriage and Family 3

This course is designed to give students an understanding of the major systemic theories/models (with a focus on systems theory), the diversity of approaches to marital and family counseling, and the ethics and skills pertinent to engage in counseling with premarital couples, couples, families, and marital dissolution. The focus is on didactic learning, applied practices evolving from each theoretical orientation, diagnosis and treatment, the understanding of interpersonal competencies, and learning how to apply consistent implementation of an individualized counseling style as applied to couples and families. Expansion of counseling knowledge, skills, and strategies based upon the special needs and characteristics of diverse client populations will also be emphasized. \* This course has a required additional fee.

### CS 626 Counseling, Prevention, & Intervention 2

The student will learn the principles of the counseling profession and clinical mental health, as well as the operation of programs and networks that promote mental health in a multicultural society. This course will provide an overview of the principles of crisis intervention for helping people during crises, disasters, and other trauma-causing events. The student will also learn to recognize his/her own limitations as a clinical mental health counselor and the importance of self-care in the profession.

### CS 644 Suicide Prevention Education 1

The focus of this course is to give students a foundational understanding of suicidal behaviors and interventions in a helping/counseling context. Principles of crisis intervention and suicide prevention will also be addressed. This course is not intended to provide students with all the necessary information and skills to intervene with suicidal clients/people; rather is an introductory overview. Students should seek supervision if placed in situations where they are dealing with suicidal clients/people.

### CS 674 Counseling International Workers 3

This course will address personal and organizational issues often encountered by those in cross cultural work outside the U.S. such as: personnel selection and screening, family issues, marriage and singleness, team relationships, stress, burnout, crisis and trauma. Understanding the impact of crises, disasters, and other trauma-causing events on people living internationally will also be addressed.

### CS 675 Cross Cultural Counseling 3

This course will help students develop an understanding of the role of mental health counseling in countries outside the U.S. The student will develop an understanding of the overview of international mental health and available programs as well as the need to adapt mental health models and interventions to be culturally appropriate. Multicultural and pluralistic trends, including characteristics and concerns within and among diverse groups internationally will also be addressed.

### CS 676 Counseling Field Experience 3-6

This course will be taught based on faculty availability and experience, and may only be taken with instructor approval. Students will have the opportunity to travel and work alongside faculty in a setting outside the U.S. to assist faculty in the delivery of mental health services in a cross-cultural context, and to gain a firsthand understanding of the unique needs of living and working in another culture. Prerequisites: CS 774 or 675.

CS 678 Forgiveness and Reconciliation 3

TBD

## MINISTRY STUDIES

MS 501 Formation of Spirituality 2

A course essentially seeking applied sanctification. The elements of study include: developing the value of community and accountability; owning the vision of spiritual formation; assessing and appreciating God's unique investment in the Christian; and growing in understanding of the hindrances of the flesh in spiritual growth and relationships.

MS 505 Ministry Foundations 3

The development of a ministry philosophy that is Biblically consistent and sociologically sound will be the primary focus of this course. The emphasis will be on developing practical relationships with volunteer and ministry staff, leadership process and organization and development of the Christian education cycle.

MS 511 Communicating God's Word 1 2

This course is designed to help the student prepare lessons that are based directly on God's word. Emphasis will be placed on communicating the epistolary portions of God's Word. Gender specific labs are included as part of this course.

MS 512 Communicating God's Word 2 2

This course builds on the principles learned in MS 511 with emphasis on communicating narrative, poetic and prophetic portions of God's Word. Gender specific labs are included as part of this course.

MS 516 Historical & Philosophical Perspectives of Education 3

This course is designed to investigate the historical development of education and the changing philosophical influences in the United States. Examination of these external factors on educational organization, content, and method. Emphasis on comparing secular/Biblical frameworks for education and analyzing the major philosophical influences on educational techniques and assumptions.

MS 518 Intro to Women's Church Ministry 2

This course is designed to study ministry to and for women. Women taking this course will be prepared to lead various women's ministries in and out of local church context. This course substitutes for MS 562 for women students.

MS 522 Rural/Small Church Ministry 3

The purpose of this course is to provide a highly practical, and distinctly evangelical, course for new (less than two years) rural and urban pastors and pastors-in-training. The classes for this course are held at the facilities of the Christian Resource Center, Giltner, NE every June.

MS 525 Church Planting 1

A study of the principles and methods used to start and grow churches in various settings. It involves both practical elements employed by churches actually involved in church planting and growth as well as the theories utilized in developing new churches.

MS 526 Family Ministry 3

The goals of this course center around the ministry to families in the church. Focus is on the theological foundations of the family and understanding the current cultural trends which affect families. Students will explore various stages of family development, structure, and leadership with emphasis on ministry strategies to contemporary families.

MS 532 People and Ministry Skills 3

This course focuses on developing confidence in relationship building, communication, and ministry skills. The emphasis is upon educational ministries within the church and para-church ministry, but examples from intercultural, business, and other areas are given.

**MS 538 Discipleship 2**

This course focuses on the discipleship process within the local church. Areas of discussion include evangelism, follow-up establishing, growing, equipping and preparing people for leadership.

**MS 541 Curriculum and Teaching 3**

This course surveys the principles and practices of educational ministry. A theoretical foundation is laid which will equip the student in developing a breadth and depth of effective teaching. Topics include theological foundations, philosophical assumptions, anthropological considerations, educational strategies, understanding the teaching-learning process; developmental levels of adults, youth, and children; the educational programs of the local church; lesson plan (curriculum) development; developing our style as a teacher, and the family as a critical context for learning.

**MS 552 Ministry in the Local Church 2**

The student will explore two primary functions of ministry in the local church: education and evangelism. The student will learn how to design and direct various programs in these areas of church life.

**MS 560 Ministry in the Town & Country Church 3**

An overview of ministry in the town and country culture with an emphasis on understanding the varied types of town and country contexts and how each affects pastoral work and strategy. The town and country culture is experienced as well as studied during the class.

**MS 562 Leadership in the Local Church 2**

This course will explore the various aspects of male leadership within the context of a local church. Special emphasis will be given to the training of other leaders in the church.

**MS 563 Leading the Town & Country Church 3**

A look at how town and country residents think and the spiritual and social tools required to lead them. The course examines the standard issues of church leadership as they apply to the town and country church. It also touches on the role of the pastor as community leader.

**MS 564 Faith Communication in Town & Country 3**

The oral culture and intimacy of the town and country context present a unique set of circumstances for preaching, evangelism, discipleship, and youth and children's ministries. This course explores the ways town and country culture impacts and reshapes the common methods and strategies for communicating the Gospel.

**MS 565 Pastoral Care in Town & Country Context 3**

Pastors in isolated settings find themselves facing a large number of pastoral care issues, some unique to the context, with less help than their suburban and urban counterparts have available. This course looks at some of the stresses town and country life places on pastors and their families as well as those in the church, and explores ways pastors can keep themselves spiritually, emotionally, and physically healthy and thereby able to offer pastoral care to others.

**MS 572 Church Worship 2**

A study of biblical principles of worship especially as they pertain to organized corporate worship services. This is designed for those in church leadership to help them design and lead church worship services.

**MS 590 Ministry Internship 2**

This course is designed for Biblical Studies Ministry Concentration students to get field experience in a ministry context.

**MS 592 Education Internship 2**

This course is designed to enable Biblical Studies Education Concentration students to get field experience in an education type ministry context.

## RESEARCH

### R 501 Foundations of Research 2

This is an introductory course in research methods for graduate students. The course will include an overview of Biblical research methods as well as quantitative and qualitative methods used in social science research. The course will also include an overview of the electronic resources available from the Grace University Library.

## THEOLOGICAL STUDIES

### TS 502 Introduction to Theological Studies 2

A study of prolegomena, the nature, method, and sources of theology and bibliography, which covers revelation, inspiration, inerrancy, illumination, preservation of the text, and Bible interpretation which includes an introduction to Dispensationalism.

### TS 520 American Evangelicalism 2

This course provides an overview of the historical and intellectual development of contemporary American Evangelicalism. Areas of focus include: defining Evangelicalism, the theological and intellectual currents of Evangelicalism, the interface of Christ and Culture, and the future of American Evangelicalism.

### TS 528 Trinitarianism 2

A study of the unity and diversity of the Persons and functions of the Trinity with special attention given to the Person and work of Jesus Christ and the Holy Spirit's present work in ministry. TS 502 is a prerequisite for this course. This course may be taken at same time that TS 502 is taken.

### TS 546 Theology of Leadership 2

An analysis of the qualities and practices of the effective Christian leader based on principles in Scripture and related literature. Emphasis is upon devising a personal philosophy of spirit and leadership and a leadership development plan.

### TS 550C American Faiths 3

This course is a survey of religious groups that claim to be "Christian" but whose theological positions are inconsistent with orthodox Christianity. Historical data about each group and its religious roots as well as systematic comparison of each group theology as compared to Scripture is emphasized. This course will also address world religions that now have an American face. This course is web based. Not open to students who have taken the undergraduate course TH 300 American Faiths in the 21<sup>st</sup> Century (formerly TH 300 Truth Twisters / What They Believe).

### TS 560-580 Seminar in Theological Issues 1- 3

These are special issues courses which may be offered on a periodic basis. Each seminar examines current thoughts, trends, historical development, and relevant authors in the field of study.

### TS 561 Seminar in Contemporary Moral Issues

### TS 562 Seminar in Bibliology

### TS 563 Seminar in Theology Proper

### TS 564 Seminar in Christology

### TS 565 Seminar in Pneumatology

### TS 566 Seminar in Angelology

### TS 567 Seminar in Anthropology

### TS 568 Seminar in Hamartiology

### TS 569 Seminar in Soteriology

### TS 570 Seminar in Ecclesiology

TS 581-597 Seminar in Biblical Theology 1 - 3

These are special issues courses which may be offered on a periodic basis. Each seminar evaluates the theological ideas, current developments, and relevant issues within a specific area of Biblical Theology.

TS 581 The Theology of the Pentateuch

TS 582 The Theology of the Historical Books

TS 583 The Theology of the Wisdom and Poetic Books

TS 584 The Theology of the Major Prophets

TS 585 The Theology of the Minor Prophets

TS 586 The Theology of Luke

TS 587 The Theology of Paul

TS 588 The Theology of Peter

TS 589 The Theology of John

TS 590 Special Issues in Biblical Theology

TS 597 Guided Thesis Research 3

Taken in the fall, this class will lay the research groundwork for the written portion which will take place in the spring. Approval must be granted by a concentration advisor. Prerequisite: Class is a prerequisite to, and taken in conjunction with TS 598.

TS 598 Thesis Writing 2

Taken in the spring, typically the year of graduation, this class is taken subsequent to TS 597. See description of thesis option under Program Requirements. For more information, see Dean of Graduate School or Chair of Bible Division.

TS 599 Supervised Research 1-4

This special area of theological investigation is selected with the guidance and supervision of the Dean of Graduate Studies, the Department Chair, and the instructor who directs the study. Students are expected to collect, analyze, and present the findings of their research in a scholarly way. Regular written reports, complete bibliography, and critical paper are required. Attendance at regular seminars may also be required.

TS 621 Sin and Salvation 2

A study of the nature/origin of sin (personal and original) and the doctrine of salvation. Areas of study include an examination of the origin of evil, the meaning of sin, the means and nature of imputation of sin, the imputation of righteousness, and other essential and current issues. Additionally, the essential elements of the Gospel, the fate of those who have not heard the Gospel, and issues related to sanctification will be discussed. TS 502 is a prerequisite for this course. This course may be taken at same time that TS 502 is taken.

TS 622 Angels and Humanity 2

A study of the nature and doctrine of unfallen and fallen angels including Satan. The creation of man, the fall of man, the nature and origin of sin (personal and original) are also studied. TS 502 is a prerequisite for this course. This course may be taken at same time that TS 502 is taken.

TS 723 The Church and Last Things 2

A study of the development and distinctions of dispensational theology. Special emphasis is paid to the nature and function of the church and a dispensational approach to future events including the rapture, the tribulation, and the millennium. TS 502 is a prerequisite for this course. This course may be taken at same time that TS 502 is taken.

TS 742 Contemporary Theology 2

A study of contemporary issues, thinkers, and trends in theology.

## **INSTITUTE OF THEOLOGICAL STUDIES**

### **Old Testament**

#### **ITS 502 Conquest and Settlement 2**

Few nations have experienced such blessing as Israel, and fewer yet have experienced such failure. This course follows the journey of the people of Israel in Joshua, Judges, and Ruth as they cross the Jordan River, overtake and divide the land, and fall into a cycle of sin and repentance. Significant events will be analyzed in their historical and cultural contexts, such as the fall of Jericho, the day the sun stood still, and the defeat at Ai. Learners will explore the ministry of important judges like Gideon, Jephthah, and Samson, as well as the life and lessons of Ruth. Throughout the course, Dr. Davis places emphasis on theological and practical truths gleaned from these books. Supervising faculty member: Dr. Holmes.

#### **ITS 503 Understanding the Old Testament 3**

The Old Testament is often viewed as antiquated, mysterious, and even irrelevant. In this course, Dr. Waltke shows how Old Testament theology is pivotal to the universal goal of redemptive history: the rule of God and the establishment of God's kingdom in all the earth. The course tracks salvation history as it appears in nearly every book of the Old Testament, and shows the vital relationship of the Old Testament to the New. Throughout the course, Dr. Waltke applies the doctrines of kingdom and salvation to the Christian life. Supervising faculty member: Dr. Udd.

#### **ITS 504 The Book of Proverbs 2**

"Happy is the man who finds wisdom, and the man who gains understanding" (Proverbs 3:13). In this course learners discover the role of wisdom in the Book of Proverbs by doing an exegetical study of its contents in their cultural, historical, and literary settings. The course begins with an analysis of the book's structure and purpose, focusing on the forms of wisdom literature as seen in the literary structure of Proverbs. Dr. Waltke then moves to poetic analysis and finally to the prominent theme of wisdom that permeates the book. Students are encouraged to apply wisdom themes to life. Supervising faculty member: Dr. Holmes.

#### **ITS 505 The Christian and Old Testament Theology 3**

How does the Old Testament relate to the New? How do God's people today relate to the people and teaching of the Old Testament? This course considers such important issues by examining the foundational theology of the Old Testament as applied to the New Testament and the Church. The course identifies the focal point for the Old and New Testaments, and includes discussions on continuity and discontinuity between the Testaments, saving faith, the people of God, law, worship, atonement, the Kingdom of God, the Messiah, and the New Covenant. Throughout the course, Dr. Kaiser shows how Old Testament theology is vital to contemporary Christian living. Supervising faculty member: Dr. Dahlquist.

### **New Testament**

#### **ITS 506 The Gospels/Life of Christ 3**

The most compelling and important story in history is the story of Christ. In this course, learners complete a chronological and synthetic study of the Gospels' accounts of Christ's birth, life, death, resurrection, and ascension. The course focuses on the time, place, circumstances, and people involved in the events of our Lord's ministry. From the Incarnation to the Ascension, students will grasp a fuller understanding of Christ's words and works, especially in light of the Old Testament prophecy and cultural context. The goal of the course is that Christ will impact learners' lives as He did those first generation followers, leading them to worship and serve Him as they minister to others. Supervising faculty member: Dr. Pagenkemper.

#### **ITS 507 Epistles and Revelation 3**

Correct theology is inseparable from correct living. The New Testament epistles reinforce this concept as they demonstrate both the why and how of Kingdom living. This course surveys the New Testament epistles and the Book of Revelation, examining both the introductory issues and the basic content of each book. Students will wrestle with significant and challenging passages by exploring the major issues and then interacting with specific passages through inductive Bible study. The goal of the course is to gain an increased commitment to and capacity for applying these portions of God's Word to the world and Christian living today. Supervising faculty member: Dr. Pagenkemper.

## **Theology**

### **ITS 508 Christian Ethics**

3

In a self-centered culture, how do we demonstrate a God-centered ethic? This course presents a Biblical model for ethics in a postmodern world, examining the ethical theories of obligation and value from a philosophical perspective. The lectures survey various ethical systems, identify unstated assumptions in ethical theories, and evaluate those theories for legitimacy, relevancy, and cogency. The goal of the course is to provide learners with a Christian framework of values and ethics, leading them to make God-honoring decisions in a truth-relative world. Supervising faculty member: Dr. Nebeker.

### **ITS 509 Survey of Church History**

3

Church History is the heart of His story, God's kingdom work on earth. This course explores the development of the Christian church from Pentecost to the present day. It covers key people and events that God used throughout history to bolster His Church and also those negative influences that infected her. The goal of the course is to use lessons from church history to advance the kingdom of God in life and ministry. (This course serves as a synthesized combination of ITS courses CH 506 The History of the Church to the Reformation and CH 507 The History of the Church Since the Reformation.) Supervising faculty member: Dr. Nebeker.

### **ITS 510 Effective Administrative Leadership** 2

A productive church must have productive leadership. This course will help learners to be effective Christian administrative leaders. The course provides a balanced emphasis on both the biblical theories of leadership as well as the practical, day-to-day information needed for successful leadership. The goal of this study is to obtain a fresh understanding of the practical application of biblical leadership principles in their ministry settings. Supervising faculty member: Dr. Ramsey.

**GRACE COLLEGE OF GRADUATE STUDIES**

Master of Arts in Christian Ministries  
(M.A. Degree)



**TOTAL HOURS (48 hrs)**

**CORE COURSES (10 hrs)**

- \_\_\_\_\_ BS 503 Hermeneutics (3)
- \_\_\_\_\_ CS 601 Personal Evaluation (1)
- \_\_\_\_\_ MS 501 Spiritual Formation (2)
- \_\_\_\_\_ R 501 Foundations of Research (2)
- \_\_\_\_\_ TS 502 Introduction to Theological Studies (2)

**FOUNDATION REQUIREMENTS (12 hrs)** (One of the following)

12 hrs of Graduate Bible or Theology

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Bible Major completed at an accredited Bible College  
(Credits from ABHE accredited undergraduate program, upper division, "B" grade or better)

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**CONCENTRATION (12 hrs)** (Choose one)

**Biblical Studies**

- \_\_\_\_\_ BS \_\_\_\_\_

**Theological Studies**

- \_\_\_\_\_ TS \_\_\_\_\_

**Ministry Leadership**

- \_\_\_\_\_ MS 541 Curriculum and Teaching
- \_\_\_\_\_ MS 562 Leadership in the Local Church
- \_\_\_\_\_ MS --- Electives \_\_\_\_\_

**Rural Church Ministry\***

- \_\_\_\_\_ MS 560 Ministry in the Town & Country Church
- \_\_\_\_\_ MS 563 Leading in the Town & Country Church
- \_\_\_\_\_ MS 564 Faith Communication in the Town & Country
- \_\_\_\_\_ MS 565 Pastoral Care in Town & Country Context

\* These courses taken at RHMA Headquarters in Morton, IL.

**Counseling Ministry**

- \_\_\_\_\_ CS 604 Integration Issues in Counseling
- \_\_\_\_\_ CS 605 Helping Relationships
- \_\_\_\_\_ CS 618 Marriage and Family
- \_\_\_\_\_ CS 626 Counseling, Prevention & Intervention
- \_\_\_\_\_ CS - Electives \_\_\_\_\_

**ELECTIVES (14 Hrs)**

**Restricted Electives (Ministry Studies) (6 hrs)**

(Can be fulfilled by MS and/or CS classes)

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**Open Electives (8 hrs)**

(If the thesis option is chosen BS or TS 597 and BS or TS 598 are required.)

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# *Directories*

## **BOARD OF TRUSTEES**

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Executive VP / Chief Administrative Officer, First Data Corporation, Retired

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**James P. Eckman, Ph.D.**  
President

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#### Academic office

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Dean of Academics

**Karl E. Pagenkemper, Th.D.**  
Chair of MA in Christian Ministries; Chair University Bible Division

**Justin Brogan, Ph.D.**  
Chair of MA in Clinical Mental Health Counseling

**Martin R. Dahlquist, D.Min.**  
Dean, Adult Education

**H. Benjamin Brick, M.L.S.**  
Library Director

**Kris J. Udd, M.L.S., M.Div.**  
Registrar

**Mike P. Wulbecker, M.S.**  
Director of Online Learning

**Jon G. Hood, M.S.**  
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Director of Christian Formation

**Ronald J. Shope, Ph.D.**  
Director of Assessment and Institutional Research

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Executive Vice President

**Ray Miller**  
Director of Financial Planning

**Anita Rodriguez, BS, MA**  
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Food Service Manager, Pioneer College Caterers

**Steven R. Wiemeyer, M.A.**  
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**Deb Osmanson**

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**Jon T. McNeel, M.A.**

Dean of Men

**Marilyn F. Amstutz, M.A.**

Dean of Women

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Director of Marketing

**Melvin R. Friesen, M.Div.**

Director of Planned Giving

## RESIDENT FACULTY

**Susan E. Alford**, Director, Teacher Education Program; Assistant Professor in Teacher Education  
B.S., Wheaton College; M.S., University of Nebraska at Omaha; Doctoral Studies, University of Nebraska at Lincoln.  
*Grace University, 1994.*

**Marilyn F. Amstutz**, Dean of Women  
B.A., Cedarville University, MA., Grace University.  
*Grace University, 2008.*

**Troy Backhuus**, Associate Professor of counseling, Clinical Director  
M.A. Grace University; PhD. Candidate Regent University  
*Grace University, 2011*

**H. Benjamin Brick**, Library Director  
B.S., Grace College of the Bible; B.A., University of Nebraska at Omaha; M.A., University of Missouri-Columbia.  
*Grace University, 2007.*

**Justin R. Brogan**, Associate Professor of Counseling  
B.S., M.A., Grace University; Ph.D., Regent University.  
*Grace University, 2006.*

**Sandra Broz**, Associate Professor of Counseling  
Ph.D. South Dakota State University, 2011.  
*Grace University, 2011*

**Martin Richard Dahlquist**, Dean, Adult Education; Professor of Christian Ministries.  
B.R.E., Grand Rapids Baptist College; Th.M., D.Min., Dallas Theological Seminary; M.A., Grace Theological Seminary.  
*Grace University, 1996.*

**James P. Eckman**, President; Professor of History and Biblical Studies  
B.S., Millersville University; M.A., Lehigh University; Th.M., Dallas Theological Seminary; Ph.D., University of Nebraska at Lincoln.  
*Grace University, 1983.*

**Robert S. Gall**, Instructor in Psychology  
B.S., University of Nebraska at Omaha; CADAC Certification, Metropolitan Community College; M.A., Grace University.  
*Grace University, 2004.*

**John D. Holmes**, Associate Professor of Biblical Studies; Dean of Academics  
B.A., Grace College of the Bible; Th.M. Dallas Theological Seminary; Ph.D., University of Nebraska at Lincoln.  
*Grace University, 1993.*

**Mark W Linder**, Assistant Professor of Biblical Studies  
B.S., University of Illinois; M.Div. International School of Theology; Ph.D., Fuller Theological Seminary.  
*Grace University, 2006.*

**Michelle L. Lundgren**, Field Education Director; Assistant Professor of Teacher Education  
University of Arizona; B.S., University of Nebraska at Omaha; M.S., University of Nebraska at Omaha; Ed.D., University of Nebraska at Omaha.  
*Grace University, 2001.*

**Gary L. Nebeker**, Associate Professor of Theology  
B.A., Colorado Christian College; Th.M., Ph.D., Dallas Theological Seminary.  
*Grace University, 1997.*

**Karl E. Pagenkemper**, Professor of Biblical Studies; Chair, Graduate Studies; Chair Bible Division  
B.A., The Pennsylvania State University; M.Div., International School of Theology; S.T.M., Dallas Theological Seminary;  
Th.D., Dallas Theological Seminary; Ph.D. Studies, Claremont Graduate University.  
*Grace University, 2002.*

**Richard A. Ramsey**, Director, Christian Ministries Program; Assistant Professor of Christian Education  
B.G.S., Indiana University Southeast; M.Div., Southern Baptist Theological Seminary; Ph.D., Southern Baptist  
Theological Seminary.  
*Grace University, 2004.*

**Ronald J. Shope**, Director, Communications Program; Director of Assessment and Institutional Research; Professor of  
Communications and Research  
Diploma, B.A., Moody Bible Institute; M.A., Wheaton College; Ph.D., The Pennsylvania State University; Graduate  
Studies, University of Nebraska at Lincoln.  
*Grace University, 1987.*

**Kris J. Udd**, Registrar; Associate Professor of Bible & Archaeology  
B.A. Calvary Bible College; M.Div. Grace Theological Seminary; M.L.S, Indiana University; Ph.D. candidate, Andrews  
University.  
*Grace University, 2004.*

## ADJUNCT FACULTY

### **Harold Berry**, Biblical Studies

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

### **Thomas Clark**, Biblical Studies

B.S., St. Louis University, St. Louis; M.S., University of Colorado, Boulder; M.A., Grace University, Omaha; *Grace University 2004*

### **Denise B. Nebeker**, Psychology

B.A., University of Northern Carolina; Certificate, Harvard University; Certificate, Columbia International University; M.S., Georgia State University. *Grace University, 2001.*

### **Don L. Paul**, Pastoral Ministries

B.A., Grace University; General studies, Providence Seminary, Otterborne, Manitoba; N.Div., D.Min., Denver Seminary. *Grace University, 2005.*

### **Linda Quinn**- Psychology

B.A., Gustavus Adolphus College, St. Paul; MSN, Loyola University, Chicago; M.A., Grace University, Omaha; *Grace University 2007*

## PUBLIC INSTITUTIONAL DOCUMENTS

### **Alumni Association**

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

### **CERTIFIED PUBLIC ACCOUNTANT'S AUDIT REPORT**

Each year the University's financial records are audited by an independent certified public accounting firm. The results of this report are available for review. Contact the Vice President for Finance and Operations for a copy of the report.

### **CAMPUS SECURITY REPORT**

Each year, in accordance with the Higher Education Act requirements, the Student Development Office publishes a Campus Security Report regarding security policies, procedures, and crime statistics. Contact the Vice President of Student Services for a copy of the report.

### **INSTITUTIONAL ASSESSMENT REPORT**

Each year the Faculty prepares a report evaluating the effectiveness of the institution in student learning and in other areas of institutional research and assessment. The evaluation is based on assessment of the stated goals and objectives of the University. The results of this report are available for review. Contact the Academic Vice President for a copy of the report.

# *Our Doctrinal Statement*

*The following is the unabridged doctrinal statement of the University and provides the basis for doctrinal agreement. Each member of the Board of Trustees, Administration, and Faculty is required to subscribe annually to the doctrinal statement. Copies of this document are available from the President's Office and on the university web site.*

## **ARTICLE I**

### **The Scriptures**

We believe... That "all Scripture is given by inspiration of God" (2 Tim. 3:16), accepting unreservedly the writings of the Old and the New Testaments as the infallible Word of God (Jn. 17:17; 1 Thess. 2:13; Ps. 119:89).

...That it is divine revelation, given by the Holy Spirit to holy men of God (2 Pet. 1:21; Acts 1:16; Jn. 16:3; 1 Cor. 2:13); verbally inspired in all its parts (Ex. 4:15) and therefore wholly without error as originally given of God (Matt. 5:18; Jn. 10:35); altogether sufficient in itself as our only infallible rule of faith and practice (2 Tim. 3:16, 17; Rom. 15:4; 1 Cor. 10:11) and everywhere centering in, and pointing to, the Person and work of our Lord Jesus Christ of Whom all Scripture testifies (Lk. 24:27, 44; Jn. 5:39; Acts 17:2-3; 18:28).

## **ARTICLE II**

### **The Godhead**

We believe... That God is spirit (Jn. 4:24), eternally existing in three Persons, the Father, the Son and the Holy Spirit (Matt. 28:19; 2 Cor. 13:14).

...That these three are one God (Mk. 12:29), Who is perfect, infinite and eternal in His being, holiness, love, wisdom and power (Ps. 18:30; 147:5; Deut. 33:27; Ps. 135:6); absolutely separate from and above the world as its Creator (Gen. 1:1), yet everywhere present in the world as the Upholder of all things (Ps. 139:1-10; Ps. 104); self-existent and self-revealing (Jn. 5:26; Matt. 11:27).

...That each of the three Persons is worthy of equal honor, obedience and worship (Jn. 1:1-3; Acts 5:3-4; Jn. 5:23).

## **ARTICLE III**

### **God The Father**

We believe... That, although God is the Creator of the universe and of the human race (Gen. 1:1, 26, 27; 2:7, 21, 22; Acts 17:28, 29), He is the Father only of those who accept the Lord Jesus Christ as their personal Savior (Jn. 1:12, 13; Gal. 3:26; 1 Jn. 3:2).

We do not believe in the universal Fatherhood of God, nor the universal Brotherhood of man (Jn. 8:42-44; 1 Jn. 5:12).

## **ARTICLE IV**

### **Jesus Christ**

We believe... That the Lord Jesus Christ, the Second Person of the Triune God (Matt. 28:19), the Eternal and Only-begotten Son of God (Ps. 2:7; Jn. 1:18; 8:58), came into the world, as provided and purposed by God, and as pre-announced in the prophecies of the Scriptures (1 Pet. 1:10; Acts 2:23; Gen. 3:15), that he might become the Redeemer of a lost world (Lk. 19:10).

...That without any essential change in His divine Person (Heb. 13:8), He was conceived by the Holy Spirit (Matt. 1:18; Lk. 1:35), became a man through the miracle of the Virgin Birth (Matt. 1:23), received a human body and a sinless human nature (Jn. 1:14; 2 Cor. 5:21; 1 Pet. 2:22; 1 Tim. 3:16; Heb. 2:14, 17; 1 Jn. 3:5) and thus continues forever as both true God and true Man (Col. 2:9; Rev. 22:16), one Person with two natures (Rom. 1:3-4; 1 Tim. 2:5).

...That as a Man He was in all points tempted as we are, yet without sin (Heb. 4:15; Jn. 8:46).

...That as the perfect Lamb of God (Jn. 1:29) He gave Himself in death upon the Cross (Matt. 20:28; Phil. 2:8), shedding His own precious Blood (1 Pet. 1:18-19), bearing there our sin (1 Pet. 2:24) and suffering its full penalty of divine wrath as our substitute (Isa. 53:5-6; Gal. 3:13).

...That He arose from the dead and was glorified in the same body in which He suffered and died (Jn. 20:25-28; Acts 2:32, 33).

...That as our great High Priest He ascended into heaven (Heb. 4:14; Acts 1:9), there to appear before the face of God as our Advocate and Intercessor (Heb. 7:25; 9:24; 1 Jn. 2:1).

...That He will come again (Acts 1:11), first to receive from the earth His own (Jn. 14:3), and then to establish His righteous kingdom upon the earth (Acts 15:14-16).

## **ARTICLE V**

### **The Holy Spirit**

We believe... That the Holy Spirit, the Third Person of the Trinity (Matt. 28:19), is the divine Agent in nature, revelation and redemption (Gen. 1:2; Ps. 104:30; 1 Cor. 2:10; Tit. 3:5).

...That, though omnipresent from all eternity, He took up His abode in the world in a special sense on the Day of Pentecost, dwelling in each and all believers (Acts 2:1-4), baptizing them into one body, the Church of Christ (1 Cor. 12:13).

...That He will never take His departure from the Church (Jn. 14:16; Eph. 1:14), but is ever present to testify of Christ, seeking to occupy fill the believer with Him (Jn. 15:16; 16:14).

...That His abode in the world, in this special sense, will cease when the Church is completed, and when Christ comes to receive His own (2 Thess. 2:7; Jn. 14:16; Rev. 4:5).

...That in this age certain well-defined ministries are committed to Him, such as: the restraining of evil in the world to the measure of the divine will (2 Thess. 2:7); the convicting of the world with respect to sin, righteousness and judgment (Jn. 16:8-11); the regenerating and cleansing of all believers (Jn. 3:5; Tit. 3:5); the indwelling of all who are saved (Rom. 8:9; Jn. 14:16, 17); the anointing of believers to teach them all truth (Jn. 16:13; 1 Jn. 2:20, 27); the sealing of believers unto the day of redemption (Eph. 1:13,14; 4:30); the continued filling for guidance, power and service of those among the saved who are yielded to Him, and who are subject to His will (Eph. 5:18; Acts 4:31); and the bestowal of spiritual gifts upon the members of Christ's body according to His own will (1 Cor. 12:1, 8-11).

## ARTICLE VI

### Creation and Fall of Man

We believe...That man was the direct creation of God (Gen. 2:7; 18-22), spirit and soul and body (1 Thess. 5:23), and not in any sense the product of animal ancestry (1 Cor. 15:39), but made in the image and likeness of God (Gen 1:26, 27).

...That through personal unbelief and disobedience to the revealed will of God man fell (Gen. 2:17, 3:11), became a sinful creature (Mk. 7:21-23), lost his spiritual life (Eph. 4:18), became "dead in trespasses and sins" (Eph. 2:1), lives under the righteous judgment and wrath of God (Rom. 1:18; Jn. 3:36) and became subject to the power of the devil (Acts 26:18; Col. 1:13).

...That this spiritual death, or total depravity of human nature (Jer. 17:9; Rom. 7:18), has been transmitted to the entire human race (Gen. 5:3; Rom. 5:12), Jesus Christ only being excepted (Lk. 1:35), so that all are sinners both by nature and by practice (Eph. 2:3; Rom. 3:23) and are essentially and totally unable of themselves to gain recovery or salvation (Rom. 3:20; Jer. 13:23; Jn. 1:13; 2 Cor. 4:4).

## ARTICLE VII

### Salvation Through Grace by Faith

We believe...That our salvation is the free gift of God's grace (Rom. 6:23; Eph. 2:8).

...That we are justified solely on the ground of the shed Blood of our Lord Jesus Christ (Rom. 3:24; Heb. 9:22) who was made sin for us by His substitutionary death on the Cross (2 Cor. 5:21; 1 Pet. 2:24).

...That salvation is received only by personal faith in the Lord Jesus Christ (Acts 16:31; Jn. 3:16).

...That it is neither merited nor secured, in part or whole, by any virtue or work of man (Rom. 4:4, 5; Jn. 6:28, 29), for no repentance, no confession, no feeling, no sincere efforts, no good resolutions, no submission to any rules or ordinances of any church can add in the least to the value of the Blood of Christ, nor be added in any sense to believing as a condition of salvation (Eph. 2:8, 9; Isa. 64:6; Gal. 3:11; Col. 2:13, 14).

...That this salvation has a threefold aspect: salvation from guilt and penalty of sin justification; salvation from the power of sin – sanctification; salvation from the presence of sin – glorification (Tit. 2:11-13; Heb. 9:24, 26, 28; Phil. 3:20, 21; Rom. 8:23), and includes the whole man – spirit, soul and body (1 Thess. 5:23).

...That true believers have as a present possession the gift of eternal life (1 Jn. 5:10-12), a perfect righteousness (Rom. 3:22), sonship in the family of God (Jn. 1:12; 1 Jn. 3:1, 2), every spiritual resource needed for life and godliness (Eph. 1:3; 2 Pet. 1:3) and deliverance from all condemnation (Jn. 5:24).

...That in view of this completeness in Christ (Col. 2:10) and the abiding, sanctifying presence of the Holy Spirit (Jn. 14:16, 17; Tit. 3:5), it is in no way required by God to seek a "second work of grace" (Gal. 3:3).

...That apart from Christ there is no possible salvation (Jn. 14:6; Acts 4:12; 13:39).

## ARTICLE VIII

### Sanctification

We believe...That sanctification, which is a setting-apart unto God, is threefold:

That it is already complete for every person because his position toward God is the same as Christ's position (Heb. 10:10, 14; 1 Cor. 6:11, RV).

...That while the standing of the believer is thus perfect "in Christ", his present state is as imperfect as his experience in daily life, and there is therefore also a progressive sanctification wherein the believer is to "grow in grace" and to be "changed" by the unhindered power of the Holy Spirit (2 Cor. 7:1; 3:18; 2 Pet. 3:18).

...That, lastly, the child of God will yet be fully sanctified in his state, as he is now sanctified in his standing, when he shall see his Lord and "shall be like Him" (Jn. 3:2; 1 Thess. 3:13; 5:23).

## ARTICLE IX

### Assurance

We believe...That, because of the eternal purpose of God towards the objects of His love (Eph. 1:4; 2:6, 7) because of His freedom to exercise grace towards the meritless on the ground of the propitiatory Blood of Christ (Rom. 5:8-10; Jn. 10:28), because of the very nature of the divine gift of eternal life (Jn. 5:24; 1 Jn. 5:13), because of the present and unending intercession and advocacy of Christ in heaven (Heb. 7:25; 1 Jn. 2:1), because of the abiding and sealing presence of the Holy Spirit in the hearts of all who are saved (Jn. 14:16; Eph. 1:13, 14) we, and all true believers everywhere, can have a firm assurance of our salvation (Heb. 6:18, 19).

We believe also, however... that since God is a holy and righteous Father (1 Pet. 1:15, 16), and cannot overlook the sins of His children (Hab. 1:13), He will, when His children persistently sin and fail to judge themselves (1 Cor. 11:31), chasten them and scourge them in infinite love (Heb. 12:6) in order that He may at last present them blameless before the presence of His glory (1 Cor. 11:30, 31; Eph. 5:25, 26; 1 Cor. 5:5).

## ARTICLE X

### The Church

We believe...That the Church is the mystical Body and Bride of the Lord Jesus Christ (Col. 1:18; Rev. 21:9), which He began on the Day of Pentecost (Matt. 16:18; Acts 2:47), and will complete at His second coming (1 Thess. 4:16, 17; Rom. 11:25).

...That all true believers of this dispensation, irrespective of membership in the organized local churches of earth, have been baptized into this Body of Christ by the Holy Spirit (1 Cor. 12:12, 13; cf. 1:2).

...That the members of this one Body should wherever possible, assemble themselves together into local churches for worship, prayer, fellowship, and teaching (Heb. 10:25; Acts 2:42), and for the observance of the ordinances of baptism and the Lord's Supper (Matt. 28:19; 1 Cor. 11:23-26).

...That it is the solemn duty of its members to "keep the unity of the Spirit in the bond of peace" (Eph. 4:3), rising above sectarian differences (1 Cor. 3:3,4), and loving one another with a pure heart (1 Pet. 1:22).

...That the first and foremost mission of the Church in the world today is to witness for Christ among the nations (Matt. 28:19, 20; Mk. 16:15; Acts 1:8).

## ARTICLE XI

### The Blessed Hope

We believe...That the Second Coming of Christ (Heb. 9:28) will take place in two stages, the first being the Rapture (1 Thess. 4:13-17) when He comes as the "Morning Star" (Rev. 22:16), in the air (1 Thess. 4:17) to receive His own (Jn. 14:3) and the second being the Revelation (2 Thess. 1:7,8) when He comes as the "Son of Righteousness" (Mal. 4:2) to the Mount of Olives (Zech. 14:4) to be received by repentant Israel (Zech. 12:10);

...That, according to the Word of God, the next great event in the fulfillment of prophecy will be the pre-Tribulation coming of Christ (Rev. 3:10,11) in the air to receive to Himself His own, both those who have fallen asleep and those who are alive and remain unto His coming (1 Thess. 4:13-17; 1 Cor. 15:51, 52; Jn. 11:25, 26);

...That this is the "blessed hope" of the Church (Tit. 2:13), an event for which we should constantly be watching, the time being unrevealed but always imminent (Mk. 13:32-37; Rev. 22:12,20);

...That this event will be followed by the judgment of the believer's works for reward at the Judgment Seat of Christ (Rom. 14:10; 2 Cor. 5:10; 1 Cor. 3:11-15) a judgment which may result in the loss of rewards, but not the loss of salvation (1 Cor. 3:11-15) and by the Marriage of the Lamb just before the Lord returns in glory (Rev. 19:7-9).

## ARTICLE XII

### Christ's Glorious Appearing

We believe...That the world will not be converted previous to the Second Coming of Christ, but is day by day ripening for judgment (Lk. 17:26).

...That this dispensation will end with a fearful apostasy in the professing Church (1 Tim. 4:1; 2 Tim. 4:3, 4; 2 Thess. 2:11, 12) which during the Great Tribulation (Matt. 24:21), will be headed by a personal Antichrist (2 Thess. 2:3, 4; 1 Jn. 2:18).

...That God's righteous judgments will then be poured out upon the world (Rev. 6:1-18:24).

...That at the close of this period (Matt. 24: 29, 30) the Lord Jesus Christ will personally, visibly, and gloriously descend from heaven (Rev. 1:7; 19:11-16) with the Church (Zech. 14:5; Jude 14) and His holy angels (2 Thess. 1:7) to bind Satan in the bottomless pit (Rev. 20:1-3), judge the living nations (Matt. 25:31-46), restore to Israel her land (Deut. 30:3-5; Ezek. 37:21; Isa. 11:11, 12), establish His glorious and literal kingdom over all nations for a thousand years (Acts 15:16; Rev. 20:4-6), lift the curse which now rests upon the whole creation (Isa. 11:6-9; Rom. 8:19-23), and bring the whole world to the knowledge of the Lord (Isa. 11:9; Hab. 2:14).

...That at the end of the thousand years, Satan shall be loosed for a short season to deceive the nations (Rev. 20:7-9).

...That the unsaved dead shall then be raised, judged according to their works, and cast into the Lake of Fire prepared for the devil and his angels (Rev. 20:11-15; Matt. 25:41).

...That, as the Son of David (Lk. 1:32), Christ will finally deliver up the Messianic Kingdom to God the Father, in order that He, as the Eternal Son, may reign with the Father in the New Heaven and the New Earth eternally (1 Cor. 15:24-28; Rev. 21:1).

## ARTICLE XIII

### The Future Life

We believe...That the spirits of the SAVED at death go immediately to be with Christ in heaven (2 Cor. 5:8; Phil. 1:21-23), where they abide in joyful and conscious fellowship with Him until He comes for His own (1 Thess. 4:14), when their bodies shall be raised from the grave and changed into the likeness of His own glorious body (1 Cor. 15:25-58; Phil. 3:20, 21), and in that state forever to enjoy the presence of the Lord (1 Thess. 4:17) and to reign with Him on Earth (Rev. 5:10; 20:6) and throughout eternity (Rev. 22:5).

...That the spirits of the UNSAVED at death descend immediately into Hades (Lk. 16:23; Num. 16:33) where they are kept under conscious punishment and misery (2 Pet. 2:9, RV), until the judgment of the Great White Throne after the Millennium (Rev. 20:11), at which time Hades will deliver up its dead (Rev. 20:13) and their bodies shall be raised from the grave (Rev. 20:5); they shall be judged according to their works (Rom. 2:3-6; Rev. 20:12), and be cast into the Lake of Fire (Rev. 20:15; 21:8), not to be annihilated (cf. Rev. 19:20; 20:10), nor ultimately restored (Rev. 22:11), but to be punished with final and everlasting destruction away from the presence of the Lord (2 Thess. 1:9).

## ARTICLE XIV

### Angels, Fallen and Unfallen

We believe...That God created an innumerable company of sinless, spiritual beings, known as angels (Col. 1:16; Heb. 12:22).

...That one, Satan, a personal being of the highest rank (Ezek. 28:12-19) through pride (1 Tim. 3:16) and unlawful ambition (Isa. 14:12-15) rebelled against God and fell, thereby becoming completely depraved in character (Jn. 8:44) and the leader of a large host of evil angels and demons who followed him in his fall (Rev. 12:9; Matt. 12:24, RV; Jude 6).

...That a great company of angels kept their holy estate (Mk. 8:38), and are before the throne of God (Rev. 5:11) from whence they are sent forth as ministering spirits, to minister to the heirs of salvation (Heb. 1:13, 14).

...That Satan was judged at the cross (1 Jn. 3:8) and through subtlety led our first parents into transgression (2 Cor. 11:3), accomplishing their moral fall (Gen. 3:1-7), and, as the “god of this world,” subjecting them and their posterity to his own power (2 Cor. 4:4).

...That Satan was judged at the cross (Jn. 16:11; Col. 2:15), and, although that judgment was not immediately executed, he will ultimately be “cast into the lake of fire and brimstone” where, together with the fallen angels and all the unsaved, he will be “tormented day and night forever and ever” (Rev. 20:10,15; Jude 6).

## ARTICLE XV

### The Christian’s Walk

We believe...That the believer is called with a holy calling (2 Tim. 1:9) to walk not after the flesh, but after the Spirit (Rom. 8:4) and so to live in the power of the indwelling Spirit, that he will not fulfill the lust of the flesh (Gal. 5:16-18).

...That as the flesh with its fallen Adamic nature in this life is never eradicated (Rom. 7:23; 1 Jn. 1:8; 1 Ki. 8:46; Phil. 3:12), it needs to be kept by the Spirit in constant subjection to Christ (Rom. 6:11-13; Eph. 4:22-24; 1 Cor. 10:12; 2 Cor. 10:5).

...That good works are in no sense the procuring cause of salvation (Eph. 2:8-10), but are its proper evidence and fruit (1 Jn. 3:9-10; Tit. 2:14; Matt. 7:16-20).

...That since our citizenship is in heaven (Phil. 3:20, RV), we as the children of God should live a consistent, separated Christian life (Rom. 12:2; 2 Cor. 6:14-17; Eph. 5:11), and abstain from all worldly amusements and unclean habits which defile mind and body (1 Thess. 5:22; 1 Pet. 2:11; Rom. 13:14; 1 Cor. 6:19, 20), and from such worldly practices as: the swearing of oaths (James 5:12), affiliation with secret societies (2 Cor. 6:14), using courts from settling disputes between believers (1 Cor. 6:1-8), taking personal vengeance and participating in carnal strife (Rom. 12:17-21; 2 Cor. 10:3, 4), and divorce as forbidden by the Lord (Matt. 19:9; Rom. 13:9).

...That the believer should keep the Word of the Lord (Jn. 14:23), seek those things which are above (Col. 3:1, 21), walk as He walked (1 Jn. 2:6), be careful to maintain good works (Tit. 3:8), and especially accept as a solemn responsibility the duty and privilege of bearing the Gospel (1 Cor. 5:19; Jn. 15:16), remembering that a victorious, fruitful life is possible only to those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Him for His service (Rom. 12:1, 2).

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Grace University  
Graduate Catalog  
Clinical Mental Health Counseling  
2011 – 2012

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

Grace University, 1311 South 9<sup>th</sup> Street, Omaha, NE 68108  
admissions@GraceUniversity.edu  
www.GraceUniversity.edu

# Academic Calendar

## Fall Semester 2011

Aug. 2, Tue.	Faculty/Staff Conference
Aug. 20, Sat.	Residence Halls Open for New Students
Aug. 22, Mon.	Graduate Classes Begin
Aug. 24-25	Spiritual Life Orientation
Aug. 24, Wed.	Convocation Ceremony 10:20 am Suckau Chapel
Aug. 24, Wed.	Traditional Undergrad Classes Begin
Aug. 31, Wed.	Last day to ADD Courses; Last day for 100% Refund
Sept. 5, Mon.	Labor Day: Admin. Offices Closed/ No Classes
Sept. 16, Fri.	SLT Fair
Sept. 30, Fri	Fall Enrollment Closes
Oct. 4, Tue.	Day of Prayer (No Traditional Undergrad Classes)
Oct. 17-20	Mid-term Exams (Classes Meet)
Oct. 24-26	Bible Conference* (No Traditional Undergrad Classes)
Oct. 24-28	Fall Break (No CMHC Grad Classes)
Oct. 31, Mon.	Last Day to DROP Courses
Nov. 8, Tue.	Refund of institutional aid may be requested.
Nov. 21-Dec 2	Registration for Winter and Spring, 2012
Nov. 21-25	Thanksgiving Break/No CMHC Classes
Nov. 24, Thu.	Thanksgiving Day: Admin. Offices Closed
Nov. 25, Fri.	Admin. Offices Closed
Dec. 12, Mon.	Regular classes meet
Dec. 13-15	Final Exams (Grad)
Dec. 16, Fri.	Residence Halls Close at Noon
Dec. 23-Jan. 2	Admin. Offices Closed
Dec. 25, Sun.	Christmas Day
Jan. 1, Sun.	New Year's Day

## Spring Semester 2012

Jan. 16, Mon.	Martin Luther King Day (No classes, Offices closed)
Jan. 17, Tue.	Graduate Classes Begin
Jan. 17, Tue.	Convocation Ceremony 10:20 am, Suckau Chapel
Jan. 24, Tue.	Last Day to Add a Course; Last Day for 100% Refund
Jan. 25, Wed.	Spring Enrollment Closes
Feb. 6-9	Jared Burkholder Conference on Global Engagement
Feb. 21, Tue.	Day of Prayer
Mar. 5-9	Mid-Term Exams (Classes Meet)
Mar. 12-16	Spring Break (Grad)
Mar. 23, Thu.	Last day to DROP Courses (Without academic penalty)
Mar. 26-Apr. 10	Registration for Summer and Fall 2012
Apr. 5, Thu.	Refund of institutional aid may be requested.
Apr. 6, Fri.	Good Friday (Admin Offices Closed/No Classes)
Apr. 8, Sun	Easter Sunday
Apr. 30-May 3	Finals Week for CMHC Students
May 4, Fri.	Honors Convocation/Baccalaureate* 10:30 am Suckau
May 5, Sat.	Commencement 2:00 pm (location TBD)
May 11, Fri.	Residence Halls close at noon
<b>Summer Semester 2012</b>	
May 14-June 22	First Session+
May 14, Mon.	Last day to ADD Courses; Last day for 100% Refund
May 28, Mon.	Memorial Day (Offices Closed/No Classes)
June 25-July 27	Second Session+
June 25, Mon.	Last day to ADD Courses; Last day for 100% Refund
<i>+Last day to ADD a course is the first Monday of the session; the last day to DROP a course is prior to the second week meeting.</i>	

## Catalog Limitations

This catalog describes policies, programs, and procedures of Grace University that are in effect at the time of its preparation, August 2011.

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

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



## *A Personal Note from the President*

The Grace University catalog reflects Grace University's commitment to strong, Christ-centered education. As you review the catalog, please remember that Grace seeks to add value to your life in at least three areas: (1) Grace adds value to your life by enabling you to develop a well-integrated Christian worldview. You will study God's revelation and integrate it with all the disciplines of human knowledge. (2) Grace adds value to your life by helping you develop key skills for living—e.g., time management, stress management, interpersonal relationship skills and honing your reading and communication skills. (3) Grace adds value to your life in character development. The core values of honesty, integrity and personal responsibility are central to our student development office. Internalizing these values is what Grace is all about.

May God guide you as you seek to do His will and prepare for a life of serving Him and His people.

In His mighty grasp,

James P. Eckman, Ph.D.  
President

## **A Personal Note on behalf of the Graduate School Faculty**

Greetings from the campus of Grace University.

On behalf of the Graduate instructors at Grace, I am pleased that you are taking the time to peruse our catalog or visit our website. We invite you to take a serious look at our programs. For over 68 years, Grace University has been providing education that blends high quality academics with spiritual formation, ministry and professional experiences, and spiritually significant relationships.

We are now into our second decade of providing our accredited educational distinctives to qualified students who desire to serve the church and their community in significant ways. At present, we offer masters-level degrees in Clinical Mental Health Counseling (CMHC) and Christian Ministries (CM). The Christian Ministries degree comes with concentrations in Theological Studies, Biblical Studies, Ministry Leadership, Rural Church Ministries, and Counseling Ministry. The Clinical Mental Health Counseling degree is designed to prepare a student for licensure as a Licensed Professional Counselor. Our programs stress the need for both academics and professional development – all within a biblically-integrated, Christian worldview. Additionally, we offer a Fast-Track Teacher Certification Program. This program is a post-baccalaureate, blended-learning program (non-degree) designed to prepare college graduates for a state-licensed teaching endorsement in as little as twelve months.

The need for graduate-level training in various fields continues to grow; indeed in many fields, a graduate degree is virtually the entrance requirement. We welcome your prayers as we continue to explore and grow, for our greatest desire is that our programs would honor the Lord as we serve evangelical faith communities, the city of Omaha and the upper Midwest region.

You may have well-defined educational objectives, or you may still be seeking God's will for your life in your graduate experience. Either way, we would welcome the opportunity to help you move forward in your studies.

Our staff and faculty are poised to serve you in whatever way we can. If you have not already done so, please feel free to visit the school. You are also most welcome to call or visit our Admissions and support staff; we believe you will find them to be among the most helpful people anywhere! Or perhaps you would like to seek out an appointment with a faculty member. We expect you will be impressed with the quality of people at Grace University and the value of a Grace University educational experience. The opportunity to work and study beside other students with similar values and priorities promises to make your educational experience an excellent step forward in your personal and professional goals.

So, please feel free to browse our catalog. While it can offer you a glimpse of what GU is like, please come and visit for a personal experience to understand what GU could offer. Tell us how we can help you serve within the Kingdom of our Lord.

Blessings,

Justin Brogan, Ph.D.  
Associate Professor of Counseling  
Program Chair, Clinical Mental Health Counseling

# *Correspondence Directory*

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

## **Admissions and General Information**

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## **Grace College of Extended Education**

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Kris J. Udd • Registrar

Roy A. Smith, Jr. • Assistant Registrar

## **Library & Learning Resources**

H. Ben Brick • Library Director

## **Online Learning**

Mike Wulbecker • Director of Online Learning

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## **Business and Finance**

Michael F. James • Executive Vice President

## **Student Services and Facilities**

Deb Osmanson • Dean of Student Services

## **Career Development and Placement Center**

Robert Gall • Director

## **Servant Leadership Training**

Wes Wilmer • Director of Student Leadership Training

## **Scholarships & Financial Aid**

Ray Miller • Director of Financial Aid

Teela Chamberlain • Financial Aid Counselor

## **Women’s Housing, Learning Needs, Special Accommodations**

Marilyn F. Amstutz • Dean of Women

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

Jon T. McNeel • Dean of Men

## **Christian Formation**

Wes Wilmer • Director of Christian Formation

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

James P. Eckman • President

Melvin R. Friesen • Director of Gift Planning

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# **GENERAL UNIVERSITY INFORMATION**

## **OUR MISSION**

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

## **OUR PAST**

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

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

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

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

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

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

Academic programs have been expanded and upgraded to reach each generation; the administrative structure has been revised and faculty has grown in size. Most significantly, the University has remained vigilant in upholding the fundamentals of the faith maintaining, without reservation, that the Bible is the

inspired Word of God. In 1976, when a change of name was considered, “Grace Bible Institute” became “Grace College of the Bible.”

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

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

In 1993, President Neal McBride proposed that Grace consider a new identity as “Grace University.” During the 1993-94 academic year, a feasibility study for restructuring was accomplished. In May 1994, the Trustees formally adopted restructuring as Grace University, which consists of three colleges: Grace College of the Bible, Grace College of Graduate Studies, and Grace College of Continuing Education.

On July 1, 1995, the institution’s new corporate identity as Grace University became official. Today, President James P. Eckman leads Grace University.

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

## **OUR PRESENT**

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

During the past 68 years, more than 8,000 students have studied at Grace University. Many of our alumni are actively involved in full-time church-related ministries. Many are serving in cross-cultural and international missions, in pastoral ministry, in Christian education, in music, and in Christian radio and telecommunications. Others impact the marketplace for Christ serving as lay leaders in local churches and church-related organizations. Many are educators, business people, farmers and ranchers, and public servants in governmental settings.

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

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

## **WHAT MAKES OUR EDUCATION DIFFERENT**

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

### **ACADEMIC FOCUS**

Grace University broadens a student's education by using Bible and Bible-related courses as a foundation for various professions and vocations. Primary focus is on the Bible, with the humanities and sciences serving a supportive role. The particular emphasis of the liberal arts college, by contrast, is to provide a "liberal" (i.e. broad) education in the humanities and sciences as a foundation for professions and vocations. With our focus on the Bible and life application, Grace University emphasizes basic life skills development for the home and family, active involvement in a local church as an expression of commitment to community, and Christian character development with a critically thinking, ethical mind for the work place.

### **FACULTY COMMITMENTS**

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

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

## **WHAT WE BELIEVE**

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

The Trinity.

The Full Deity and Humanity of Jesus Christ.

The Spiritual Lostness of the Human Race.

The Substitutionary Atonement and the Bodily Resurrection of Christ.

Salvation by Faith Alone.

The Physical and Visible Return of Christ.

The Authority and Inerrancy of Scripture.

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

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

## **STUDENT CHARACTERISTICS**

Due to our institutional mission, we believe education should reach beyond vocational skills and training. We believe it is important to develop all students in character and leadership skills so that they can be servants in the home, the church and the community/world in which they live. The characteristics listed below identify key character traits of a servant leader. Whether a student is in our undergraduate or graduate program, our faculty seeks to develop these characteristics in every graduate.

### **A BIBLICALLY LITERATE STUDENT**

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

### **A CRITICAL THINKER**

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

### **AN OBEDIENT DISCIPLE**

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

### **AN ENGAGED CITIZEN**

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

### **A COMPASSIONATE LEADER**

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

### **A GLOBAL CHRISTIAN**

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

### **AN EQUIPPED PROFESSIONAL**

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

## **INSTITUTIONAL GOALS AND OBJECTIVES**

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

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

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

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

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

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

## ACCREDITATION

Grace University is accredited by:

- The Higher Learning Commission and a member of the North Central Association  
230 South La Salle Street, Suite 7500  
Chicago, IL 60604  
Phone 800-621-7440  
<http://www.ncahigherlearningcommission.org>  
Last ten year reaffirmation: 2008
- Commission on Accreditation of the Association for Biblical Higher Education  
5850 T.G. Lee Blvd., Ste. 130  
Orlando, FL 32822  
Phone 407-207-0808  
<http://www.abhe.org/>  
Last ten year reaffirmation: 2006
- International Assembly for Collegiate Business Education  
P.O. Box 25217  
Overland Park, Kansas 66225  
Phone 913-631-3009  
Effective date: 2002

Grace University is listed in:

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

Grace University is approved by:

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

Grace University is a member of:

- American and Nebraska Associations of Collegiate Registrars and Admissions Officers
- Association of Christian Schools International
- Association of Independent Colleges and Universities of Nebraska
- Association of Christian Librarians
- Christian Camping International
- Council for Adult and Experiential Learning
- Evangelical Training Association
- National Association of Independent Colleges and Universities
- Nebraska Association of Colleges of Teacher Education
- Nebraska Council for Teacher Education
- Nebraska Independent College Foundation
- Nebraska Independent College Library Consortium

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

- The American Association of Christian Counseling and the Center for Biblical Counseling, Forest, Virginia
- Bellevue University; Bellevue, Nebraska (several Cooperative Programs)
- Bethsaida Excavation Project; Kibbutz Ginnosar, Israel

- Camp Forest Springs; Westboro, Wisconsin (Camping Ministry Program)
- Clarkson College; Omaha, Nebraska (Nursing Cooperative Program)
- Creighton University; Omaha, Nebraska
- Focus on the Family Institute; Colorado Springs, Colorado
- Iowa Western Community College; Council Bluffs, Iowa
- Jerusalem University College; Jerusalem, Israel
- Metro Community College; Omaha, Nebraska
- Nebraska Christian College, Papillion, Nebraska
- University of Nebraska at Omaha; Omaha, Nebraska

## **FACILITIES**

Grace University is a compact urban campus in beautiful Omaha, Nebraska. Our campus is located approximately two blocks from the historical downtown business district. The campus covers approximately six city blocks in the historic Dahlman Association neighborhood and is only nine blocks from the Lauritzen Gardens-Omaha's Botanical Center. The campus is approximately halfway between the Old Market in downtown and the Henry Doorly Zoo. The section "Our Past" in this section of the catalog describes the development of the campus. This urban campus has seen over \$11,000,000 in new construction, remodeling and renovation upgrades during the past seven years.

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

The Grewcock Library has a collection of over 50,000 volumes, over 25,000 electronic books, and over 9,000 journals accessible in print or electronically. In addition, access is provided to a number of databases in the fields of religion, education and psychology through EBSCOhost, FirstSearch, WilsonWeb and other databases. Instruction on the use of library resources is made available to the students by the library director. The Grewcock Library is a member of the Nebraska Independent College Library Consortium and can access millions of resources from around the world via interlibrary loan. There are 13 computers for students to use as well as a wireless network throughout the library.

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

## ***STUDENT LIFE***

### **SPRITUAL ACTIVITIES**

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

Students are encouraged to have a personal devotional life.

Prayer times are held regularly to intercede for the worldwide spread of the Gospel.

Days of Prayer in Fall and Spring devote entire mornings to worship and prayer. Attendance is optional.

CMHC Integration Team Membership. A student elected team designed to represent the CMHC student body to discuss areas of integration and make recommendations to the faculty for issues related to integration of faith into learning. The Integration Team is comprised of all faculty who teach at Grace University and 4-8 CMHC students.

Grace LIFE (Life Integration For Excellence), convenes in the Chapel Monday through Thursday for half an hour. This common experience of the Grace family contributes to the development of community and involves such things as announcements, worship, prayer, and a wide variety of presentations from students, faculty, staff, and guests. Attendance is optional.

### **CONFERENCES**

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

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

## **ORGANIZATIONS**

### **THE GRADUATE STUDENT BODY ASSOCIATION (GSBA)**

Every student is a member of the GSBA, is Grace's student government. The GSBA exists to foster spiritual growth and fellowship, promote the welfare of the students, and plan student activities. Its administration is carried out through an executive team elected by the students. Student elected positions are as follows:

President	Vice-President
Secretary	Chaplain

### **PUBLICATIONS**

*Charis* is the yearbook produced under the direction of a student editor. Other students and staff members assist in this publication.

### **ATHLETICS**

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

## **UNIVERSITY RESIDENCE HOUSING REQUIREMENTS**

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

Graduate students living on campus are expected to enroll in at least six semester hours (exemptions available). In the case of cooperative programs, the expectation is a minimum of six semester hours between the various campuses.

Exceptions to the Housing Requirements include:

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

## **FURNISHINGS**

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

## **MARRIED STUDENT HOUSING**

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

## **SERVICES**

### **ADVISING**

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

### **GRACE CAREER SERVICES**

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

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

## **PROFESSIONAL COUNSELING**

The University recognizes that during the college years, students may need some professional counseling related to personal and relational aspects of life. The graduate school's Counseling Program provides services for all students, spouses, and children. The student may wish an outside referral or the faculty may determine that a referral to a peer may not be ethical; the graduate counseling faculty will gladly offer referrals to outside providers of counseling services. Grace University does not accept responsibility for referred services and students are to be smart consumers when making choices about accepting referrals. At times, students on University probation may be referred to professional counseling as a component of a remediation plan. The University practices all relevant and legal guidelines with respect to confidentiality.

## **PLACEMENT OFFICE**

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

## **ACADEMIC RESOURCE CENTER (ARC)**

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

## **BOOKSTORE**

Purchases of course texts may be made through the University's vendor online. The link may be found on the homepage of the Grace University website.

## **HEALTH**

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

## **STUDENT HEALTH INSURANCE**

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

## **MOTOR VEHICLE POLICY**

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

## **STANDARDS OF CONDUCT**

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

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

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

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

## FINANCIAL INFORMATION

### TUITION AND FEES:

Application fee (non-refundable) \$50  
 Online application fee (non-refundable) \$25  
 M.A. tuition per semester credit hour \$430  
 CMHC Program fee per semester \$25  
 Audit fee per credit hour \$50  
 Directed Study fee, per credit hour \$60  
 Graduation fee \$200  
 Printer/Copier fee, per semester \$10  
 Program Continuation (Leave of Absence) Fee \$100  
 Request for "Incomplete" Grade \$25  
 Student Services fee per semester \$50  
 Transcript fee, per transcript \$10 mailed (\$15 picked up)

### REFUND SCHEDULE

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

#### FALL 2011

Through August 31	100%
Through September 7	75%
Through September 14	50%
Through September 21	25%
From September 22	0%

#### SPRING 2012

Through January 24	100%
Through January 31	75%
Through February 7	50%
Through February 14	25%
From February 15	0%

#### SUMMER 2012

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

Tuition, fees, dining and housing are payable at the University Business Office at the beginning of each semester. The University anticipates that these obligations be funded through a combination of student and family resources, plus various scholarships, grants, aid, or loans. It is the student's responsibility to apply

through the University Financial Aid Office in advance if he/she anticipates a need for scholarships, grants, aid or loans so that funds are approved prior to the start of each semester. Late fees are charged on the student's entire account balance.

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

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

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

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

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

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

Credit balances of less than or equal to \$1.00 on a student account at Fiscal Year End will not be refunded. They will be cleared from the student account and receipted into Grace University's General checking account. For more details or a copy of the federal refund policies, contact the Financial Aid Office.

### **FULL TIME / HALF TIME STATUS**

For financial aid purposes, students registered for six or more hours in the College of Graduate Studies are considered to be full-time. Students registered for three to five hours are considered half-time.

### **PAYMENT PLAN**

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

## GRADUATE SCHOLARSHIPS AND GRANTS

Grace University offers limited scholarships and grants for graduate study. Detailed information regarding financial aid is available from the University Financial Aid Office at (402) 449-2810. Scholarships and grant applications must be filed with the Financial Aid Office by March 1<sup>ST</sup> for the following fall semester. Applications received after March 1<sup>ST</sup> are considered on a first-come basis. Grants and scholarships are subject to funds allocated. Applicants must meet the general admissions requirements established for a student's graduate program. The amount of financial aid granted is determined by the Financial Aid Office within guidelines established by the University Scholarship and Financial Aid Committee. Decisions of the committee are final.

# Clinical Mental Health Counseling (CMHC) Program Specifics

## GRACE UNIVERSITY MISSION STATEMENT

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

## UNIVERSITY MOTTO

“Life – Preparation”

## VISION STATEMENT

Training mental health professionals to provide healing and restoration to members of the local and world community, through the application of Biblical principles and professional excellence.

## PURPOSE OF THE PROGRAM

The Master of Arts in Clinical Mental Health Counseling (CMHC) is a 64 credit hour degree program. The program is designed for those interested in pursuing the State of Nebraska’s licensure standards for PLMHP, LMHP, LIMHP, and LPC. While the program specifically focuses on the regulations of the State of Nebraska it is also possible to meet other states’ standards for similar licensure. It is the student’s responsibility to determine if the CMHC program meets the licensure requirements in any selected state. This degree enables the graduate to work in a variety of settings where they can apply the training as a mental health professional to help people gain healing and wholeness.

## UNITY OF SPIRIT

Students, faculty, and staff must always keep in mind that there is unity in Christ, those associated with the Clinical Mental Health Counseling Program represent many denominations and traditions. There also needs to be an understanding and respect for one another’s heritage and beliefs, while maintaining a focus on common ground rather than differences, always adhering to the University’s Doctrinal Statement and the spirit of its application to our lives. Students of many denominations, styles of prayer, and traditions are welcome and included at Grace University.

## DISTINCTIVES

The CMHCP prepares graduates from a Christian worldview, while adhering to the highest standards of the counseling profession. Our professional program prepares graduates in a distinctly Christian manner while meeting accreditation, certification, and educational requirements for licensure. This program is designed for individuals to take their knowledge into every corner of the world in order to assist people in the prevention and resolution of the problems of human living. A strong emphasis is placed on the restoration of relationships: individual to God, individual to individual, individual to self, restoration within the family, and the church and the community. It is our goal that individuals who graduate from our programs will be exemplary reflecting the character of Christ within their personal and professional lives. Each course within the CMHCP has specific Integration Objectives.

## LEADERSHIP

The Clinical Mental Health Counseling Program (CMHCP) is focused on preparing students to be highly qualified counselors with a consistent commitment to excellence. Leadership takes several forms. In coursework as well as advising, the goal of the CMHCP is to produce counselors who are and will become Christian leaders throughout the world. Leadership can also be diverse. For example, one can lead another into health and well being or direct a national organization that makes significant contributions to the field of counseling. Serving God where one is called is of primary importance, as is being able to discern God's guidance and leading in that calling. Many courses within the CMHCP have specific Leadership Objectives.

## PROFESSIONALISM

Professionalism is a major focus of the CMHCP. As the program and student matures and develops, graduates are recognized as having attained excellence as they enter their profession. However, the program seeks to move beyond the status quo. There will always be an effort to be on the leading edge in the field and to be more than comparable to other programs (to be a leader in the Counseling Field). To that end, the program adheres to both National and The State of Nebraska recognized standards for the profession in its coursework. This is to help ensure that graduates will be able to meet requirements for licensure as Professional Counselors. Program and course changes are always made with a view toward professional standards. Each year the Counseling Program asks all students to evaluate the Program as part of its efforts to keep the Program responsive to changing needs in the field. Students are welcome to review the data by checking with the Director of Institutional Research. As Christian professionals, there are two major standards to uphold, the Program's Biblical beliefs and its professional excellence. While most students subscribe to the concept of "integration," in the field of Christian counseling, "integration" has several definitions. Our program defines "integration" as faculty facilitating an internal and external dialogue aimed at understanding how one's theological view impacts and intertwines with our counseling view of mankind's journey. Those concepts are still being explored and students are encouraged to be partners with faculty in further defining of what integration means to the program and to the profession. To assist with this, the faculty has prepared a list of suggested readings relevant to the formation of a Christian worldview and the use of Biblical and theological resources (See Appendix A—Integration Resources). Additionally, the CMHCP has called an Integration Team consisting of program faculty, various other faculty, and a select group of student volunteers who meet each semester to discuss integration issues.

## CHRISTIAN COMMITMENT

The Counseling program is first and foremost a group of people who have a deep commitment to serve Jesus Christ in every aspect of their lives. This requires an unrelenting adherence to the two primary commandments laid down by Christ in Matthew 22: 37-39:

1st Love the Lord your God with your whole heart and with your whole soul and with your whole mind  
2nd Love your neighbor as yourself

The primary goal for the Counseling Program is to promote these two commandments, for within these words hinge all the successes which might be obtained in God's service. The Program has committed itself to these commandments; as a result, each day encourages growth toward becoming one body dedicated to achieving a unity of spirit that will allow the Program to discern God's direction for the use of His gifts in your life. 1 Corinthians 27-30 describes the result of that unity in the Body of Christ which is earnestly sought: "Now you are the body of Christ, and each one of you is a part of it. And God has placed in the church first of all apostles, second prophets, third teachers, then miracles, then gifts of healing, of helping, of guidance, and of different kinds of tongues. Are all apostles? Are all prophets? Are all teachers? Do all work miracles? Do all have gifts of healing? Do all speak in tongues? Do all interpret? Now eagerly desire the greater gifts.

## GRADUATE ASSISTANTSHIPS

A limited number of Graduate Assistantships are available for qualified students enrolled in a graduate degree program at Grace University. Depending upon the needs of the departments, Assistantships offer assignments in teaching assistance, research, laboratory supervision, student services, or a combination of such pursuits. Interested students should direct inquiries to the Program Chair about the availability of Assistantships and how to apply.

## DISCLAIMER

Courses that are offered through the CMHCP, as well as any accompanying materials and instruction, are intended for educational purposes. They are neither designed to give legal advice nor take the place of appropriate legal, professional, or medical consultation. As laws vary from state to state and from country/province to country/province, students are advised to discuss any specific question(s) with the proper authority(ies). The purpose of this program and instruction is to equip students with the educational and experiential tools to understand the needs of hurting people and to be able to provide leadership in the discipline of counseling. Completion of this degree program, in part or in whole, will not qualify an individual to function as a certified or licensed professional counselor or therapist. Students are advised to check with the specific regulatory or legal requirements that may presently exist in their state, province or country.

## STATEMENT REGARDING THE NATURE OF COUNSELOR EDUCATION AND TRAINING

As students enter their course of study in the CMHCP, many find that the journey is one that can offer exciting and meaningful opportunities for personal and professional growth, for increased insight, and for the ability to make a positive difference in the lives of other people. Nevertheless, students should also be cognizant that the material covered in any particular course, various experiential exercises, assignments, and/or field based experiences, may bring them into a heightened awareness of past and/or present emotionally charged issues. This dynamic may occasionally produce strong, negative, and even potentially overwhelming responses. If an instructor or staff member (in conjunction with the student's Advisor) observes evidence of this nature at any time, they will bring it to the student's attention for immediate discussion and consultation. Students are also encouraged to make faculty and staff members aware of strong personal reactions that are related to course materials, assignments, and experiences. Students may be advised in one of several directions:

- to enter therapy while remaining in the program and report back to their Advisor or Program Chair (As a general rule in the CMHCP, students may meet with faculty for a maximum of 3 times to assess and triage a situation; after that, the student needing additional therapeutic assistance must find an outside counselor.);
- to take a leave of absence from the program, with conditions specified by the CMHCP; or
- to withdraw from the CMHCP itself.

The desired end result is that all pertinent issues are sufficiently addressed and/or resolved and it is determined that the student is appropriate to continue in a program of study that will result in working with people in a capacity as a mental health care provider. Final determinations will be at the sole discretion of CMHCP personnel and will be made with the utmost care and with the student's best interests in mind. Students always have the right to appeal a decision under the Admissions Policy and Procedures Guidelines.

## DEGREE PROGRAM

### MASTER OF ARTS IN CLINICAL MENTAL HEALTH COUNSELING

Students are encouraged to adjust their master's degree plan to maximize their unique gifts and individual interests. There are three tracks, LADC, Marriage and Family, and Member Care in addition to open electives. Students may select any electives desired, thus students may take one or more electives from any track or the open electives. Because of differing licensure requirements from state to state and within other countries/providences, students should determine from their initial course of study which electives they will pursue.

- **LADC TRACK:** Designed for students interested in primarily working as a drug and alcohol counselor. Coursework may lead to licensure as an Alcohol and Drug Counselor. Students are required to determine licensure rules for each state and insure they have met all licensure requirements.
- **MARRIAGE AND FAMILY TRACK:** Designed for students interested in primarily working with family systems. Coursework may meet **partial** requirements for licensure as a Marriage and Family Therapist.
- **MEMBERCARE TRACK:** Designed for students interested in primarily working with mission organizations domestically and globally.

### 64 HOURS CLINICAL MENTAL HEALTH COUNSELING PROGRAM

This Program provides the academic and applied training necessary for someone seeking employment as a Counselor in a private practice setting (depending on state requirements), community agencies, church counseling centers, or mission organizations. For students interested and academically qualified, it can be structured for predoctoral studies. Students in the CMHC Program will meet The State of Nebraska's academic requirements for licensure of 60 semester hours. For more details students may visit <http://www.hhs.state.ne.us/crl/mhcs/mental/LMHPrequire.htm>. Students will also take 4 semester hours of Theology/Biblical Studies coursework.

### 64HOURS CURRICULUM

“Full time” for purposes of the CMHC course sequence, is defined as 6 hours per semester. The faculty is committed to include issues of diversity and multiculturalism (including ethnic, cultural, class, gender, and disability) and ethics throughout the curriculum. The program will address these issues specifically in the multicultural course, but these issues are intentionally integrated into all other courses. The course progression and clinical training were designed to reflect the 2009 Standards of the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). It is recognized that in some cases, a student may face an unplanned emergency of some type and may have to drop out of portions of the course progression. At the discretion of the Program Coordinator and Program Director, appropriate adjustments may be made to receive a grade of Incomplete and/or allow the student to take a leave of absence from the program, or take a reduced load of courses. Normally the student should make every effort to return to a fulltime status within a year.

**PROGRAM CHECKLIST**

**Grace University  
College of Graduate Studies**



**Counseling**

Master of Arts in Clinical Mental Health Counseling

**Total Program Credits 64**

Hours Needed: \_\_\_\_\_ Transfer Hours: \_\_\_\_\_

**Theology Courses (4 Hours)**

<b>Theology Integration Courses</b>		
Course #	Course Description	Cr. Hr.
___ BS 503	Hermeneutics	2
___ TS 502	Introduction to Theological Studies	2
<b>Total Credits</b>		<b>4</b>

**Counseling Courses (60 Credit Hours)**

<b>Core "1" Courses (Required to Register for CS 690 Practicum)</b>			<b>Elective Courses (May Select any Combination of Courses)</b>		
Course #	Course Description	Cr. Hr.	Course #	Course Description	Cr. Hr.
___ CS 604	Integration Issues in Counseling *	3	<b>LADC Track</b>		
___ CS 605	Helping Relationships	3	___ CS 681	Alcohol/Drug Assessment & Case Plng	3
___ CS 607	Professional Orientation and Ethics	3	___ CS 682	Medical & Psychosocial Alcohol/Drug	3
___ CS 608	Counseling Theories	3	___ CS 683	Clinical Treatment Issues in Chem Dep	3
___ CS 609	Psychopathology and Diagnosis	3	<b>Member Care Track</b>		
<b>Total Credits</b>		<b>15</b>	Course #	Course Description	Cr. Hr.
<b>Core "2" Courses</b>			___ CS 675	Cross Cultural Counseling	3
Course #	Course Description	Cr. Hr.	___ CS 674	Counseling International Workers	3
___ CS 612	Addictions Counseling	3	___ CS 676	Counseling Field Experience	3 - 6
___ CS 618	Marriage and Family	3	<b>Family Track</b>		
___ CS 622	Research and Program Evaluation	3	Course #	Course Description	Cr. Hr.
___ CS 626	Counseling, Prevention, & Intervention	3	___ CS 677	Advanced Marriage and Family	3
___ CS 641	Human Growth & Development	3	___ CS 670	Counseling Children and Adolescents	3
___ CS 644	Social & Cultural Diversity	3	___ CS 678	Forgiveness and Reconciliation	3
___ CS 645	Group Counseling	3	<b>Open Electives</b>		
___ CS 651	Assessment & Appraisal	3	Course #	Course Description	Cr. Hr.
___ CS 658	Career Development	3	___ CS 679	Counseling Business Practices	2
<b>Total Credits</b>		<b>27</b>	___ CS 663	Mindfulness and Relaxation Techniques	2
<b>Clinical Courses (9 Credit Hours)</b>			___ CS 661	Criminal Behavior & the Court System	1
Course #	Course Description	Cr. Hr.	___ CS 665	Psychopharmacology	1
___ CS 690	Practicum	3	___ CS 667	Eating Disorders	1
___ CS 691	Internship 1	3	___ CS 664	Suicide Prevention Education	1
___ CS 692	Internship 2	3	___ CS 699	Select Seminars	1 - 3
<b>Total Credits</b>		<b>9</b>	<b>Total Credits from any of the Above</b>		<b>9</b>

\* May be taken concurrently with CS 690 Practicum

**Total Program Credits Required 64**

## CLINICAL MENTAL HEALTH COUNSELING COURSE DESCRIPTIONS

Course #	Course Description	Cr. Hr.
CS 604	Integration Issues in Counseling	3
	This course will provide the student with a beginning framework as to the role and practice of theological and spiritual integration from a Christian perspective in the field of counseling. Issues such as the role of evil, prayer, sin, and the definition of “Christian counseling” will be addressed. Additional focus will be on the multicultural application of counseling from a Christian perspective.	
CS 605	Helping Relationships	3
	This course is designed to introduce the student to the interpersonal and counseling skills involved in effective helping. The class will cover basic counseling theory and the process of therapeutic interpersonal communication. Emphasis will be given to practice and acquisition of basic counseling skills. Integration of psychological and biblical principles will be examined throughout the course. This course will provide an understanding of philosophic bases of helping processes, counseling theories and their applications, helping skills, consultation theories and applications, helper self-understanding and self- development, and facilitation of client or consultee change.	
CS 607	Professional Orientation and Ethics	3
	An overview of the field and ethics of professional counseling. Emphasis is given to professional ethics, licensure, and practice issues. Studies that provide an understanding of professional roles and functions, boundaries, peer review, standards for record keeping, confidentiality, informed consent, duty to warn, professional goals and objectives, professional organizations and associations, professional history and trends, ethical and legal standards, professional preparation standards, and professional credentialing.	
CS 608	Counseling Theories	3
	This course will provide the student with an overview of basic theories, principles, and techniques of counseling and their application to professional counseling settings. The primary focus of this class will be on acquiring a basic mastery of the counseling process by utilization of diagnosis, treatment planning, and application of a brief therapy model to case studies. This course will provide an understanding of the diagnostics, assessment, and treatment of psychopathology as detailed in the current Diagnostic Statistical Manual of Mental Disorders. This course will cover therapeutic techniques and strategies for human behavioral intervention, which includes major contributions of the biological, behavioral, cognitive, and social sciences relevant to understanding assessment and treatment of the person and his/her environment with emphases on the social systems framework, personality theories and individual development through the life cycle, and their application.	
CS 609	Psychopathology and Diagnosis	3
	This course is designed to introduce the student to the various classifications of abnormal behavior encountered in a counseling context. Special focus will be given to diagnosing disorders according to the most current edition of the Diagnostic and Statistical Manual ( <i>DSM</i> ). Integration issues such as the role of sin, evil, and the perception of mental illness within the Christian community will also be addressed.	
CS 612	Addictions Counseling	3
	This course will provide all CMHC students with a basic understanding of the nature of addictions. Topics covered include: an understanding of the history and trends in addictions, the major addictions models, ethics, and roles of an addictions counselor and the potential need for additional training, networking, and referral sources. (Students interested in obtaining their license in this area such consider the electives CS 681, 682 and 683).	
CS 618	Marriage and Family	3
	This course is designed to give students an understanding of the major systemic theories/models (with a focus on systems theory), the diversity of approaches to marital and family counseling, and the ethics and skills pertinent to engage in counseling with premarital couples, couples, families, and marital dissolution. The focus is on didactic learning, applied practices evolving from each theoretical orientation, diagnosis and treatment, the understanding of interpersonal competencies, and learning how to apply consistent implementation of an individualized counseling style as applied to couples and families. Expansion of counseling knowledge, skills, and strategies based upon the	

special needs and characteristics of diverse client populations will also be emphasized. \*This course has a required additional fee.

CS 622                      Research and Program Evaluation                      3  
This course will provide students with a review of statistics, program evaluation and research methods and practices. Students will gain an understanding of research methods, statistical analysis, needs assessment, and program evaluation. The student will learn to critically evaluate research methodologies, engage in studies that provide an understanding of types of research, basic statistics, research report development, research implementation, program evaluation, needs assessment, ethical and legal considerations, and the need for an understanding of and practice of social and cultural diversity in research and program evaluation practices. \*This course has an additional required fee.

CS 626                      Counseling, Prevention, & Intervention                      3  
The student will learn the principles of the counseling profession and clinical mental health, as well as the operation of programs and networks that promote mental health in a multicultural society. This course will provide an overview of the principles of crisis intervention for helping people during crises, disasters, and other trauma-causing events. The student will also learn to recognize his/her own limitations as a clinical mental health counselor and the importance of self-care in the profession.

CS 641                      Human Growth & Development                      3  
This course will examine major theories of human development while discussing and critiquing them in terms of application to educational and counseling practice. Special attention will be given to multi-cultural issues and spiritual implications and influences of these issues to the understanding of human development. The purpose of this course is to provide you with specific information about developmental issues faced at different stages of life and ways in which you can help clients overcome these obstacles. Course content includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels. Emphasis is placed on biopsychosocial approaches. Also included are such areas as human behavior (normal and abnormal), personality theory and learning theory, and the integration of the psychological, sociological and biological approaches within the life cycle.

CS 644                      Social & Cultural Diversity                      3  
This course will help students to identify and understand multicultural and pluralistic trends in counseling, including characteristics and concerns within and among diverse groups nationally and internally. The student will explore his/her own attitudes, beliefs, and understandings of self and culturally diverse clients through specific experiential learning activities. In addition, the student will also examine theories of multicultural counseling, identity development and social justice, along with strategies for working with and advocating for diverse populations, including multicultural competencies. Counselors' roles in eliminating biases, prejudices, and processes of intentional and unintentional oppression and discrimination will be discussed.

CS 645                      Group Counseling                      3  
This course provides an overview of the principles of group theory, dynamics and process as applied to various therapeutic group settings and problems. Techniques and selection processes involved in group counseling with various age groups and populations will be emphasized. Studies that provide both theoretical and experiential understanding of group purpose, types of groups, development, methods, dynamics, counseling theories, group counseling methods, facilitative skills, descriptions of group practices, and other group approaches. Included in the course are a supervised group practice and 10 hours of group experience by a licensed professional.

CS 651                      Assessment & Appraisal                      3  
This course serves as an introductory course to the principles of psychological assessment, testing and evaluation. The focus will be on both psychometric theory and the usage of prominent psychological and counseling testing instruments. By the end of the course, each student will have a firm foundation from which to begin developing skills as an assessor. Focus will be on providing students with a firm grasp on the administration and interpretation of assessments typically utilized in a counseling setting for evaluation, diagnosis, and treatment of mental health problems. It is important to note that this course only serves as an introduction to testing procedures and

psychological evaluations that are usually reserved for licensed professionals. Further courses and skills training may be needed for the student interested in developing this as a specialty area. Refer to your local licensure laws to determine qualifications when administering or interpreting psychological and/or counseling assessments.

\*Prerequisite CS 607 Professional Orientation and Ethics & CS 609 Psychopathology and Diagnosis

CS 658 Career Development 3  
This course is designed to accentuate the understanding of the current knowledge in career development theories, related life factors, and decision-making models with a practical application of these theories, and gain knowledge necessary to choose appropriate assessment instruments that are applicable to decision making and career planning. This course will provide an understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance and education; lifestyle and career decision making; and career development program planning, resources and evaluation. Content will include areas as vocational choice theory, relationship between career choice and lifestyle, sources of occupational and educational information, approaches to career decision making processes and career exploration techniques.

CS 690 Practicum 3  
The student will be introduced to field work within the mental health industry by way of orientation, observation, and a minimum of 40 documented clock hours of clinical experience with supervision. Students will engage in clinical mental health activities including but not limited to the following: individual counseling, group counseling, peer consultation, documentation of sessions using the SOAP note format (or another approved method), development of treatment plans, intake interviews, documentation of informed consent, and proper methods of office practices including filing. \* Prerequisite: CS 601, CS 605, CS 607, CS 608, CS 609.

CS 691 Internship 1 3  
The student will work in a mental health setting gaining practical experience working with a variety of clients and mental health problems. A minimum of 140 documented clock hours of clinical experience with individual and/or group supervision is required. A site is selected by the student and is approved of by both the cooperating agency and the Director of Clinical Training. Students will engage in clinical mental health activities including but not limited to the following: individual counseling, group counseling, peer consultation, documentation of sessions using the SOAP note format (or another approved method), development of treatment plans, intake interviews, documentation of informed consent, and proper methods of office practices including filing. \* Prerequisite: CS 690.

CS 692 Internship 2 3  
Focus is given to further development of diagnosis, treatment planning, and counseling skills in mental health settings under individual and group supervision. A minimum of 140 documented clock hours of supervised clinical experience is required. An internship site is selected by the student and is approved by the cooperating, authorized agency and by the supervising professor. Students will engage in clinical mental health activities including but not limited to the following: individual counseling, group counseling, peer consultation, documentation of sessions using the SOAP note format (or another approved method), development of treatment plans, intake interviews, documentation of informed consent, and proper methods of office practices including filing. \* Prerequisite: CS 691.

CS 693 Internship Continuation 3  
Internship Continuation is an extension of CS 692 Internship II for students who fail to meet the required allotment of hours. Students will complete the 320 total hours required from Practicum through Internship II and will register for Internship Continuation until all hours are documented and completed. \* Prerequisite: CS 692.

CS 681 Alcohol/Drug Assessment & Case Plng 3  
This course will cover the process of collecting relevant data about clients/client systems and their environment, and evaluating the data for making decisions regarding alcohol/drug disorder diagnosis, treatment and/or referral. Identifying and prioritizing client treatment goals and collaboration and coordination with other services, agencies and resources to achieve those goals will be included. The student will also practice assessing and managing cases, including the development of sample case records, using the client's written record to guide and monitor services with emphasis on the development of the social history and intake, initial assessment, individual treatment plan with

measurable goals and objectives, and documentation of progress and ongoing assessment.

CS 682 Medical & Psychosocial Alcohol/Drug 3  
This course will include the study of the physiological and sociological aspects of alcohol/drug use, abuse and dependence. The classification and basic pharmacology of drugs, basic physiology and the effects of drug use on the systems of the body, and alcohol and drug tolerance will be addressed. The course will also include etiological, behavioral, cultural and demographic aspects and belief systems about alcohol/drug use along with the processes of dependence and addiction including signs, symptoms and behavior patterns.

CS 683 Clinical Treatment Issues in Chem Dep 3  
This course will include the study of treatment issues specific to alcohol/drug disorders, including dual diagnosis and the impact of physical and mental health disorders on treatment, historical and generation influences, the family disease concept and 12-step philosophies. Also covered are special populations and how they affect the assessment of, response to and delivery of alcohol and drug treatment.

CS 675 Cross Cultural Counseling 3  
This course will help students develop an understanding of the role of mental health counseling in countries outside the U.S. The student will develop an understanding of the overview of international mental health and available programs as well as the need to adapt mental health models and interventions to be culturally appropriate. Multicultural and pluralistic trends, including characteristics and concerns within and among diverse groups internationally will also be addressed.

CS 674 Counseling International Workers 3  
This course will address personal and organizational issues often encountered by those in cross cultural work outside the U.S. such as: personnel selection and screening, family issues, marriage and singleness, team relationships, stress, burnout, crisis and trauma. Understanding the impact of crises, disasters, and other trauma-causing events on people living internationally will also be addressed.

CS 676 Counseling Field Experience 3 - 6  
This course will be taught based on faculty availability and experience, and may only be taken with Instructor approval. Students will have the opportunity to travel and work alongside faculty in a setting outside the U.S. to assist faculty in the delivery of mental health services in a cross-cultural context, and to gain a first hand understanding of the unique needs of living and working in another culture. \* Prerequisites: CS 674 or 675 or 690.

CS 677 Advanced Marriage and Family 3  
This course will focus on further development of the skills and theories learned in CS 618. The course will also identify and address some of the more difficult and complex situations sometimes encountered in marital and family therapy, including abuse and child custody disputes. This course has an additional course fee that may be applied in the syllabus. \* Prerequisite: CS 605, 618

CS 670 Counseling Children and Adolescents 3  
Students will learn the most common diagnostic issues with children and Adolescents and the theories and techniques most often used in counseling with these age groups.

CS 678 Forgiveness and Reconciliation 3  
TBD

CS 679 Counseling Business Practices 2  
A review counseling business practices, counseling ethics related to business practices, skills needed to organize and plan important elements, self-care, marketing and public awareness, and biblically based leadership skills relevant to establishing and operating a professional counseling related business.

- CS 663 Mindfulness & Relaxation Techniques 2  
 This course teaches students about the practice of cultivating non-judgmental awareness in day-to-day life. Students will learn the application of mindfulness techniques for personal and clinical applications. This course teaches participants life-long tools to help maximize life, even in the midst of stress, pain and illness. The practice consists of paying close attention to the mind and body and recognizing any underlying habitual patterns of separation, isolation and lack of self-esteem which may manifest itself in physical sensations, emotions and thoughts. Additionally, participants learn the skills to cultivate deeper levels of insight and compassion and to take more responsibility for their health and well being. This course gives participants the skills to become more active in the management of their own health which, in itself, may help to reduce physical and mental stress as a contributing factor in disease.
- CS 661 Criminal Behavior & the Court System 1  
 This course focuses upon the relationship between the legal system and the counseling profession; more specifically the mental health system, mental illness, and criminal conduct, with a more specific historical and procedural examination of the practice of counseling in the judicial forum. Substantive issues related to ethics and the law, risk assessment screening, psychological principles applied to law enforcement and correctional functions, and standards of providing legal testimony will be discussed.
- CS 665 Psychopharmacology 1  
 An introduction to medication commonly utilized in mental health and hospital practice settings. The student will learn to identify when referral for medication is appropriate, the potential impact and side-effects of medication, best practices for developing a collaborative relationship with prescribing physicians, and future directions in medication management.
- CS 667 Eating Disorders 1  
 This course will review Eating Disorders their etiology, ramifications and treatment. Students will learn to identify Eating Disorder behavior and attitudes, and treatment options. There will be a discussion on the prevalence of Eating Disorders through out history and the current trends in Western and non-Westernized societies. Different theoretical approaches to Eating Disorder etiology and treatment will also be discussed. There will be a review of how media influences these trends; difference between male and female Eating Disorders; specific ages or developmental stages at risk; morbidity and mortality; physical ramifications; and, possible prevention for those at most at risk. Closing the class with reviewing how the most successful treatment facility in the United States approaches Eating Disorder treatment from a Judeo Christian perspective.
- CS 664 Suicide Prevention Education 1  
 The focus of this course is to give students a foundational understanding of suicidal behaviors and interventions in a helping/counseling context. Principles of crisis intervention and suicide prevention will also be addressed. This course is not intended to provide students with all the necessary information and skills to intervene with suicidal clients/people; rather is an introductory overview. Students should seek supervision if placed in situations where they are dealing with suicidal clients/people.
- CS 654 Program Development and Evaluation 2  
 Students will examine the underlying principles of program development, program evaluation, and consulting activities in the counseling field with a significant focus on methodology relevant to the practice of counselor education and supervision and integration. This course will prepare students to assume roles in development of organizations such as mental health facilities, government operated institutions, private agencies, churches, and faith based organizations to critically evaluate outcomes related to programmatic interventions. Students will learn foundational knowledge regarding program evaluation, program development, and consulting in the counseling profession.
- CS 699 Select Seminars 1 - 3  
 A special area of investigation not typically offered in the CMHC program based on student input or special opportunities. Topics are varied and based on specialties of the faculty selected to administer the course.

A special area of investigation is selected with the guidance and supervision of the Department Chair and the instructor who directs the study. Students are expected to collect, analyze and present the findings of their research in a scholarly way. Regular written reports, a complete bibliography, and a critical paper are required. Attendance at regular seminars may also be required. Students may accumulate no more than a total of 6 units of Directed Studies during their program.

## COURSE PROGRESSION 2011-2012 ACADEMIC YEAR ONLY

**Grace University**  
**College of Graduate Studies**  
 Master of Arts in Clinical Mental Health Counseling

### 3 Year Rotation Schedule Fall Start

Year 1			
<u>Fall Semester</u>			
CS 605	Helping Relationships	3	
CS 607	Professional Orientation and Ethics	3	
CS 609	Psychopathology & Diagnosis	3	
	Total	9	
<u>Spring Semester</u>			
CS 608	Counseling Theories		3
CS 644	Social & Cultural Diversity		3
CS 618	Marriage and Family		3
	Elective		3
			Total 12
<u>Summer Semester</u>			
CS 658	Career Development and Appraisal	3	
	Optional Elective	1 - 3	
Year 2			
<u>Fall Semester</u>			
CS 641	Human Growth and Development	3	
CS 622	Research and Program Evaluation	3	
CS 645	Group Counseling	3	
	Elective	3	
	Total	12	
<u>Spring Semester</u>			
CS 690	Practicum		3
CS 604	Integration Issues in Cnslng		3
CS 651	Assessment & Appraisal		3
	Elective		3
			Total 12
<u>Summer Semester</u>			
	Optional Elective	1 - 3	
Year 3			
<u>Fall Semester</u>			
CS 691	Internship 1	3	
CS 626	Counseling, Prevent., & Intervention	3	
TS 502	Intro to Theological Studies	2	
	Total	8	
<u>Spring Semester</u>			
CS 692	Internship 2		3
CS 612	Addictions Counseling		3
BS 503	Hermeneutics		2
	Total		8

**Grace University**  
**College of Graduate Studies**  
 Master of Arts in Clinical Mental Health Counseling  
**3 Year Rotation Schedule Spring Start**

<b>Year 1</b>			
<u>Spring Semester</u>			
	CS 605	Helping Relationships	3
	CS 604	Integration Issues in Counseling	3
	CS 618	Marriage and Family	3
		Total	9
<u>Summer Semester</u>			
CS 658	Career Development and Appraisal	3	
	Total	3	
<b>Year 2</b>			
<u>Fall Semester</u>		<u>Spring Semester</u>	
CS 607	Professional Orientation and Ethics	3	CS 612 Addictions 3
CS 622	Research and Program Evaluation	3	CS 644 Social & Cultural Diversity 3
CS	Elective	3	CS 608 Counseling Theories 3
	Total	9	CS Elective 3
			Total 12
<u>Summer Semester</u>			
CS	Elective	1 - 3	
	Total	3	
<b>Year 3</b>			
<u>Fall Semester</u>		<u>Spring Semester</u>	
CS 641	Human Growth and Development	3	CS 690 Practicum 3
CS 626	Counseling, Prevent., & Intervention	3	CS 651 Assessment & Appraisal 3
CS	Elective	3	BS 503 Hermeneutics 2
CS 609	Psychopathology & Diagnosis	3	
	Total	12	Total 8
<u>Summer Semester</u>			
CS 691	Internship 1	3	
CS	Elective	1	
<b>Year 4</b>			
<u>Fall Semester</u>			
CS 692	Internship 2	3	
CS 645	Group Counseling	3	
TS 502	Intro to Theological Studies	2	
	Total	8	

## PROGRAM FORMAT

The CMHC is offered in a traditional and hybrid mixed format. Courses may have e-learning components as noted in the course syllabus. The University uses Its Learning as its e-learning platform.

## INTEGRATION OF FAITH AND LEARNING

The M.A. in CMHC at Grace University trains students to be both competent counseling professionals and reflective, ethical Christian professionals. Although students are not required to embrace a particular style of worship, students should be aware that the CMHC is based on a broad commitment to the JudeoChristian faith tradition. Many of the graduates work in practice contexts where clients of similar faith traditions deliberately seek them out. Consequently, the CMHC is designed to provide students with specialized expertise in working with Christian clients in an ethical manner. This does not mean that the values or faith tradition of Christianity are imposed upon clients. Students are trained to respond ethically to client diversity in a variety of forms, including varying client religiousness. Yet a primary goal of the training program is to facilitate ‘worldview integrity’ in its Christian counseling trainees. This is accomplished by the inclusion of integration objectives in each course. Additionally, CMHC students can select additional electives beyond the 64 Credit Hour requirement that includes instruction in Theology and Biblical studies from the Christian Ministries Degree.

## DEGREE REQUIREMENTS

### PROGRAM BENCHMARKS

There are several courses in the counseling curriculum with benchmark assignments or benchmark projects. Benchmarks are implemented to assess a student’s knowledge and skills in specific areas. Students must pass all benchmarks in order to receive a degree. The syllabi for benchmark courses will list specific requirements. Failure to pass a benchmark will result in failure and cause the student to need to repeat the course regardless of grade average. Failure of benchmark assignments or projects for a second time may result in dismissal from the program.

#### **Benchmark #1 Basic Attending Skills**

**Course: CS 605 – Helping Relationships**

Knowledge Base: Attending and facilitation skills.

Procedure: Evaluation of videotape using a competency based checklist.

Remediation: One makeup tape allowed. If unsatisfactory, both tapes will be viewed by additional faculty members. If this makeup tape is unsatisfactory, student receives F (Failing) grade for Helping Relationships and must repeat the course. Remediation will not count towards the class grade and will only assist in passing the required Benchmark.

#### **Benchmark #2 Ethical Case Presentation**

**Course: CS 607 – Professional Orientation and Ethics**

Knowledge Base: Dynamic understanding and assessment of presenting ethical case, ability to utilize Ethical Case Model, use of ACA Code of Ethics: ability to respond appropriately to questions and answers from peer groups and professor regarding development and resolution of ethical case.

Procedure: Evaluation of a student made ethical case, presentation of the ethical case, and discussion of the results and ethical thinking process.

Remediation: One remake presentation allowed. If unsatisfactory, the original and reformulated cases will be reviewed by additional faculty members. If this makeup tape is unsatisfactory, student receives an F (Failing) grade for Professional Orientation and Ethics and must repeat the course. Remediation will not count towards the class grade and will only assist in passing the required Benchmark.

#### **Benchmark #3: Psychopathology Diagnostic Skills**

**Course: CS 609 – Psychopathology & Diagnosis**

Knowledge Base: DSM IV-TR and abnormal psychology.

Procedure: Administration of a video examination in which student responds to case study data and formulates diagnostic information.

Remediation: One readministration. If failed, student must take a one credit remedial course, which may be taken concurrently with CS 690 Practicum provided a passing grade was earned for CS 609 Psychopathology & Diagnosis. If the one credit remedial course is failed, student must repeat CS 609 Psychopathology & Diagnosis.

#### **Behchmark #4 Clinical Treatment Planning**

Course: **CS 608 Counseling Theories**

Knowledge Base: DSM IVTR, abnormal psychology, treatment strategies, dynamic understanding and assessment of presenting problem, ability to determine goals and treatment plan, diagnosis, and remediation. Use of Theoretical Model informed change techniques, case conceptualization and presentations, treatment team concept, ability to respond appropriately to affect, awareness of transference and countertransference issues, and ability to confront challenges using appropriate skills. An awareness of boundaries and professional ethics.

Procedure: Evaluation of video or audio or written or combination of media format case study with presentation in an approved format. Students will orally present their treatment plan with corresponding central features.

Remediation: One remake allowed to course faculty. If unsatisfactory, case will be presented to additional faculty members. If this makeup is unsatisfactory the student receives an F (Failing) grade for Counseling Theories and must repeat the course.

#### **Behchmark #5 Integration**

Course: **CS 605 Helping Relationships & CS 690 Practicum**

Knowledge Base: DSM IVTR, abnormal psychology, and Bible.

Procedure: Evaluation of a series on integration positional papers.

Remediation: Student will correct positional paper until satisfactory.

#### **Benchmark #6 Case Conceptualization**

Course: **CS 691 Internship I**

Knowledge Base: DSM IVTR, abnormal psychology, treatment strategies, dynamic understanding and assessment of presenting problem, ability to determine goals and treatment plan, diagnosis, and remediation. Use of Theoretical Model informed change techniques, case conceptualization and presentations, treatment team concept, ability to respond appropriately to affect, awareness of transference and countertransference issues, and ability to confront challenges using appropriate skills. An awareness of boundaries and professional ethics.

Procedure: Evaluation of a case presentation in the approved format. Student will write up a current case study of a current client system, develop a case conceptualization of the system, a treatment plan, differential diagnosis, and treatment recommendations. Students will present their case study with corresponding central features in writing for a blind evaluation by program faculty.

Remediation: One remake allowed to program faculty. If unsatisfactory student, with their advisor, will develop a plan of action for addressing deficiencies for approval by the program faculty.

#### **Benchmark #7 Case Conceptualization**

Course: **CS 692 Internship II**

Knowledge Base: DSM IVTR, abnormal psychology, treatment strategies, dynamic understanding and assessment of presenting problem, ability to determine goals and treatment plan, diagnosis, and remediation. Use of Theoretical Model informed change techniques, case conceptualization and presentations, treatment team concept, ability to respond appropriately to affect, awareness of transference and countertransference issues, and ability to confront challenges using appropriate skills. An awareness of boundaries and professional ethics.

Procedure: Evaluation of a case presentation in the approved format. Student will write up a current case study of a current client system, develop a case conceptualization of the system, a treatment plan, differential diagnosis, theory of integration, and treatment recommendations. Students will present their case study with corresponding central features in writing for a blind evaluation by program faculty.

Remediation: One remake allowed to program faculty. If unsatisfactory student, with their advisor, will develop a plan of action for addressing deficiencies for approval by the program faculty.

## COURSE OFFERINGS BY SEMESTER

Course Offerings by Semester can be found on the Grace University Website:

[http://www.graceuniversity.edu/academics/registrars\\_office.shtml](http://www.graceuniversity.edu/academics/registrars_office.shtml)

## CMHC EXIT EXAM

All CMHC students will be required to take, prior to graduation, the Counselor Preparation Comprehensive Examination (CPCE). The cost for this exam is \$45.00. The cost of the first administration is covered by the department. It is administered spring and fall semesters, and can be taken at any point in the program once a student has completed 30 hours of coursework. All students will be required to pass this official Exit Exam before graduation. The cut off score is determined by national statistics and will be determined each semester. Those who fail to meet the cut off score will need to retest at their own expense. If a student fails the exam twice, they will work with their Advisor to establish a remediation plan. A typical remediation plan would require students to retake the course sections with low grades. A student's degree will not be cleared until a satisfactory remediation plan is completed and a passing score is obtained. This exit exam is beneficial in the following ways:

- assesses your knowledge of counseling information received while here at Grace University;
- gives you comparative strength/weakness feedback;
- helps faculty in adapting and developing curricula;
- comparison of our program's results to national data;
- preparation for licensure/NCC exam.

The exam covers the eight CACREP (Council for Accreditation of Counseling and Related Education Programs) common core areas as defined by their "Standards for Preparation: human growth; social and cultural foundations; helping relationships; group work; career and lifestyle development; appraisal; research and program evaluation; and professional orientation and ethics".

The CMHCP recommends students prepare for the exam. There are a number of study aids available for the CPCE; however, the CMHC faculty and staff do not recommend any specific study material or methods of study.

## PERSONAL THERAPY AND/OR CONSULTATION

Beginning in the 2012-2013 year students in the CMHCP are required to receive a minimum of four (4) individual counseling sessions to explore and facilitate their readiness to function effectively in a counseling role prior to taking CS 690 Practicum. The four required sessions are part of the educational experience and may be provided by any therapist of the student's choice; however, students may request a list of preferred providers. Students will have to pay out of pocket for the counseling sessions. Students are not permitted to complete their required sessions in less than 30 days and are not allowed to participate in more than one session in any given week. This requirement has a twofold purpose: 1) it allows the student to personally experience the professional therapeutic process so that it can become a significant learning experience in professional development, and 2) allows the student to examine personal issues which ultimately may hinder professional effectiveness.

## PERSONAL GROWTH GROUP

According to the Council for Accreditation of Counseling and Related Educational Programs (CACREP) standards, "over the course of one academic term, students must meet for a minimum of 10 clock hours in a small group activity approved by the program. This planned group requirement is intended to provide direct experiences as a participant in a small group" (Section II, E). The experiential learning presents an opportunity for personal growth through a directed group experience as well as developing the ability to integrate concepts learned in CS 645 Group Counseling. Student participation can occur within the CS 645 Group Counseling class as an experience by a therapist provided by the CMHCP. Students wishing to opt out of the Group Counseling experience in CS 645 must complete their experiential requirement in another

community group. If a student chooses to participate in a group experience outside of the classroom, sessions must run in succession until the minimum requirement of 10 clock hours is met and the hours must be accumulated from the same group. Due to the potential for dual relationship issues, a student's Practicum/Internship or Employment site is not viewed as an appropriate source for the group experience. Participation in the group experience must be at the peer level and not where the student functions as the facilitator. Those students opting to complete the small group requirement in the community are responsible for locating, securing placement in, and funding such groups. Bible studies or church fellowship groups are not considered approved groups for this requirement. Finally, students electing to participate in outside groups must submit the Small Group Experience Verification Form (Appendix B) and gain approval for the group prior to the second week of CS 645 Group Counseling from the course faculty and their advisor.

## PRACTICUM & INTERNSHIP

(Please note: the PRACTICUM & INTERNSHIP Section will be updated in Spring 2012)

### PROCESS FOR BEGINNING A PRACTICUM OR INTERNSHIP

The Clinical Director organizes the Practicum and Internship process for counseling students. The Clinical Director reviews and develops relationship with Practicum and Internship sites, keeps current information about sites, and assists with Practicum and Internship placements as needed. All students must attend a MANDATORY orientation meeting prior to beginning both the Practicum and Internship process. More information will be given regarding these meetings during the semester. All Practicum and Internship paperwork must be completed before the Clinical Director will allow students to call to arrange Internship site interviews. Students must follow a stringent process to be approved for Internship Candidacy, at which point they will be approved to look for an Internship Site. This process will be explained in detail at the mandatory internship orientation meeting held twice a year. Once a student has secured a placement, he or she must send a signed contract to the Clinical Director, who will then approve the student, allowing him or her to register for Practicum/Internship.

### CRIMINAL BACKGROUND CHECKS FOR FIELD EXPERIENCES

The CMHCP requires a Background Check for all students. This is a requirement for students to enroll in Practicum or Internship courses, and a student chooses to not participate, he or she will not be allowed to enroll in these courses. This background check will be conducted for you by a company (**HireRight**) with which Grace University has contracted to provide this service. In order for us to conduct this check, you will need to sign a release form, which is provided in the Practicum & Internship Handbook. Foreign students will be handled on a case by case basis and in these cases students must contact the CMHC Clinical Director. If there are areas of concern on your background check, a meeting will be set up with your Advisor and the Program Chair to discuss those concerns. Any needed response plan will be developed on an individual basis. If the student is not satisfied with the response plan, the student may appeal the decision in accordance with the procedure for Disputing Grades. Areas of concern shall include but not limited to: felony convictions, especially those involving harm to others, theft or fraud convictions, patterns of misdemeanors other than moving traffic violations. All criminal background records will be retained by the CMHCP in confidential files. All such records will be destroyed after ten years, unless their retention is required by accreditation agencies or by law. Only the student, the, the Academic Dean, and Full-Time CMHC faculty will have the right to examine the contents of these confidential files, unless their disclosure is necessitated in the context of an appeal, their release is ordered by a court or other legal authority, or their release is otherwise authorized by the student.

### PRACTICUM

Upon completion of Core 1 and registration for Practicum, students will begin working at the Grace University Counseling Center in addition to their ongoing skills training in the classroom. This site will provide an opportunity for both observation of mental health activities and participation in activities which are consistent with the level of training the student has. The student will work the Clinical Director or Faculty Supervisor in the development of the training experience. Students are required to complete a

minimum of 100 clock hours for Practicum. The 100 hours should be spread out over the majority of the semester. This includes 40 clock hours of direct service with clients, with a preferred combination of both individual and group experience. Students should spend a minimum of 4-6 hours on the site each week. Students will conduct one (1) off campus site client session taping during the semester for in class review/feedback. The focus will be on the student counselor. Be sure to obtain the client's consent. Students may count add 1.5 hours of each Practicum class they attend as "Group Faculty Supervision" to be included as indirect hours. The one hour of triadic faculty supervision each week should be counted as "Individual Faculty Supervision" and also be included as indirect hours. More specific information on counting hours and definitions of hours can be found in the Practicum Handbook. In the event that a student fails Practicum, the faculty will decide on a case-by-case basis if credit for the experience will be granted and/or if additional practicum hours must be obtained.

The Practicum & Internship Handbook and all required forms are available online at Its Learning in the CMHC Program Site. Students should pay particular attention to the section in the Practicum Handbook titled "Disciplinary and Professional Conduct Policy." Because each student's behavior is a reflection of the honor of our Lord and representative of Grace University, exemplary conduct and professionalism are anticipated. Appropriate dress and professional behavior are expected on the site. In accordance with national accreditation guidelines, regularly scheduled self assessments and reviews of the Practicum student by faculty and site supervisors are conducted throughout the semester. Practicum students will be expected to observe the guidelines, procedures, and schedules appropriate to the field site. When the Practicum student is assigned to a field site, he or she will agree to comply with the expectations of the site supervisor and the agency or school's standards. If difficulties occur for the student regarding the meeting of site expectations, the student has the responsibility to discuss problems with both the faculty and site supervisor. Conflicts between the practicum student and the field site supervisor/personnel should be handled by the site supervisor and student with applicable discussion or advice from the faculty supervisor. If the conflict requires further intervention, the faculty supervisor will be a facilitator with a goal of reaching an appropriate resolution. If for disciplinary measures or some other justifiable reason, a student is removed from his or her Practicum assignment, the student will forfeit this practicum experience for the remainder of the semester, and the use of the University's disciplinary procedure will determine the outcome and procedure for that student.

## INTERNSHIP

All CMHC students all must complete an Internship as part of their program requirements. An Internship is an experience wherein a student works in a counseling setting under the supervision of a professional in a work role similar to that which the student aspires. An Internship is an opportunity to assess one's skills and knowledge and face the challenge of professional situations outside the university setting. The Internship program has been developed to closely meet national certification guidelines (Council for Accreditation of Counseling and Related Educational Programs) and these criteria are both specific and stringent. An Internship is generally completed in a student's third year of study. There are a number of prerequisites that are listed below, that must be successfully completed prior to beginning Internship. The program requires students to complete a supervised Internship of 600 clock hours, including a minimum of 280 clock hours of direct service to clients, to be spread over the majority of the semester. The guidelines for beginning this experience are very specific and must be adhered to in all respects. If a student fails to adhere to the internship guidelines, credit for the experience may be denied. Internship students are required to sign an acknowledgment form indicating that they have read, understood, and agrees to abide by the policies and procedures in the Internship Handbook.

Counseling students should be aware of the following:

1. Core 1 courses must be passed with a grade of "C+", before beginning Practicum. These courses are:  
CS 605 – Helping Relationships  
CS 608 – Counseling Theories  
CS 607 – Professional Orientation and Ethics  
CS 609 – Psychopathology & Diagnosis

CS 604 – Integration Issues in Counseling \*

\* Integration Issues in Counseling may be taken Concurrently with Practicum

2. Summer Internship hours will be completed over a 12 week period. This depends upon availability of supervision.

#### FINANCIAL AID NOTE:

\*\*\*Please be advised that completing all coursework prior to internship will affect federal financial aid status. Federal regulations state that at least 6 credits must be taken per semester to receive halftime status. Please consult with Central Financial Aid with questions regarding student loans.

#### LICENSURE HOURS CRITERIA

Due to varying state laws, students must verify that the hours completed will meet licensure requirements in the state of their choice. Faculty will be glad to assist students; however, students must have completed the research prior to scheduling a review meeting with faculty.

#### USING PREVIOUS OR CURRENT EMPLOYMENT FOR INTERNSHIP

A Student Internship shall be a new and educationally rewarding experience rather than a repeat of previous or current work experience. This generally means that a student's current employment duties at his or her work site will not qualify as an internship. If a student requests that their work site be used for the purpose of Internship, the following must be submitted by the site in a letter addressed to the Clinical Director:

1. How the work the intern is doing fulfills the requirements of the Internship,
2. A written job description of the Internship activities, duties, and hours
3. Direct contact time undertaken by the intern to fulfill onsite Internship requirements,
4. A statement regarding the avoidance of any dual relationships at the site,
5. A statement stating that the site understands that they are not required to pay the Intern for at least the required 600 hours since the Internship experience is a graduation requirement, and
6. A statement stating who the employment supervisor is and who the clinical supervisor is (and that they are different).

The letter needs to be from the site on site letterhead (NOT from the student) and should be addressed to the Clinical Director. The letter and this Petition must be approved before beginning the Internship. The Clinical Director makes the decision as to the appropriateness of the request and as such their decision is final.

#### CS 693 INTERNSHIP CONTINUATION

If a student does not complete Internship hours in a timely manner or needs additional time to obtain skills, they must register for CS 693, Internship Continuation. This is a 3 Credit Hour course to be taken in addition to the 64 credit hours. More specific information is found in the Internship Handbook.

#### PROFESSIONAL ORGANIZATIONS

Students are encouraged to join the American Counseling Association and/or the American Association of Christian Counselors. Furthermore, students are encouraged to become actively involved in professional organizations early in their training. Student membership in these organizations often acts as a catalyst for professional development in the field of counseling. Membership provides students with cutting edge information on relevant professional trends, access to funding support for research activities, and peer/professional networking opportunities. In addition to becoming general members, students can benefit from active participation in the divisions related to their areas of interest. All students are encouraged to join and become active members in the Nebraska Counseling Association. Students are encouraged to participate in local, state and national organizations to enhance their academic and professional experience.

The following are links to a few of the professional organizations.

American Counseling Association (ACA) <http://www.counseling.org/>

American Association of Christian Counselors (AACC) <http://www.aacc.net/>

Nebraska Counseling Association (NCA) <http://nca.promotedignity.org/>

## PROGRAM POLICIES

### COMPUTER REQUIREMENTS

Courses that are part of the CMHC program are delivered in part through computer mediated learning. Computer literacy is required of all students. Computer technology and skills beyond word processing will be required in the areas of hardware, software, and peripheral installations. Students should be able to: create and save documents in formats compatible with the current Grace University standard; must be able to download the software packages necessary; and should plan to use word processing, spreadsheets, and presentation software in their academic coursework. This is essential for successfully completing computer mediated courses or programs. Also required are: an Internet browser, email application with the capability to transfer files, and an Internet service provider. It is imperative that all students have access to a computer system that meets Grace University's minimum requirements. Grace University will not teach or train students in basic computer use. The technology requirements and standards for Grace University are found on the IT website. For further information contact the PC Helpdesk at 402-449-2904 or by e-mail at [pchelp@graceu.edu](mailto:pchelp@graceu.edu), or visit the office in the ISC. Students should maintain up to date hardware and software in order to participate in the program.

### DISENROLLMENT

A student's enrollment may be terminated for any of the following reasons. Disenrollment may be appealed by following the University due process procedure.

1. Academic
  - a. For failure to perform satisfactorily at the graduate level and/or make satisfactory progress toward the degree. Examples of unsatisfactory performance include, but are not limited to, the following: failure to maintain an overall C or better grade point average, inability to complete academic courses within reasonable time frames, obtaining multiple unsatisfactory standing evaluations during the annual review, and/or failure to meet Benchmarks.
  - b. For failure to register for one term without authorized leave of absence and payment of the Leave of Absence fee.
  - c. For failure to graduate within the maximum time limit allowed by the graduate school (5 years). The student may petition to have this requirement waived for an appropriate cause.
2. Unprofessional Personal Conduct:
  - a. For failure to behave consistently with the spirit of a servant leader, codes of ethics of our profession, and the rules, regulations, and code of conduct of Grace University.
  - b. For failure to uphold principles of academic honesty and integrity.
  - c. For failure to demonstrate suitability for clinical practice as defined by professional standards of practice.
3. Financial: For failure to meet tuition and financial obligations to Grace University.

### HIERARCHY OF POLICIES

Where there is a disagreement between policies written or spoken the following will be the accepted hierarchy of the CMHCP.

- University Policies and Procedures
- CMHCP Policies and Procedures
- Course Syllabus
- CMHCP Catalog
- CMHCP Handbook

### EMOTICONS AND ABBREVIATIONS

The use of emoticons or abbreviations is not accepted on discussion board postings or other written academic work and credit will not be given for such submissions. A student's writing style should be consistent with that found in graduate level counseling work. Graduate level writing exhibits good organization, appropriate spelling and grammar, and a scholarly quality. At times, a student may struggle

to meet these requirements. When the faculty notes such problems, the student's advisor in conjunction with the student and the CMHC Program Director will work to develop an individualized plan of remediation. Sometimes this will include a writing skills workshop. Detailed examples of correct and incorrect postings are available on the APA website here: <http://www.apastyle.org/manual/index.aspx>

## PROFESSIONAL DEVELOPMENT

The Professional Development Form (PDF) (Appendix C) is designed to be used as tools to help document a student's personal and professional progress in a number of different areas. It can be used to address either unsatisfactory progress during a class (including areas such as general professional knowledge, application skills, integration, workmanship, self-control, relationships, and communication) or issues that are related to concerns, attitudes, and behaviors both inside and outside of the classroom but still within the context of the Program. If during the semester, an Instructor notes that a student is not progressing satisfactorily in any of the designated areas, the Instructor will fill out a PDF and meet with the student to discuss the situation. If the situation does not improve, the Instructor will arrange a meeting with the student and professor to discuss specific needs for improvement. The student's course grade may be adjusted to reflect the absence of professional development during the semester. It is important to note that the purpose of the PDF is not intended to be punitive in nature but constructive, proactive, restorative where appropriate, and with the student's best interests in mind. As indicated on the PDF, evaluations reflect a student's overall progress in comparison to where they ought to be, based on what is expected for a student at any given point in the program. The process for assisting the student regarding remediation of professional concerns usually takes the form of a written contract specifying behavioral expectations, assistance to be provided, and specific timelines.

## PSYCHOLOGY PREREQUISITE SUGGESTIONS

Each entering counseling student should have: a) have an undergraduate degree in psychology or a behavioral science, or b) have taken three psychology classes (which include a general psychology course) with a grade of B or better within the past five years. An approved correspondence course would also be accepted. Students should see their Advisor if they have further questions regarding these suggestions.

## RETENTION CRITERIA AND PROCEDURES

The CMHCP is committed to helping students achieve their desired goals but also recognizes that students arrive in the program with varied levels of skill and ability. Achievement of the skills and personal and professional growth needed to complete the program is not always acquired at the pace of the ideal course progression. In some cases, students may need extra time and practice. The evaluation criteria and procedures noted above are designed to help faculty and students identify those areas needing extra attention. If a student's chief deficits are academic, they are required to meet with their Advisor to work on a plan. Typical plans may include cutting back on course work or outside activities, repetition of courses, and/or taking special workshops (e.g., a writing workshop). Another area where students sometimes need extra help or time is in the demonstration of clinical skills. There are several ways the CMHCP seeks to help students with this. Instructors for the Helping Relationships and Practicum courses try to identify as early as possible, those students who are not making satisfactory progress, so that they may request additional mentoring of clinical skills. This is usually accomplished by scheduling one-on-one sessions with faculty advisors or other "mentor students" who work with the student to resolve deficiencies. Students who have not achieved the required level of skills by the end of the semester are given an opportunity to repeat the Helping Relationships or Practicum courses. Sometimes, the inability to demonstrate the required level of clinical skills is related to personal growth issues in the student's life that need attention before the student can demonstrate their ability to assist others. In such cases, students are strongly encouraged to pursue personal counseling or similar growth enhancing experiences. Students who cannot pass the Helping Relationships or Practicum after the second time must meet with their Advisor to reevaluate their pursuit of a career in the counseling field. NOTE: Passing Practicum is a prerequisite to proceed to Internship and to complete the degree program. The continued pursuit of academic courses without the ability to demonstrate the requisite clinical skills does not guarantee graduation from the program. Students who have received a Professional Development Forms (PDF) indicating areas needing

attention are encouraged to meet with their Advisor if they are having trouble responding to any written requirements. If plans for addressing professional development cannot be worked out with the Instructor, it is required that the student's Advisor be notified so that additional steps may be taken to help resolve these issues if possible. If the Advisor is unable to help resolve the issue satisfactorily, the student may take their case to the Program Chair. If the issue cannot be resolved at that level, the next step is to appeal to the Academic Dean.

### **SATISFACTORY PROGRESS**

Progress in the Program requires a combination of satisfactory academic achievement, demonstration of adequate clinical skills, professional and personal development appropriate to the profession of counseling, and ability to conceptualize the integration of counseling principles and Scripture. Students are evaluated in these areas throughout their time in the Program informally and formally. Academically, students must maintain a minimum cumulative GPA of 3.0. All courses must be passed with a "C" or better. At the end of each semester, students who have not maintained a 3.0 GPA are placed on academic probation. Two sequential semesters of a substandard GPA makes the student subject to dismissal from the program. Students are notified in writing when placed on academic probation and must meet with their Advisor to formulate a plan to address the academic deficiency. Assessment of clinical skills occurs primarily in the "Hallmark" courses. These courses provide a programmed, systematic opportunity to assess the development of a student's professional skills. Students who do not pass the Hallmark must develop a plan of remediation with the professor and/or their Advisor to address deficits. Satisfactory progress in the program also involves professional and personal development appropriate to the field of counseling. The means of assessing this is the Professional Development Form.

### **ACADEMIC FORMS**

All academic forms are available online at the following Websites:  
<http://www.graceuniversity.edu/>

### **CAREER ADVISING**

The student's academic advisor performs the following career services: critique resume and cover letter, job search guidance, and professional development assistance. Contact the academic advisor for assistance.

### **CERTIFICATION AND LICENSURE REQUIREMENTS**

Certification and licensure requirements differ considerably among states. It is the students' responsibility to become familiar with the requirements in appropriate states and adjust their degree programs accordingly. The Program Chair will assist with interpreting state regulations, but the student is ultimately responsible for obtaining the most recent licensure information and verifying state regulations with the appropriate state agency. Students who know where they will be working after graduation are encouraged to obtain guidelines early in their program, so that their Advisors may help them meet those requirements. Students are also advised to keep all of their course syllabi, as they may be needed in the licensure application process.

### **NEBRASKA LICENSURE INFORMATION**

The 64hour CMHCP meets all the academic core area requirements for endorsement as a Licensed Mental Health Practitioner (LMHP) in Nebraska. For additional information connect to their Website:  
<http://www.hhs.state.ne.us/crl/mhcs/mental/LMHPrequire.htm>

### **CLASS ATTENDANCE AND PARTICIPATION**

Class attendance and participation is essential for satisfactory academic achievement. Students are responsible for knowing and meeting all course requirements including tests, assignments, and class participation. Regular attendance and participation in classes all is expected and required for graduate level students. Faculty members will evaluate their students' record of attendance. Habitual and unexcused absences may result in a lowered final grade for the course. Some CMHC courses may meet online in a regularly scheduled, real-time (synchronous) class time during which students will be expected to be

present and active during a specified time period, while other courses will not require students to be online at the same time (asynchronous). Despite the online format of such courses, the expectation persists that active and regular student presence in course activities is essential for satisfactory academic achievement. Students are responsible for knowing and meeting all course requirements including tests, assignments, and class participation. Generally a student who misses more than 2 class participation activities (e.g., class meeting, Discussion Board dialogue weeks [for on-line weeks], weekly Group Supervision) may receive a failing grade. Students should read all class syllabi very closely regarding course requirements. Faculty members may evaluate their students' records of active and regular presence in course activities in determining a final grade.

## COMMENCEMENT

Students will only be approved to walk in commencement if all coursework is satisfactorily completed or will be completed within one semester of commencement exercises. The University allows students to participate in commencement with up to 4 Credit Hours remaining to be taken in the Summer or Fall semester following graduation. Students are strongly encouraged to have all coursework completed to walk in commencement. Walking in the commencement ceremony does not reflect completion of a degree and does not guarantee conferral of a degree. Students requesting permission to participate in the commencement ceremony who have not completed all graduation requirements but who are eligible to walk under the above criteria must:

1. Submit an Academic Petition to the Academic Dean
2. Register and pay for coursework during summer/fall registration.
3. Complete CMHC Graduation Forms (available from the Program Chair)

## COURSE LOAD

It is generally accepted that 2-3 hours of outside study are necessary for each hour a student spends in class. Students should consult with their Advisor concerning the number of credit hours for which to register each semester. Consideration should be given to employment schedules, practicum and internship requirements, and personal commitments. It is generally accepted that students not take more than 12 academic credits each semester.

## GRADING POLICY

A student's academic standing is computed by the numerical value assigned to each course grade, such as 4.00 for an "A". The total grade points earned, divided by the number of credit hours taken, gives the grade point average. Graduation requirements are determined on this basis. The general grading policy for each course is that any grade below a C is considered not satisfactory for graduate level work. Receiving a grade lower than C will result in the student retaking the course. Certain courses (e.g. Core 1 courses) require a C+ or better and the successful passing of the Benchmark or the course will have to be repeated. Individual course instructors reserve the right to require a higher standard for grading based on course material as described in the course syllabus. A student can have an A average and 'fail' the course by not passing the Benchmark. Unless the grade point average is lower, students who fail a Benchmark for a class will be given a grade of F. A student may repeat any course once in an attempt to improve a grade. While both grades will appear on the student's transcript, only the better grade will be used in computing the grade point average. Each repeated course will be counted only once in calculating credit hours required for graduation. A failed classroom course may not be repeated for a grade through independent study or other means. The grading scale is as follows:

## ACADEMIC GRADING SCALE

Letter Grade		Points Range	Quality Points
A	- Excellent	97-100	4.00
A-		94-96	3.67
B+	- Good	92-93	3.33
B		90-91	3.00
B-	- Marginal	87-89	2.67
C+		84-86	2.33
C	- Needs Improvement	81-83	2.00
F	- Failure	80 and Below	0.00
I	- Incomplete		
W	- Withdraw		

## INCOMPLETE GRADES

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

## FINAL GRADES

All final grades are available for student viewing on IQ Web (Planned switch to Solutions starting Spring 2012) as soon as they are posted. Grades are typically posted 10-14 days after the final scheduled meeting for that course. Grades are considered final two weeks after they have been posted by the instructor. Any changes after that date require special permission from the respective Department Chair through the Disputed Grade Policy.

## DISPUTED GRADE POLICY

If a student believes a grade has been incorrectly placed on their record or disputes the validity of a grade, the student should first address the issue with the instructor of the course. If there is no resolution at this point, the student should complete a "Disputed Grade Form" available in Appendix D and file with the Program Chair. The final level of resolution will be at the determination of the Graduate Council, whose decision will be final. Students wishing to dispute a grade must fully complete the "Disputed Grade Form" within the specified timeframe or the Graduate Council will not review the dispute. All requests for grade changes need to be handled within 30 days of the end of the semester.

## DROPPING COURSES

A student may drop a course prior to the first day of class with no grade recorded. After the first day of class they receives a grade of "W" in any course dropped. Courses may not be dropped after the "Last Day to Drop Courses" posted in the Academic Calendar.

## CREDIT-BEARING WEEKEND SEMINARS

If a student registers for a weekend seminar and fails to drop the class or attend, the student will be charged for the seminar and a withdrawal (W) will be entered on their transcript. If the student registers for a weekend seminar and attends, but does not complete the work they will earn a grade based on their work completed and the course syllabus or CMHC Catalog grading structure.

A student may drop any weekend seminar up to 24 hours before the course begins without a financial or grade penalty. Dropping any class may result in loss of scholarships or in-school deferral of loans. Please contact the Financial Aid office to see how this will affect you.

## HUMAN SUBJECTS REVIEW POLICY

Students participating in research that involves human participants must meet all the policy guidelines as described by the Human Subjects Review Committee. For more information contact the Director of Institutional Research.

## CS 699 DIRECTED STUDY

A Directed Study offers an opportunity for students to enrich their program of study by research, special projects, or readings in an area, which is not scheduled as a course. A Directed Study is an “independent” process with preliminary guidance and final evaluation provided by the sponsoring faculty member. Students should have completed 12 credit hours before requesting to do a Directed Study and must complete a Directed Study Form found in Appendix F. This form requires a detailed explanation of the study and must be signed by the appropriate faculty member, the Program Chairperson, and the Dean. Students should be advised that there is an additional cost for enrolling in a CS 699 Directed Study.

## PROFESSIONAL COMPETENCY

I. Program faculty, training staff, and clinical supervisors have a professional and ethical responsibility to:

1. Evaluate the interpersonal competence and emotional well being of student trainees who are under their supervision, and who provide services to clients and consumers
2. Ensure, insofar as possible, that the students who complete their programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching, etc.) in an effective and appropriate manner
3. Not automatically approve program completion for students with issues or problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large
4. Address and attempt to correct concerns of competency in areas such as (but not limited to):
  - a. Interpersonal and professional competence (e.g., the ways in which a student relates to clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories)
  - b. Self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and potential impact of one's own beliefs and values on clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories)
  - c. Openness to processes of supervision (e.g., the ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning)
  - d. Resolution of problems or issues that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by participating in personal therapy in order to resolve problems or issues)

II. Identified issues in the areas noted above may result in some form of intervention in an effort to take reasonable steps to assist students in addressing and/or correcting the problem. This may include (but is not limited to):

- Documentation of the problem area(s) with a Professional Development Form (PDF)

- Evaluation and academic counseling of the student by faculty members and/or supervisors
- A recommendation for the student to receive professional therapy services
- Requiring the student to “stop out” of the program until the problem area(s) is appropriately and sufficiently addressed

III. Should any student fall into one or more of the categories described in I. above and require intervention as described in II. above:

- Every effort will be made to protect student confidentiality and student records as described in the Student Handbook and in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended.
- No student will be discriminated against due to disability and reasonable accommodation will be made in accordance with Grace University policy as described in the Student Handbook.

IV. The basis for this policy is derived from two primary sources that address matters related to statute, regulation, professional competency and ethical practice standards:

The American Counseling Association (ACA) and more specifically the following:

ACA Code of Ethics

A.2. – Respecting Diversity

A.5. – Personal Needs and values

C.2. – Professional Competency

D.1. – Relationships with Employers and Employees

F.1. – Counselor Educators and Trainers

F.3. – Students and Supervisees

ACA Standards of Practice

SP17 – Boundaries of Competence

SP19 – Impairment of Professionals

SP41 – Limitations of Students and Supervisees

SP43 – Standards for Students and Supervisees

The American Counseling Association Code and Standards can be accessed at:

<http://www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx>

## ADMISSION REQUIREMENTS

Full Admissions: Admissions for all degree seeking students. All persons applying are required to submit an Application for Graduate School Admission and must meet the following requirements: (1) Possess a bachelor’s degree from a regionally or nationally accredited college or university, (2) Possess a cumulative G.P.A of 3.0 [on a 4.0 scale] or better towards the completed bachelor’s degree (exceptions may be granted on an individual basis) \*; (3) Have a cumulative G.P.A of 3.0 [on a 4.0 scale] or better for prior graduate work. (4) Provide three letters of recommendation: pastoral, character (may substitute an academic for character), and academic.

\*Current Grace University undergraduate students may take graduate courses if accepted into the program and with permission of the program chair.

Limited Enrollment: Admissions for students who desire to take select courses. All persons applying are required to submit an Application for Graduate School Admission and must meet the following requirements: (1) Possess a bachelor’s degree from a regionally or nationally accredited college or university (exceptions may be granted on an individual basis) and possess a cumulative G.P.A of 3.0 [on a 4.0 scale] or better. (2) Students on Limited Enrollment are not eligible to receive a degree. (3) Achieving limited enrolment does not indicate a student’s ability to achieve full admissions nor does it indicate that a student would be accepted for full admission.

## STATEMENT OF NONDISCRIMINATION

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

## APPLICATION PROCEDURE

1. Students are admitted to Grace University's Graduate programs throughout the year. Completed applications and all required paperwork should be received by the Admissions Office prior to interviews. Interviews are scheduled monthly on Fridays (see schedule) from 10 A.M. until 3 P.M. Students may request alternate times or phone interviews; however, such accommodations are subject to department approval. Since admission to a program requires several steps, and there are limited slots for any program in any given year. Applicants are encouraged to apply early and have all paperwork in good order before deadline dates. Submitting paperwork to the Admissions Office does not guarantee an interview or admission to a program.
2. To initiate the admission process, an applicant will provide the following information to the Admissions Office:
  - Transcript evidence of all studies subsequent to completion of high school, including (minimally) evidence of an earned bachelor's degree from an accredited institution of instruction. To be "official", all transcripts must be sent directly from granting institutions to Grace University;
  - A completed Graduate Studies Application Packet including fees, forms, and three completed references;
  - A two-part writing sample (guidelines included in application packet) – with Part 2 based upon the program the applicant is seeking to enter, and;
  - Current Graduate Record Examination (GRE). "Current" is defined as having been scored within the last five years.
    - Students with a GPA [undergrad and grad, when applicable] of 3.25 or higher are exempted from the GRE requirement.
    - The GRE may be waved
  - In addition, students applying to the Clinical Mental Health Counseling Program may be required to complete the following:
    - Select personality inventories;
    - Additional classes due to any significant academic gaps that need rectifying.
3. The decision to admit a person into a graduate department is based on several factors:
  - The candidate's demonstrated potential for successful graduate work,
  - Fit to the selected program and profession,
  - Any previous professional training and experience,
  - The anticipated likely success in the chosen field of study and,
  - Religious philosophy and willingness to comply with GU's lifestyle policy.
4. If it is felt that a student would be appropriate for their chosen department, the Graduate Studies Office will initiate contact with the student inviting them to an interview with Graduate School faculty. Interview schedules will reflect the availability of appropriate faculty.
  - Clinical Mental Health Counseling (CMHC) Interviews occur monthly (except August and February) and occur on Fridays from 10 A.M. until 3 P.M.
  - Students may request alternate times or phone interviews; however, such accommodations are subject to department approval.
5. The Graduate Faculty will make the final decision on admissions, and letters informing students of the final disposition of their application will be sent from the Admissions Office.
6. The Letter of Acceptance will include the initial assignment of an academic advisor and will encourage the new student to connect with their advisor regarding registration for their first semester of study.
7. The College of Graduate Studies requests that all accepted applicants confirm their intent to enter into a program within two weeks after they have received an Acceptance Letter.

## PROGRAM CHANGES DISCLAIMER STATEMENT

Programs may choose to add or delete courses and course progressions from time to time; if a student is in a degree program over several years, there may be differences between what is offered and what was in the original University catalog. Grace University reserves the right to:

1. Cancel courses due to low enrollment.
2. Reschedule or relocate courses prior to the beginning of the academic semester.
3. Change any of its policies and procedures at any time.
4. Modify student fees or tuition.

Students will work with their individual Advisors to ensure that they have met all requirements for graduation, under the following stipulations:

1. The original numerical requirement for course credit hours must remain the same as stated in the catalog under which the student entered the program. The program may not add to the credit hour requirement, unless the student is in a remedial situation, clearly documented.
2. In the case of a student stopping out of a program and being readmitted, that student is now under the catalog of year of readmission.
3. Students may, if they choose, and with approval, take more credit hours than required in their catalog.
4. If a student has a required course that is no longer offered, the Advisor will help the student find a substitute course, either at Grace University or through the consortium.
5. Students will be informed when substantial changes are made in policy, procedures, course offerings, or fees.

## CHRISTIAN MINISTRIES ELECTIVE COURSES

Master's level students may take Christian Ministries (CM) elective courses. Students are requested to notify their Advisor and seek approval from the appropriate CM instructor and Department Chair. CM electives do not count towards the required 64 Credit Hour requirement and students would have to pay the standard tuition rate attached to the course.

## SECOND MASTER'S DEGREE REQUIREMENTS

CMHC students who wish to earn a second master's degree at Grace University may do so provided:

- (1) After completion of the first master's degree (CMHC), at least 24 additional semester credits are taken at Grace University;
- (2) All objectives and requirements in the second program are fully met.

## TAKING A LEAVE OF ABSENCE

A Student may request a Leave of Absence if the student is in good standing and cannot continue study due to unusual personal, professional, or academic difficulties. During leave of absence, students are not registered for any courses, directed study, or internship hours. If students decide to take a leave of absence for a period of time of less than one year during their enrollment in any of the counseling programs, they must notify their academic Advisor, complete an Academic Withdraw Form, and pay the required fee. The cost to hold a place in the program is \$100.00 per term. If a student requests and receives a Leave of Absence after the drop/add period of any term, the student will receive a grade of W in all classes in which the student is enrolled. The Academic Withdraw Form must be delivered to the Registrar's office and the student must finalize all financial arrangements with the Business Office and Financial Aid Office. Students who do not pay the Leave of Absence fee will have to reapply to the program. Students cannot start taking classes again without the approval of the Readmission Form. If a student stops taking classes for more than one year, they are required to apply for readmission through the Admissions Department. Students who are readmitted must adhere to the current program requirements which may be different from when they were last enrolled. The Academic Withdraw and Readmission Form is available in Appendix G.

## STUDENT LIABILITY INSURANCE

All students are required to have professional liability insurance at all times while enrolled in the program. The liability limits have been established at a minimum of \$1m/3m. Proof of Insurance must be submitted to the Clinical Director or Program Faculty.

## AUDITING

In some cases students may wish to enroll in a course for informational purposes only. Although auditors are required to attend classes and come under the same general regulations as other students, they are not required to do the assignments or take examinations. No credit is given for courses audited. Since attendance is the basic requirement, when absences exceed three times the number of class sessions, the student forfeits the right to have the class noted on their transcript. No appeals are permitted. All students wishing to audit a course must have the approval of the Program Chair and the permission of the course instructor (in selected classes, auditors are not permitted). The audit fee is nonrefundable.

## TRANSFER OF CREDIT

### TRANSFER CREDIT FOR COURSES COMPLETED BEFORE ENTERING THE CMHCP

The CMHCP may accept as transfer credit a maximum of Twenty-Five Percent (equaling no more than five courses of three credit hours each) of the student's program from applicable courses taken at another accredited institution that have not been used to obtain a previous graduate degree. As a general rule, a student's course of study should not have more than 30 percent of the program as a combination of transfer credits or directed studies. Quarter hour classes taken at other Universities will not be accepted, all transfer courses must be semester hour courses. Any course that is transferred into a student's program of study must have a grade of "B-" or better. Courses that must be taken at Grace University are Practicum and Internship I/II. Counseling Skills may be transferred in on a case-by-case basis if the student demonstrates adequate skills. Students transferring in Helping Relationships from another school may be required to also take the 6 week, 0 credit hour Integration course. In order for a course to be accepted, the student must show a minimum of 75% equivalency with a current Grace University course (in terms of texts utilized, rigor, assignments, etc.). All transfer credit is subject to approval by the Program Chair.

### TRANSFER CREDIT FOR COURSES TAKEN OUTSIDE OF GRACE UNIVERSITY AFTER ADMISSION TO THE CMHCP

It should be understood that the student's first priority aside from God and family is as a student. Permission will not be granted to take courses at another school which are offered at Grace University, on the basis that the course is scheduled at an inconvenient time and conflicts with work, church, etc. A student must request, in writing, to take a class outside of Grace University by permission from the Program Chair before taking the course(s). Once the course is completed, an official transcript must be submitted from the other school. Students are required to send an e-mail with an official request to the Program Chair with the school information, course number and ID, course description, syllabus, and time frame.

## TRANSFERS WITHIN THE UNIVERSITY

Any student who wishes to transfer into the CMHCP must follow the standard admissions process for current Grace University Students.

## COURSES TAKEN BY UNDERGRADUATE STUDENTS

Senior students in baccalaureate programs at Grace University are eligible to take graduate level courses and apply those credits towards their undergraduate degree provided (1) the graduate course meets the objectives of the undergraduate program, and (2) the students have gained permission from the respective program chair and course faculty to register for the graduate level course. Graduate courses completed to fulfill undergraduate program needs cannot be counted as credit to complete a graduate program should a student apply into a graduate program at Grace. A substitute course may be applied for any course work used within an undergraduate program.

A student who is within six credit hours of graduating with a baccalaureate degree from Grace University may start taking classes toward a graduate degree. Students interested in taking CMHC courses must follow the admissions policy and be accepted into the program prior to taking classes or be accepted for limited enrollment. Additionally, undergraduate students must also gain permission from the program chair and course faculty. Students graduating from other academic institutions are not eligible to take courses until after completion of a baccalaureate program.

### USE OF ELECTRONIC DEVICES

Cell phones and pagers are to be set in a vibration or silent mode while class is in session. If a student must respond to a call or page, they should step outside of the classroom to do so. No calls are to be initiated on a cell phone during class. Students who use electronic communication devices in such a manner that disrupts class will be subject to being addressed by the Instructor via a Professional Development Form, which may affect the student's grade. If a student is using a laptop computer in a disruptive way in class, the Instructor reserves the right to limit laptop use.

### USE OF OFFICE EQUIPMENT

Students are not to use Grace University equipment (phones, computers, faxes, printers, etc.) for personal use.

### WRITING STYLE

The CMHCP uses the Publication Manual of the American Psychological Association (latest edition) as the standard for all writing projects. The APA manual is available on Amazon as noted on the Textbook Spreadsheet. Each course paper is expected to be typed according to APA guidelines. Unless otherwise specified, each paper should have: a title page, introduction (with thesis statement), body of text, conclusion (beginning with the thesis statement) and references. Items such as: a table of contents, abstract, lists of tables, etc. are not needed for course papers unless specified by the professor.

### ACADEMIC HONESTY

This policy of the Grace University College of Graduate Studies CMHCP is in addition to the overall University Policy. Any time students attempt to gain access to information pertaining to their normal course of study through dishonest means, they show little concern for their own personal sense of integrity, and they infringe on the rights of all other members of the academic community. The following definitions and examples are forms of academic integrity violations for the CMHCP.

1. Cheating: No student shall use or attempt to use materials, notes, or information from another student for normal course work that is intended to be done on an individual basis, either in class or out of class.

Examples include, but are not limited to:

- (1) copying from another person's research, paper, test or quiz,
- (2) using testing aids during a test where no permission has been given by the Instructor,
- (3) copying another's reports, laboratory work, computer work, programs or files,
- (4) collaborating on any written work, including laboratory or computer work without specific permission by the Instructor, or
- (5) taking an exam for another.

2. Fabrication and Falsification: No student shall alter any information or citation in his or her academic work. Examples include, but are not limited to:

- (1) inventing or providing false data, information or results,
- (2) producing a false record concerning academic internships,
- (3) altering the record data,
- (4) altering grade reports,
- (5) providing a false citation of a source of information, or
- (6) providing false information regarding excused for absences from classes, laboratories, exams, quizzes, and/or practicum/field experiences/internship experiences.

3. Multiple Submissions: No students shall submit an entire paper, test or quiz which was previously submitted for academic credit for any other course.

#### 4. Plagiarism

- a. No student shall intentionally or knowingly present the work of another person without the specific citation of the original author. Examples include, but are not limited to:
  - (1) the use of another's complete sentences or key words without quotation marks and accurate citations,
  - (2) graphs and charts, or
  - (3) ideas and information provided by another.

- b. Computer programs, files, and web pages must also be utilized only with the inclusion of a citation referencing or indicating the original source of the file and/or program.

5. Abuse of Academic Materials: No student shall destroy, steal, or make inaccessible any academic resource material that is owned by another student, faculty or staff member, or the University, including the library. Examples include, but are not limited to, the hiding of library resource material, reference material, or intentionally altering another student's laboratory work/results.

#### 6. Complicity in Academic Dishonesty

No student shall knowingly assist, offer guidance or support for another student's attempt, or be personally involved in an attempt to obtain in any deceptive or unauthorized manner, information or documents, such as tests, examinations, roll books, reports, etc., that were considered to be confidential or private property of other students, faculty, administrative personnel, or the University. Examples include, but are not limited to:

- (1) knowingly permitting another to copy one's own paper/work, or paper/work of another,
- (2) distributing or providing others with test or research material/questions,
- (3) taking an exam for another, or
- (4) collaborating with another student with the intent of submitting work intended to be presented as original.

### CONSEQUENCES OF ACADEMIC DISHONESTY

1. The minimum penalty for cheating is a grade of zero for the work. The maximum penalty is dismissal from the CMHCP and the University.
2. Procedures will be followed according to the [CMHC Policy on "Student Discipline" found in the Faculty and Academic Policy Handbook and in the Grace University Graduate Handbook under Its Learning](#)

### CONDUCT CONCERNS

Whenever persons live and work together in a Christian community, conflicts may arise between persons relative to performance, conduct, or interpersonal issues involving either in class or outside of class activities. The same Biblical principles should guide behavior whether a faculty member or a student. The overriding principles are provided in Matthew 18:15-17. The party with the concern (person one) should first communicate that concern face-to-face to the person with whom they are concerned (person two). If person one is not satisfied with the results of this meeting, this person should then ask a third person to meet with him/her and person two. For students who have a concern, this third person could be another student, the academic Advisor or another faculty member. When faculty members have a concern regarding a student's conduct, the first step is to schedule a conference with the student and fill out a Professional Development Form (PDF). This indicates a "plan of action" to resolve the situation or concern. This action plan will be kept in the professor's personal file and will be signed by both the student and the professor. Second, if the disruptive or unprofessional behavior continues, the professor will fill out a Professional Development Form, which will explain in detail to the student the concerns and how to remediate the situation. Another meeting should be held with the student. If a third person is required, it should be the student's academic Advisor or another faculty member. Third, if satisfactory resolution of the concern is not reached at this level of dialogue, the faculty member and/or student may then meet with the next higher administrator in charge of the Program. If disciplinary procedures are needed, the University student disciplinary procedures must be followed.

## RECORDS RETENTION AND TRANSCRIPTS

The Registrar's Office retains a variety of records pertinent to the academic progress of students. These records are available to school officials who have legitimate educational interest. The University retains documents received in the Admissions Office for those who apply but do not enroll for one year. For students who do enroll, the University retains documents in their official files, including application forms, high school transcripts, and transcripts from other schools, for five years beyond the date of last attendance at Grace. Records of academic achievement at Grace University are retained permanently. The Family Educational Rights and Privacy Act of 1974 governs students' rights of privacy and access to their educational records. Students have the right to inspect their files and all materials therein, except those items specifically waived by the student. Students wishing to view their files must make an appointment with the Registrar. Grace University students and alumni are entitled to receive a reasonable number of copies of their academic transcripts reflecting their completed course work. Upon the written request of the student, with signature and appropriate fee, the Registrar's Office will issue an official transcript to appropriate institutions, individuals, or agencies. Transcripts will not be issued for students who have financial obligations with the University.

## PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

Grace University designates the following student information as Directory Information; name, address, phone number, e-mail address, date of birth, fulltime / half-time status, major fields of study, dates of attendance, degrees/awards and honors received, admission/enrollment status, classification, athletic information, and photograph. The University may disclose any of these items without prior written consent, unless the student notifies the Registrar in writing to the contrary by the end of the first week of the semester. Unless a student files a written request to restrict his or her information by that time, such information may be included in appropriate university or campus directories, publications and released by school officials in response to inquiries. Because the printed campus directory is published only once each semester, names and/or other information will not be removed once it has been printed. A student must be enrolled at Grace University in order to modify his or her restriction of directory information. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the records within 45 days of filing the request.
- The right to request changing records the student believes are inaccurate or misleading.
- The right to allow disclosure of personally identifiable information contained in the records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace University to comply with requirements of FERPA. If you have more questions about your FERPA rights, please contact the Registrar.

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President

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Academic Dean

**Martin R. Dahlquist, D.Min.**

Director of Adult Education

**H. Benjamin Brick, M.L.S.**

Library Director

**Kris J. Udd, M.L.S., M.Div.**

Registrar

**Mike Wulbecker, M.S.**

Director of Online Learning  
**Jon G. Hood, M.S.**  
Athletic Director  
**Wes Wilmer, M.A.**  
Director of Christian Formation and Servant Leadership Training  
**Ronald J. Shope, Ph.D.**  
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Food Service Manager, Pioneer College Caterers  
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Director of Financial Aid  
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**Deb Osmanson**  
Dean of Student Services  
**Jon T. McNeel, M.A.**  
Dean of Men  
**Marilyn F. Amstutz, M.A.**  
Dean of Women

#### **OFFICE OF UNIVERSITY DEVELOPMENT**

**Eric Wendt**  
Director of Marketing  
**Melvin R. Friesen, M.Div.**  
Director of Planned Giving

#### **RESIDENT FACULTY**

**Susan E. Alford**, Assistant Professor of Teacher Education; Director, Teacher Education Program  
B.S., Wheaton College; M.S., University of Nebraska at Omaha; Doctoral Studies, University of  
Nebraska at Lincoln.  
*Grace University, 1994.*

**Marilyn F. Amstutz**, Dean of Women  
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*Grace University, 2008.*

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**Justin R. Brogan**, Associate Professor of Counseling; Director, Clinical Mental Health Counseling  
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Ph.D. University of South Dakota

**Justine L. Campbell**, Instructor of Teacher Education  
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*Grace University, 2010.*

**Todd A. Conkright**, Associate Professor of Business; Director, Business Program  
B.S., Grace University, M.A. Regent University  
*Grace University, 2011.*

**Martin Richard Dahlquist**, Professor of Christian Ministries; Dean of Adult Education  
B.R.E., Grand Rapids Baptist College; Th.M., D.Min., Dallas Theological Seminary; M.A., Grace  
Theological Seminary.  
*Grace University, 1996.*

**James P. Eckman**, President; Professor of History and Biblical Studies  
B.S., Millersville University; M.A., Lehigh University; Th.M., Dallas Theological Seminary; Ph.D.,  
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**Robert S. Gall**, Associate Professor in Psychology; Director, Psychology Program  
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*Grace University, 1993.*

**Jon G. Hood**, Instructor of Teacher Education; Teacher Ed Certification Officer; Athletic Director  
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*Grace University, 2005.*

**Amy J. Hurley**, Instructor of English  
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*Grace University, 2006.*

**Jeffrey R. James**, Associate Professor of Music  
B.M.E., M.M., University of Nebraska at Lincoln; University of Nebraska at Omaha; Kearney State  
College; Arizona State University; Vandercook College of Music.  
*Grace University, 1994.*

**Michael F. James**, Associate Professor of Music  
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College; Arizona State University; Vandercook College of Music.  
*Grace University, 1994.*

**Stephen W. Jones**, Instructor in Intercultural Studies; Director, Intercultural Studies Program  
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*Grace University, 2009.*

**Michelle L. Lundgren**, Associate Professor of Teacher Education; Field Education Director  
B.S., M.S., Ed.D., University of Nebraska at Omaha.  
*Grace University, 2001.*

**Jon T. McNeel**, Dean of Men; Instructor EXCEL Biblical Studies  
B.S., M.A., Colorado Christian University.  
*Grace University, 2006.*

**Gary L. Nebeker**, Associate Professor of Theology  
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**Karl E. Pagenkemper**, Professor of Biblical Studies  
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Theological Seminary; Ph.D. Studies, Claremont Graduate University.  
*Grace University, 2002.*

**Gary R. Peterson**, Instructor in English  
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**Richard A. Ramsey**, Associate Professor of Christian Education; Director, Christian Ministries Program  
B.G.S., Indiana University Southeast; M.Div., Ph.D., Southern Baptist Theological Seminary.

*Grace University, 2004.*

**C. James Santoro**, Assistant Professor of Psychology

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*Grace University, 2005.*

**Ronald J. Shope**, Professor of Communications and Research; Director of Assessment and Institutional Research

B.A., Moody Bible Institute; M.A., Wheaton College; Ph.D., The Pennsylvania State University; Graduate Studies, University of Nebraska at Lincoln.

*Grace University, 1987.*

**Kris J. Udd**, Associate Professor of Bible & Archaeology; Registrar

B.A. Calvary Bible College; M.Div. Grace Theological Seminary; M.L.S, Indiana University; Ph.D. candidate, Andrews University.

*Grace University, 2004.*

**Mike P. Wulbecker**, Instructor of Physical Education

B.S., M.S., Northwest Missouri University.

*Grace University, 2002.*

**Wesley J. Wilmer**, Director of Christian Formation

B.A., M.A., Crown College.

*Grace University, 2010.*

**Gregory D. Zielke**, Professor of Music; Director, Music Program

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

*Grace University, 1991.*

#### **ADJUNCT FACULTY**

**Larry E. Allen**, EXCEL Biblical Studies

B.A., Southern Baptist University, Missouri; M.Div., Southwest Baptist Theological Seminary; D.S.Th., Bethany Seminary *Grace University, 2005.*

**Rodney D. Anderson**, Biblical Studies

B.A., Grace University; Th.M., Dallas Theological Seminary. *Grace University, 1999.*

**Joshua N. Austin**, Percussion

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

**Bill Bauhard**, Business

B.S. University of Nebraska at Kearney; M.S. Massachusetts Institute of Technology; post-graduate studies, Kansas State University; *Grace University, 2008.*

**Harold J. Berry**, Biblical Studies

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

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**Roger Eng**, EXCEL Christian Ministry

B.S., St. Paul Bible College (Crown College); M.A., Southern Evangelical Seminary; *Grace University, 2007.*

**Harold Eucker**, EXCEL Business Leadership

B.S., University of Nebraska at Omaha; M.A., Bellevue University; *Grace University, 2006.*

**Renee Hanson**, Teacher Education

B.A., Mankato State; B.S., Peru State College. *Grace University, 2003.*

**Joseph D. Harder**, Bible and Theology

B.S., University of Kansas; N.C.S., Regent College; M.A., Grace University; Doctoral Studies, University of Nebraska at Lincoln. *Grace University, 2005.*

**Lisa L. Harder**, Psychology; EXCEL Psychology

- B.A., Grace University; M.A., Columbia International University. *Grace University, 1998.*
- Daniel L. Hauge**, Biblical Studies  
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- James M. Hayes**, EXCEL Biblical Studies  
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- Teresa Heil**, Music  
B.A., M.A., University of Nebraska, Omaha. *Grace University 2007*
- Joel C. Hunt**, Philosophy  
A.A., DeAnza College, CA; B.A. Bethel College, St Paul; M.Div. Bethel Theological Seminary, St.Paul; M.A., San Jose State University, San Jose; Ph.D. Candidate, University of Nebraska, Lincoln; *Grace University 2007*
- Terry L. Johnson**, EXCEL Biblical Studies  
B.A., Ambassador University; M.A., Grace University. *Grace University, 2004.*
- Daniel G. Kachikis**, Biblical Studies  
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- Darryl W. Keeney**, EXCEL Christian Ministry  
S.D., School of Mines & Technology; B.A., Grace College of the Bible; M.Div., Western Conservative Baptist Seminary. *Grace University, 1994.*
- Stanley D. Latta**, EXCEL Psychology  
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- Rachael K. Means**, Music  
B.M., M.M., University of Nebraska at Omaha. *Grace University, 2005.*
- Denise B. Nebeker**, Psychology  
B.A., University of Northern Carolina; M.S., Georgia State University. *Grace University, 2001.*
- Lowell Noble**, Intercultural Studies  
B.A. Seattle Pacific; M.A. Seattle Pacific College; B.A. Wheaton College; M.A. Hartford Theological Seminary; Special in Arts Western Michigan University. *Grace University, 2009.*
- Ann K. Ostberg**, Mathematics and Teacher Education  
B.S., Southern Illinois University at Edwardsville; M.Ed., University of Nebraska at Lincoln; Graduate Studies, Kansas State University. *Grace University, 2004.*
- Don L. Pahl**, Pastoral Ministries  
B.A., Grace University; M.Div., D.Min., Denver Seminary. *Grace University, 2005.*
- Linda Quinn**, Psychology  
B.A., Gustavus Adolphus College, St. Paul; MSN, Loyola University, Chicago; M.A., Grace University, Omaha; *Grace University 2007*
- Joyce L. Reimer**, Music – Piano and Organ  
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- Kenneth R. Ring**, EXCEL Biblical Studies  
B.S., University of North Carolina, Charlotte; M.A., Grace University; *Grace University, 2007.*
- Anita L. Rodriguez**, EXCEL Business Leadership  
B.S., City University; M.A., Washington State University; Certified Public Accountant in State of Florida. *Grace University, 2004.*
- Joy E. Schulz**, History  
B.A., Asbury College; M.A., Creighton University; Doctoral Studies, University of Nebraska, Lincoln. *Grace University, 2003.*
- Lucinda Sloan**, Music  
B.A., University of Illinois; M.A., Radford University; DMA, University of Illinois; *Grace University 2007*
- Deborah Swanson**, Business  
B.S., College of St. Mary; MBA University of Nebraska, Omaha; *Grace University 2006*
- Clifton R. Tulsie**, EXCEL Psychology, Christian Ministry  
B.Th., Grace Bible College, Wyoming, MI; M.A., Grace University. *Grace University, 2005.*

## Alumni Association

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

## GRADUATION RATE

The current graduation rate, based on the Fall 2004 entering class, is 42%. This rate is based on full-time, first-time students completing a program within 150% of the normal time required for their program. Many students opt to extend the length of study due to employment needs, family issues, or academic achievement goals. The University has no statute of limitations regarding completion of associate or baccalaureate degrees. For a more complete analysis by demographic factors, contact the Academic Dean.

## PLACEMENT RATE

The 2005 Spring Graduation class reported the following objectives:

Placement Response Category	Percentage of Graduating Seniors Responding
Pursue Travel	2.5%
Pursue Additional Education	18.5%
Pursue non-employment activities (i.e., marriage, volunteer opportunities, etc.)	9.9%
Pursue employment in my vocational/professional field	50.6%
Pursue employment based on location, compensation, or other reasons than by vocation or professional field	7.4%
Already employed in my vocational/professional field	11.1%

**For a complete placement report, contact the Academic Dean's Office.**

## REQUIRED REPORTING

### TITLE II: HIGHER EDUCATION ACT REPORT

[Contact the Academic Dean for a copy of the report.](#)

### EQUITY IN ATHLETICS DISCLOSURE ACT REPORT

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

Gender	Sport
Men	Soccer
Women	Volleyball
Men & Women	Basketball

### CERTIFIED PUBLIC ACCOUNTANT'S AUDIT REPORT

[Each year the University's financial records are audited by an independent certified public accounting firm. The results of this report are available for review. Contact the Dean of Student Services for a copy of the report.](#)

### CAMPUS SECURITY REPORT

[Each year, in accordance with the Higher Education Act requirements, the Student Development Office publishes a Campus Security Report regarding security policies, procedures, and crime statistics. Contact the Dean of Student Services for a copy of the report.](#)

### INSTITUTIONAL ASSESSMENT REPORT

Each year the Faculty prepares a report evaluating the effectiveness of the institution in student learning and in other areas of institutional research and assessment. The evaluation is based on assessment of the stated goals and objectives of the University. The results of this report are available for review. Contact the Academic Dean for a copy of the report.

## APPENDIX A: RECOMMENDED TEXTS TO FACILITATE CHRISTIAN WORLDVIEW FORMATION

The following references have been recommended by the CMHC and CM faculty as valuable resources to assist in developing a Christian worldview. The inclusion of a text on this list does not imply that the faculty or Grace University is endorsing all of the views presented therein.

### **Apologetics**

Evans, C. Stephen. (1996). *Why believe? Reason and mystery as pointers to God*. Grand Rapids: William B. Eerdmans.

Kreeft, Peter, & Tacelli, Ronald K. (1994). *Handbook of Christian Apologetics*. Downers Grove, IL.: InterVarsity.

Lewis, C.S. (1943) *Mere Christianity*. New York: Macmillan.

### **Bible and History:**

Archer, Gleason L. (1982). *Encyclopedia of Bible difficulties*. Grand Rapids: Zondervan.

Bruce, F.F. (1988). *The Canon of Scripture*. Downers Grove: InterVarsity.

Evans, C. Stephan (1996). *The historical Christ & the Jesus of faith: the incarnational narrative as history*. Oxford: Oxford University Press.

Habermas, G. & Flew, A.G.N. (1987). *Did Jesus rise from the dead: the Resurrection debate*. New York: Harper & Row.

Wilkins, Michael & Moreland, J.P., eds. (1995). *Jesus under fire: Modern scholarship reinvents the historical Jesus*. Grand Rapids: Zondervan.

### **Church History**

Brown, Harold O.J. (1984). *Heresies: The Image of Christ in the Mirror of Heresy and Orthodoxy from the Apostles to the Present*. New York: Doubleday.

Shelley, Bruce L. (1982). *Church history in Plain Language*. Waco, TX: Word.

### **Christian Disciplines**

Basinger, David, & Basinger, Randall, Eds. (1986). *Predestination & Free Will: Four views of Divine Sovereignty & Human Freedom*. Downers Grove: InterVarsity.

Boice, James M. (1986). *Foundations of the Christian Faith*. Downers Grove, IL.: InterVarsity.

Clouse, Robert G. (1977). *The Meaning of the Millennium: Four Christian Views*. Downers Grove, IL.: InterVarsity.

Elwell, Walter A., Ed. (1984). *Evangelical Dictionary of Theology*. Grand Rapids: Baker Books.

Fackre, Gabriel, Nash, Ronald, & Sanders, John (1995). *What about those who have never heard? Three views on the destiny of the unevangelized*. Downers Grove, IL.: InterVarsity.

House, H. Wayne (1992). *Charts of Christian Theology and Doctrine*. Grand Rapids: Zondervan.

Lewis, C.S. (1946). *The great divorce*. New York: Macmillan

McDonald, H.D. (1981). *The Christian View of Man*. Westchester, IL.: Crossway.

Nash, Ronald (1983). *The Concept of God: An Exploration of Contemporary Difficulties with the Attributes of God*. Grand Rapids: Zondervan.

Nelson's Introduction to the Christian Faith. Nashville: Thomas Nelson.

Shelley, Bruce L. (1993). *Theology for ordinary people: What you should know to make sense out of life*. Downers Grove, IL: InterVarsity.

Stott, John R.W. (1971). *Basic Christianity*. Grand Rapids: Eerdmans.

### **Ethics and Social Issues**

Clouse, Robert G., Ed. (1984). *Wealth & Poverty: Four Christian views of economics*. Downers Grove: InterVarsity.

Clouse, Robert G. (1991). *War: Four Christian Views*. Downers Grove: InterVarsity.

Grenz, Stanley J. (1997). *The Moral Quest: Foundations of Christian ethics*. Downers Grove InterVarsity.

House, H. Wayne, Ed. (1990). *Divorce and remarriage: Four Christian views*. Downers Grove: InterVarsity.

Schmidt, Thomas E. (1995). *Straight & Narrow? Compassion & Clarity in the Homosexuality Debate*. Downers Grove, IL.: InterVarsity.

### **Hermeneutics**

Bray, Gerald (1996). *Biblical interpretation: Past & Present*. Downers Grove: InterVarsity.

### **Integration**

Carter, John D., & Narramore, Bruce (1979). *The Integration of Psychology and Theology*. Grand Rapids: Zondervan.

Collins, Gary R. (1977). *The Rebuilding of Psychology: An Integration of Psychology and Christianity*. Wheaton, IL.: Tyndale.

Evans, C. Stephen (1977). *Preserving the person: A look at the human sciences*. Grand Rapids: Baker.

Farnsworth, Kirk E. (1985). *WholeHearted*

*Integration: Harmonizing Psychology and Christianity through Word and Deed*. Grand Rapids: Baker.

Holmes, Arthur (1977). *All truth is God's truth*. Downers Grove, IL.: InterVarsity.

Jeeves, Malcolm A. (1997). *Human nature at the millennium*. Downers Grove, IL.: InterVarsity.

Kirwan, William T. (1984). *Biblical Concepts for Christian Counseling: A Case for Integrating Psychology and Theology*. Grand Rapids: Baker.

Van Leewen, Mary Stewart (1985). *The Person in Psychology: A Contemporary Christian Appraisal*. Downers Grove, IL.: InterVarsity.

Van Leewen, Mary Stewart (1982). *The Sorcerer's Apprentice: A Christian Looks at the Changing Face of Psychology*. Downers Grove, IL.: InterVarsity.

### **Miracles**

Brown, Colin. (1984). *Miracles and the critical mind*. Grand Rapids: Wm. B. Eerdmans.

Geivett, Douglas, & Habermas, Gary R. (1997). *In defense of miracles: A comprehensive case for God's action in history*. Downers Grove: InterVarsity.

Lewis, C.S. (1947). *Miracles: A preliminary study*. New York: Macmillan.

### **Pluralism**

Carson, Donald (1996). *The Gagging of God: Christianity confronts pluralism*. Grand Rapids: Zondervans.

Okholm, Dennis L., & Phillips, Timothy R., Eds. (1995) *Four Views on Salvation in a Pluralistic World*. Grand Rapids: Zondervans.

### **PostModernism**

Norris, Christopher. (1997). *Against Relativism: Philosophy of science. deconstruction. and critical theory*. Oxford: Blackwell.

Phillips, Timothy, & Okholm, Dennis, Eds. (1995). *Christian apologetics: In the postmodern world*. Downers Grove: InterVarsity.

### **Science and Faith**

Hummel, Charles E. (1986). *The Galileo connection: Resolving conflicts between science & the Bible*. Downers Grove, IL.: InterVarsity.

Johnson, Phillip E. (1993). *Darwin on trial*. Downers Grove, IL.: InterVarsity.

Johnson, Phillip E. (1995). *Reason in the Balance: The Case Against Naturalism in Science. Law. and Education*. Downers Grove, IL: InterVarsity.

### **Suffering and the Character of God**

Lewis, CS. (1962). *The problem of pain*. New York: Macmillan

Peterson, Michael (1982). *Evil and the Christian God*. Grand Rapids: Baker.

### **World Religions/Cults**

Anderson, Norman (1984). *Christianity & world religions*. Downers Grove, IL.: InterVarsity.

Corduan, Winfried. (1998). *Neighboring Faiths: A Christian Introduction to World Religions*. Downers Grove, IL.: InterVarsity

Martin, Walter R. (1985). *The Kingdom of the Cults*. Minneapolis: Bethany.

Neill, Stephen. (1984). *The supremacy of Jesus*. Downers Grove, IL.: InterVarsity.

## SCRIPTURE STUDY AIDS

### **Principles of Biblical Interpretation**

Carson, Donald A. (1996). *Exegetical Fallacies*. Grand Rapids: Zondervan.

Fee, Gordon, D. and Stuart, Douglas (1993). *How to read the Bible for All it's Worth: A Guide to Understanding the Bible*. Grand Rapids: Zondervan

Sproul, R.C. (1977). *Knowing Scripture*. Downers Grove, IL: InterVarsity.

### **Evangelical Bible Commentary**

Gabelien, Frank E. (1990) *The Expositor's Bible commentary: with the New international version of the Holy Bible*. Grand Rapids: Zondervan.

## A BRIEF GUIDE TO REFERENCES WORKS FOR BIBLE STUDY

### **Bible Concordances.**

Strong's Exhaustive Concordance of the Bible (several versions are available) not only provides an alphabetical listing of all English words used in the Bible, it provides a numbering system that connects these to their Hebrew and Greek equivalents. The numbering system is used by an increasing number of word study aids so that those without firsthand knowledge of Greek or Hebrew can still identify the word and take advantage a wide range of grammatical and lexical scholarship.

### **Bible Dictionaries.**

These provide brief introductions to books of the Bible, people, places, and things mentioned in the Bible, and common theological themes (salvation, grace, forgiveness, etc.). They are a good place to begin when one knows little or needs a quick reminder. A good one volume work is *The New Bible Dictionary* edited by Howard Marshall and colleagues. Larger dictionaries and encyclopedias include the *International Standard Bible Encyclopedia [BS440 .I6]* edited by Geoffrey Bromiley and the *Anchor Bible Dictionary* edited by David Noel Freedman. Both are excellent for background information necessary for Bible study and scriptural interpretation. Some more specialized dictionaries are the *Dictionary of Jesus and the Gospels*, and the *Dictionary of Paul and His Letters* published by Intervarsity Press. A third volume on the remainder of the New Testament has just been released.

### **Word Study Books.**

These volumes provide a quick introduction to word meanings and usage. *Vine's Expository Dictionary of the New Testament* (several versions are available) is sometimes bound with a similar volume on the Old Testament by Merrill Unger and William White The one volume edition of the *Theological Dictionary of the New Testament* edited by Geoffrey Bromiley is also helpful.

### **Bible Commentaries.**

Commentaries are best recommended for each book of the Bible; however, a couple of helpful sets that are reasonably priced are the Tyndale series. D.J. Wiseman edits the Old Testament series; Leon Morris the New Testament series.

### **Theological Dictionaries.**

This type of work systematizes and synthesizes information around broad theological themes. The *Evangelical Dictionary of Theology* and the *Evangelical Dictionary of Biblical Theology*, both edited by Walter Elwell, and the *Westminster Dictionary of Christian Theology* by Alan Richardson and John Bowden are all helpful.

### **Dictionaries and Encyclopedias for Christian counselors and therapists.**

Books in this category include the *Dictionary of Pastoral Care and Counseling* edited by Rodney Hunter, the *Baker Encyclopedia of Psychology and Counseling* by David Benner and Peter Hill, and the *New Dictionary of Christian Ethics and Pastoral Theology* edited by David Atkinson and colleagues. The latter provides articles on moral and ethical issues with which counselors and therapists will deal while the former works provide hundreds of articles explaining and evaluating topics of interest to Christian counselors and psychologists.





**APPENDIX D: DISPUTED GRADE FORM**

Grace University

Master of Arts in Clinical Mental Health Counseling

Disputed Grade Form

Student Name:
Date:
Disputed Course Title:
Disputed Course Professor:
Specific Details of Dispute:
Steps Taken Prior to Dispute:
Specific Dispute Request:
Student making a dispute must provide copies of supporting documents including: communications, assignments, tests, or quizzes.
To be completed by Faculty
Dispute Received By:
Date Dispute Received:
Graduate Council Decision:

## APPENDIX E: Doctrinal Statement

# *Our Doctrinal Statement*

The following is the unabridged doctrinal statement of the University and provides the basis for doctrinal agreement.

Each member of the Board of Trustees, Administration, and Faculty is required to subscribe annually to the doctrinal statement. Copies of this document are available from the President's Office.

### ARTICLE I

#### **The Scriptures**

We believe... That "all Scripture is given by inspiration of God" (2 Tim. 3:16), accepting unreservedly the writings of the Old and the New Testaments as the infallible Word of God (Jn. 17:17; 1 Thess. 2:13; Ps. 119:89).

...That it is divine revelation, given by the Holy Spirit to holy men of God (2 Pet. 1:21; Acts 1:16; Jn. 16:3; 1 Cor. 2:13); verbally inspired in all its parts (Ex. 4:15) and therefore wholly without error as originally given of God (Matt. 5:18; Jn. 10:35); altogether sufficient in itself as our only infallible rule of faith and practice (2 Tim. 3:16, 17; Rom. 15:4; 1 Cor. 10:11) and everywhere centering in, and pointing to, the Person and work of our Lord Jesus Christ of Whom all Scripture testifies (Lk. 24:27, 44; Jn. 5:39; Acts 17:2-3; 18:28).

### ARTICLE II

#### **The Godhead**

We believe...That God is spirit (Jn. 4:24), eternally existing in three Persons, the Father, the Son and the Holy Spirit (Matt. 28:19; 2 Cor. 13:14).

...That these three are one God (Mk. 12:29), Who is perfect, infinite and eternal in His being, holiness, love, wisdom and power (Ps. 18:30; 147:5; Deut. 33:27; Ps. 135:6); absolutely separate from and above the world as its Creator (Gen. 1:1), yet everywhere present in the world as the Upholder of all things (Ps. 139:1-10; Ps. 104); self-existent and self-revealing (Jn. 5:26; Matt. 11:27).

...That each of the three Persons is worthy of equal honor, obedience and worship (Jn. 1:1-3; Acts 5:3-4; Jn. 5:23).

### ARTICLE III

#### **God The Father**

We believe...That, although God is the Creator of the universe and of the human race (Gen. 1:1, 26, 27; 2:7, 21, 22; Acts 17:28, 29), He is the Father only of those who accept the Lord Jesus Christ as their personal Savior (Jn. 1:12, 13; Gal. 3:26; 1 Jn. 3:2).

We do not believe in the universal Fatherhood of God, nor the universal Brotherhood of man (Jn. 8:42-44; 1 Jn. 5:12).

### ARTICLE IV

#### **Jesus Christ**

We believe...That the Lord Jesus Christ, the Second Person of the Triune God (Matt. 28:19), the Eternal and Only-begotten Son of God (Ps. 2:7; Jn. 1:18; 8:58), came into the world, as provided and purposed by God, and as pre-announced in the prophecies of the Scriptures (1 Pet. 1:10; Acts 2:23; Gen. 3:15), that he might become the Redeemer of a lost world (Lk. 19:10).

...That without any essential change in His divine Person (Heb. 13:8), He was conceived by the Holy Spirit (Matt. 1:18; Lk. 1:35), became a man through the miracle of the Virgin Birth (Matt. 1:23), received a human body and a sinless human nature (Jn. 1:14; 2 Cor. 5:21; 1 Pet. 2:22; 1 Tim. 3:16; Heb. 2:14, 17; 1 Jn. 3:5) and thus continues forever as both true God and true Man (Col. 2:9; Rev. 22:16), one Person with two natures (Rom. 1:3-4; 1 Tim. 2:5).

...That as a Man He was in all points tempted as we are, yet without sin (Heb. 4:15; Jn. 8:46).

...That as the perfect Lamb of God (Jn. 1:29) He gave Himself in death upon the Cross (Matt. 20:28; Phil. 2:8), shedding His own precious Blood (1 Pet. 1:18-19), bearing there our sin (1 Pet. 2:24) and suffering its full penalty of divine wrath as our substitute (Isa. 53:5-6; Gal. 3:13).

...That He arose from the dead and was glorified in the same body in which He suffered and died (Jn. 20:25-28; Acts 2:32, 33).

...That as our great High Priest He ascended into heaven (Heb. 4:14; Acts 1:9), there to appear before the face of God as our Advocate and Intercessor (Heb. 7:25; 9:24; 1 Jn. 2:1).

...That He will come again (Acts 1:11), first to receive from the earth His own (Jn. 14:3), and then to establish His righteous kingdom upon the earth (Acts 15:14-16).

### ARTICLE V

#### **The Holy Spirit**

We believe...That the Holy Spirit, the Third Person of the Trinity (Matt. 28:19), is the divine Agent in nature, revelation and redemption (Gen. 1:2; Ps. 104:30; 1 Cor. 2:10; Tit. 3:5).

- ...That, though omnipresent from all eternity, He took up His abode in the world in a special sense on the Day of Pentecost, dwelling in each and all believers (Acts 2:1-4), baptizing them into one body, the Church of Christ (1 Cor. 12:13).
- ...That He will never take His departure from the Church (Jn. 14:16; Eph. 1:14), but is ever present to testify of Christ, seeking to occupy fill the believer with Him (Jn. 15:16; 16:14).
- ...That His abode in the world, in this special sense, will cease when the Church is completed, and when Christ comes to receive His own (2 Thess. 2:7; Jn. 14:16; Rev. 4:5).
- ...That in this age certain well-defined ministries are committed to Him, such as: the restraining of evil in the world to the measure of the divine will (2 Thess. 2:7); the convicting of the world with respect to sin, righteousness and judgment (Jn. 16:8-11); the regenerating and cleansing of all believers (Jn. 3:5; Tit. 3:5); the indwelling of all who are saved (Rom. 8:9; Jn. 14:16, 17); the anointing of believers to teach them all truth (Jn. 16:13; 1 Jn. 2:20, 27); the sealing of believers unto the day of redemption (Eph. 1:13,14; 4:30); the continued filling for guidance, power and service of those among the saved who are yielded to Him, and who are subject to His will (Eph. 5:18; Acts 4:31); and the bestowal of spiritual gifts upon the members of Christ's body according to His own will (1 Cor. 12:1, 8-11).

## **ARTICLE VI**

### **Creation and Fall of Man**

- We believe...That man was the direct creation of God (Gen. 2:7; 18-22), spirit and soul and body (1 Thess. 5:23), and not in any sense the product of animal ancestry (1 Cor. 15:39), but made in the image and likeness of God (Gen 1:26, 27).
- ...That through personal unbelief and disobedience to the revealed will of God man fell (Gen. 2:17, 3:11), became a sinful creature (Mk. 7:21-23), lost his spiritual life (Eph. 4:18), became "dead in trespasses and sins" (Eph. 2:1), lives under the righteous judgment and wrath of God (Rom. 1:18; Jn. 3:36) and became subject to the power of the devil (Acts 26:18; Col. 1:13).
  - ...That this spiritual death, or total depravity of human nature (Jer. 17:9; Rom. 7:18), has been transmitted to the entire human race (Gen. 5:3; Rom. 5:12), Jesus Christ only being excepted (Lk. 1:35), so that all are sinners both by nature and by practice (Eph. 2:3; Rom. 3:23) and are essentially and totally unable of themselves to gain recovery or salvation (Rom. 3:20; Jer. 13:23; Jn. 1:13; 2 Cor. 4:4).

## **ARTICLE VII**

### **Salvation Through Grace by Faith**

- We believe...That our salvation is the free gift of God's grace (Rom. 6:23; Eph. 2:8).
- ...That we are justified solely on the ground of the shed Blood of our Lord Jesus Christ (Rom. 3:24; Heb. 9:22) who was made sin for us by His substitutionary death on the Cross (2 Cor. 5:21; 1 Pet. 2:24).
  - ...That salvation is received only by personal faith in the Lord Jesus Christ (Acts 16:31; Jn. 3:16).
  - ...That it is neither merited nor secured, in part or whole, by any virtue or work of man (Rom. 4:4, 5; Jn. 6:28, 29), for no repentance, no confession, no feeling, no sincere efforts, no good resolutions, no submission to any rules or ordinances of any church can add in the least to the value of the Blood of Christ, nor be added in any sense to believing as a condition of salvation (Eph. 2:8, 9; Isa. 64:6; Gal. 3:11; Col. 2:13, 14).
  - ...That this salvation has a threefold aspect: salvation from guilt and penalty of sin justification; salvation from the power of sin – sanctification; salvation from the presence of sin – glorification (Tit. 2:11-13; Heb. 9:24, 26, 28; Phil. 3:20, 21; Rom. 8:23), and includes the whole man – spirit, soul and body (1 Thess. 5:23).
  - ...That true believers have as a present possession the gift of eternal life (1 Jn. 5:10-12), a perfect righteousness (Rom. 3:22), sonship in the family of God (Jn. 1:12; 1 Jn. 3:1, 2), every spiritual resource needed for life and godliness (Eph. 1:3; 2 Pet. 1:3) and deliverance from all condemnation (Jn. 5:24).
  - ...That in view of this completeness in Christ (Col. 2:10) and the abiding, sanctifying presence of the Holy Spirit (Jn. 14:16, 17; Tit. 3:5), it is in no way required by God to seek a "second work of grace" (Gal. 3:3).
  - ...That apart from Christ there is no possible salvation (Jn. 14:6; Acts 4:12; 13:39).

## **ARTICLE VIII**

### **Sanctification**

- We believe...That sanctification, which is a setting-apart unto God, is threefold:
- That it is already complete for every person because his position toward God is the same as Christ's position (Heb. 10:10, 14; 1 Cor. 6:11, RV).
  - ...That while the standing of the believer is thus perfect "in Christ", his present state is as imperfect as his experience in daily life, and there is therefore also a progressive sanctification wherein the believer is to "grow in grace" and to be "changed" by the unhindered power of the Holy Spirit (2 Cor. 7:1; 3:18; 2 Pet. 3:18).
  - ...That, lastly, the child of God will yet be fully sanctified in his state, as he is now sanctified in his standing, when he shall see his Lord and "shall be like Him" (Jn. 3:2; 1 Thess. 3:13; 5:23).

## **ARTICLE IX**

### **Assurance**

We believe...That, because of the eternal purpose of God towards the objects of His love (Eph. 1:4; 2:6, 7) because of His freedom to exercise grace towards the meritless on the ground of the propitiatory Blood of Christ (Rom. 5:8-10; Jn. 10:28), because of the very nature of the divine gift of eternal life (Jn. 5:24; 1 Jn. 5:13), because of the present and unending intercession and advocacy of Christ in heaven (Heb. 7:25; 1 Jn. 2:1), because of the abiding and sealing presence of the Holy Spirit in the hearts of all who are saved (Jn. 14:16; Eph. 1:13, 14) we, and all true believers everywhere, can have a firm assurance of our salvation (Heb. 6:18, 19).

We believe also, however... that since God is a holy and righteous Father (1 Pet. 1:15, 16), and cannot overlook the sins of His children (Hab. 1:13), He will, when His children persistently sin and fail to judge themselves (1 Cor. 11:31), chasten them and scourge them in infinite love (Heb. 12:6) in order that He may at last present them blameless before the presence of His glory (1 Cor. 11:30, 31; Eph. 5:25, 26; 1 Cor. 5:5).

## **ARTICLE X**

### **The Church**

We believe...That the Church is the mystical Body and Bride of the Lord Jesus Christ (Col. 1:18; Rev. 21:9), which He began on the Day of Pentecost (Matt. 16:18; Acts 2:47), and will complete at His second coming (1 Thess. 4:16, 17; Rom. 11:25).

...That all true believers of this dispensation, irrespective of membership in the organized local churches of earth, have been baptized into this Body of Christ by the Holy Spirit (1 Cor. 12:12, 13; cf. 1:2).

...That the members of this one Body should wherever possible, assemble themselves together into local churches for worship, prayer, fellowship, and teaching (Heb. 10:25; Acts 2:42), and for the observance of the ordinances of baptism and the Lord's Supper (Matt. 28:19; 1 Cor. 11:23-26).

...That it is the solemn duty of its members to "keep the unity of the Spirit in the bond of peace" (Eph. 4:3), rising above sectarian differences (1 Cor. 3:3,4), and loving one another with a pure heart (1 Pet. 1:22).

...That the first and foremost mission of the Church in the world today is to witness for Christ among the nations (Matt. 28:19, 20; Mk. 16:15; Acts 1:8).

## **ARTICLE XI**

### **The Blessed Hope**

We believe...That the Second Coming of Christ (Heb. 9:28) will take place in two stages, the first being the Rapture (1 Thess. 4:13-17) when He comes as the "Morning Star" (Rev. 22:16), in the air (1 Thess. 4:17) to receive His own (Jn. 14:3) and the second being the Revelation (2 Thess. 1:7,8) when He comes as the "Son of Righteousness" (Mal. 4:2) to the Mount of Olives (Zech. 14:4) to be received by repentant Israel (Zech. 12:10);

...That, according to the Word of God, the next great event in the fulfillment of prophecy will be the pre-Tribulation coming of Christ (Rev. 3:10,11) in the air to receive to Himself His own, both those who have fallen asleep and those who are alive and remain unto His coming (1 Thess. 4:13-17; 1 Cor. 15:51, 52; Jn. 11:25, 26);

...That this is the "blessed hope" of the Church (Tit. 2:13), an event for which we should constantly be watching, the time being unrevealed but always imminent (Mk. 13:32-37; Rev. 22:12,20);

...That this event will be followed by the judgment of the believer's works for reward at the Judgment Seat of Christ (Rom. 14:10; 2 Cor. 5:10; 1 Cor. 3:11-15) a judgment which may result in the loss of rewards, but not the loss of salvation (1 Cor. 3:11-15) and by the Marriage of the Lamb just before the Lord returns in glory (Rev. 19:7-9).

## **ARTICLE XII**

### **Christ's Glorious Appearing**

We believe...That the world will not be converted previous to the Second Coming of Christ, but is day by day ripening for judgment (Lk. 17:26).

...That this dispensation will end with a fearful apostasy in the professing Church (1 Tim. 4:1; 2 Tim. 4:3, 4; 2 Thess. 2:11, 12) which during the Great Tribulation (Matt. 24:21), will be headed by a personal Antichrist (2 Thess. 2:3, 4; 1 Jn. 2:18).

...That God's righteous judgments will then be poured out upon the world (Rev. 6:1-18:24).

...That at the close of this period (Matt. 24: 29, 30) the Lord Jesus Christ will personally, visibly, and gloriously descend from heaven (Rev. 1:7; 19:11-16) with the Church (Zech. 14:5; Jude 14) and His holy angels (2 Thess. 1:7) to bind Satan in the bottomless pit (Rev. 20:1-3), judge the living nations (Matt. 25:31-46), restore to Israel her land (Deut. 30:3-5; Ezek. 37:21; Isa. 11:11, 12), establish His glorious and literal kingdom over all nations for a thousand years (Acts 15:16; Rev. 20:4-6), lift the curse which now rests upon the whole creation (Isa. 11:6-9; Rom. 8:19-23), and bring the whole world to the knowledge of the Lord (Isa. 11:9; Hab. 2:14).

...That at the end of the thousand years, Satan shall be loosed for a short season to deceive the nations (Rev. 20:7-9).

...That the unsaved dead shall then be raised, judged according to their works, and cast into the Lake of Fire prepared for the devil and his angels (Rev. 20:11-15; Matt. 25:41).

...That, as the Son of David (Lk. 1:32), Christ will finally deliver up the Messianic Kingdom to God the Father, in order that He, as the Eternal Son, may reign with the Father in the New Heaven and the New Earth eternally (1 Cor. 15:24-28; Rev. 21:1).

## **ARTICLE XIII**

### **The Future Life**

We believe...That the spirits of the SAVED at death go immediately to be with Christ in heaven (2 Cor. 5:8; Phil. 1:21-23), where they abide in joyful and conscious fellowship with Him until He comes for His own (1 Thess. 4:14), when their bodies shall be raised from the grave and changed into the likeness of His own glorious body (1 Cor. 15:25-58; Phil. 3:20, 21), and in that state forever to enjoy the presence of the Lord (1 Thess. 4:17) and to reign with Him on Earth (Rev. 5:10; 20:6) and throughout eternity (Rev. 22:5).

...That the spirits of the UNSAVED at death descend immediately into Hades (Lk. 16:23; Num. 16:33) where they are kept under conscious punishment and misery (2 Pet. 2:9, RV), until the judgment of the Great White Throne after the Millennium (Rev. 20:11), at which time Hades will deliver up its dead (Rev. 20:13) and their bodies shall be raised from the grave (Rev. 20:5); they shall be judged according to their works (Rom. 2:3-6; Rev. 20:12), and be cast into the Lake of Fire (Rev. 20:15; 21:8), not to be annihilated (cf. Rev. 19:20; 20:10), nor ultimately restored (Rev. 22:11), but to be punished with final and everlasting destruction away from the presence of the Lord (2 Thess. 1:9).

## **ARTICLE XIV**

### **Angels, Fallen and Unfallen**

We believe...That God created an innumerable company of sinless, spiritual beings, known as angels (Col. 1:16; Heb. 12:22).

...That one, Satan, a personal being of the highest rank (Ezek. 28:12-19) through pride (1 Tim. 3:16) and unlawful ambition (Isa. 14:12-15) rebelled against God and fell, thereby becoming completely depraved in character (Jn. 8:44) and the leader of a large host of evil angels and demons who followed him in his fall (Rev. 12:9; Matt. 12:24, RV; Jude 6).

...That a great company of angels kept their holy estate (Mk. 8:38), and are before the throne of God (Rev. 5:11) from whence they are sent forth as ministering spirits, to minister to the heirs of salvation (Heb. 1:13, 14).

...That Satan was judged at the cross (1 Jn. 3:8) and through subtlety led our first parents into transgression (2 Cor. 11:3), accomplishing their moral fall (Gen. 3:1-7), and, as the "god of this world," subjecting them and their posterity to his own power (2 Cor. 4:4).

...That Satan was judged at the cross (Jn. 16:11; Col. 2:15), and, although that judgment was not immediately executed, he will ultimately be "cast into the lake of fire and brimstone" where, together with the fallen angels and all the unsaved, he will be "tormented day and night forever and ever" (Rev. 20:10,15; Jude 6).

## **ARTICLE XV**

### **The Christian's Walk**

We believe...That the believer is called with a holy calling (2 Tim. 1:9) to walk not after the flesh, but after the Spirit (Rom. 8:4) and so to live in the power of the indwelling Spirit, that he will not fulfill the lust of the flesh (Gal. 5:16-18).

...That as the flesh with its fallen Adamic nature in this life is never eradicated (Rom. 7:23; 1 Jn. 1:8; 1 Ki. 8:46; Phil. 3:12), it needs to be kept by the Spirit in constant subjection to Christ (Rom. 6:11-13; Eph. 4:22-24; 1 Cor. 10:12; 2 Cor. 10:5).

...That good works are in no sense the procuring cause of salvation (Eph. 2:8-10), but are its proper evidence and fruit (1 Jn. 3:9-10; Tit. 2:14; Matt. 7:16-20).

...That since our citizenship is in heaven (Phil. 3:20, RV), we as the children of God should live a consistent, separated Christian life (Rom. 12:2; 2 Cor. 6:14-17; Eph. 5:11), and abstain from all worldly amusements and unclean habits which defile mind and body (1 Thess. 5:22; 1 Pet. 2:11; Rom. 13:14; 1 Cor. 6:19, 20), and from such worldly practices as: the swearing of oaths (James 5:12), affiliation with secret societies (2 Cor. 6:14), using courts from settling disputes between believers (1 Cor. 6:1-8), taking personal vengeance and participating in carnal strife (Rom. 12:17-21; 2 Cor. 10:3, 4), and divorce as forbidden by the Lord (Matt. 19:9; Rom. 13:9).

...That the believer should keep the Word of the Lord (Jn. 14:23), seek those things which are above (Col. 3:1, 21), walk as He walked (1 Jn. 2:6), be careful to maintain good works (Tit. 3:8), and especially accept as a solemn responsibility the duty and privilege of bearing the Gospel (1 Cor. 5:19; Jn. 15:16), remembering that a victorious, fruitful life is possible only to those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Him for His service (Rom. 12:1, 2).

**APPENDIX F: DIRECTED STUDY FORM**



**Grace University  
Counseling Department  
1311 South 9th Street  
Omaha, NE 68108**

**Application for Directed Study**

**FORM INSTRUCTIONS:** After completing this form, please submit it to your Department Chair or Program Director for a signature, then submit to the Academic Office. Processing will begin after this form and a syllabus have been submitted.

**DATE:** \_\_\_\_\_

**COURSE INFORMATION**

**Course ID Number:** \_\_\_\_\_ **Credit:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

**STUDENT:** \_\_\_\_\_

**Reason for developing this Directed Study:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED SIGNATURES**

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Signature of Department Chair or Program Director

\_\_\_\_\_  
Signature of Academic Dean

- ❖ *All Directed Studies require prior approval from the consenting instructor, the Department Chair or Program Director, and the Academic Dean.*
- ❖ *A syllabus must be sent to the Academic Office.*
- ❖ *Directed Studies will only be approved if the student missed the sequence of a required course, through no fault of his/her own.*
- ❖ *Full-time faculty will be paid \$100.00 per credit hour for the 6th and subsequent credit hours taught.*
- ❖ *Adjunct faculty will be paid \$100.00 per credit hour.*

**APPENDIX G: Academic Withdrawal Form (Leave of Absence)**



Grace University  
 Counseling Department  
 1311 South 9th Street  
 Omaha, NE 68108

**Academic Withdrawal Form  
 (Application for Leave of Absence)**

*A Student may request a Leave of Absence if the student is in good standing and cannot continue study due to unusual personal, professional, or academic difficulties. During leave of absence, students are not registered for any courses, directed study, or internship hours. If a student requests and receives a Leave of Absence after the drop/add period of any term, the student will receive a grade of W in all classes in which the student is enrolled.*

**FORM INSTRUCTIONS:** Please notify your Academic Advisor before submitting this form to the Registrar’s Office. After completing this form, deliver it to the Registrar’s Office and the student must finalize all financial arrangements with the Business Office and Financial Aid Office. **The cost to hold a place in the program is \$100.00 per term.** *Students who do not pay the Leave of Absence Fee will have to reapply to the program.*

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

Reason for Leave:

How long do you plan on taking a leave?

- Personal
- Professional
- Academic
- Other \_\_\_\_\_

Semester (s): \_\_\_\_\_

Year(s): \_\_\_\_\_

**\*\*If a student stops taking classes for more than one year, they are required to apply for readmission through the Admissions Department. \*\***

**REQUIRED SIGNATURES**

\_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Academic Advisor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Department Chair

\_\_\_\_\_  
 Date

**Readmission Form**

- ❖ Students cannot start taking classes again without the approval of the Readmission Form.
- ❖ Students who are readmitted must adhere to the current program requirements which may be different from when they were last enrolled.

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Last Date Enrolled at Grace    \_\_\_ Fall        \_\_\_ Spring        \_\_\_ Summer        Year \_\_\_\_\_

**REQUIRED SIGNATURES**

\_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Department Chair

\_\_\_\_\_  
 Date