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Student Handbook



2011 - 2012

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***REQUIRED:**

Please read your *Student Handbook and Course Catalog*, then sign the Student Handbook Affidavit (see form on the last page). Turn this form in to your Campus Director to complete your enrollment.

From the President

A WISE MAN ONCE SAID that our decisions determine our direction and our direction determines our destiny.

We stand with you in faith for God's help in making the right decision concerning your spiritual education. We know full well that the course of your life and ministry—and your ultimate success—depends greatly on quality decisions.

We would consider it an honor if God chooses to use us in helping you prepare for your future and to pour into your life knowledge and spiritual endowments that will help you fulfill God's call on your life.

We desire to set forth in this *Student Handbook and Course Catalog* a simple, yet comprehensive overview of our purpose and the programs we offer. Our Spirit-filled programs focus primarily on equipping students for ministry within the local church. Our anointed ministers and teachers bring a wealth of experience to each program and course.

The School of Theology and Biblical Studies is the foundation of our program. The emphasis on the teaching and preaching of God's Word is central to all other ministries of the Church and is, therefore, our major focus. Evangelism and discipleship - the two parts of the Great Commission - are the ultimate purpose of the Church. We cannot afford to lose sight of this "first love."

Christian Counseling is an essential part of ministry to the Church. In the day and hour that we live, the Body of Christ is greatly affected by the problems that plague our surrounding society. Our School of Christian and Pastoral Counseling prepares students for this vital ministry.

Our School of Music equips students for effectively leading church praise and worship or for an evangelistic music ministry. Emphasis is placed on skill development and on learning to minister under the anointing of the Holy Spirit.

FROM THE PRESIDENT

Being “in the world but not of the world” presents the Church with the challenge of maintaining excellence in business affairs. That is the focus of our School of Church Administration.

Our School of Christian Education prepares the student for Christian Education within the church as well as for Primary and Secondary Christian School Administration.

The School of Pastoral Ministry prepares the student with a rich, well-rounded program encompassing some elements of each school, preparing the pastor to lead the church in all areas of ministry.

Your reward from God will be based on your obedience to His call on your life, whether in full-time ministry or as a lay worker in the church. We commit ourselves to assist you in every way possible in the preparation for that call.

We accept, as a mandate from God, the words given by the Apostle Paul to his son in the faith, Timothy, when he said, “The things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also” (2 Timothy 2:2).

God bless you for your obedience to God’s call on your life. May your decisions be accurate, your direction be sure, and your destiny be one of greatness in God’s Kingdom.

In His service for a quality, spiritual education,



Douglas J. Wingate, D.Min., D.D.
President & Founder

Statement of Faith

WE CONSIDER THE FOLLOWING TRUTHS to be fundamental to an understanding of our relationship to the One True and Living God.

▼ ONE TRUE GOD

The One True God is the eternally self-existent “I AM,” the Creator of the universe. He has further revealed Himself as a triune Being, manifested as Father, Son, and Holy Spirit.

▼ SCRIPTURES INSPIRED

All Scripture is verbally inspired by God as written in the original languages and is inerrant revelation of God to man. The Bible is the infallible authority for faith and conduct.

▼ THE LORD JESUS CHRIST

The Lord Jesus is 100% divine (Son of God) while simultaneously being 100% human (Son of Man). As God Incarnate, He is the express image of the Living God in human form.

▼ ORIGINAL SIN & THE FALL OF MAN

Man was created good and upright in the image and likeness of God. The first man, Adam, through disobedience, fell from the grace of God and, thus, sin and death entered into the world. Adam’s transgression incurred not only physical death for man, but also spiritual death which is eternal separation from God. Man’s propensity to sin because of his sinful nature necessitates salvation from the power of sin and a Savior to provide that salvation.

▼ SALVATION OF MAN

Man’s only hope of redemption and salvation from sin is through the shed

STATEMENT OF FAITH

blood of the Lord Jesus Christ. His blood is completely sufficient to deliver every person from the power and penalty of sin.

▼ THE CHURCH & ITS MISSION

The Church is the Body of Christ and is comprised of all believers. God inhabits the Body of Christ by the Holy Spirit both individually and corporately. Since God's purpose concerning man is to seek and to save that which is lost, to be worshiped by man, and to build a body of believers in the image of His Son, the Church's responsibility is: 1) to evangelize the world, 2) to be a corporate body in which man may worship and glorify God, and 3) to equip the saints for the work of service.

▼ BAPTISM IN WATER

Baptism by immersion in water is commanded in the Scriptures. All who repent of their sins and believe in Christ as Savior and Lord are to be baptized.

▼ HOLY COMMUNION

The Lord's Supper, consisting of bread and a cup of the fruit of the vine, is a memorial of Jesus' suffering and death and a celebration of His resurrection to be enjoyed by all believers until He comes again.

▼ BAPTISM OF THE HOLY SPIRIT

The baptism of believers in the Holy Spirit is evidenced by the initial physical sign of speaking with other tongues as the Holy Spirit gives utterance. This experience is distinct from and subsequent to the experience of the new birth. With the baptism of the Holy Spirit comes the enduing of power for life and service and the bestowing of spiritual gifts.

▼ EVER-INCREASING FAITH

Faith of the heart is based on the hearing (spiritual understanding) of God's Word. Without faith it is impossible to please God. Christians are saved through faith, justified by faith, shall live by faith, and overcome the world by faith.

▼ DIVINE HEALING

Divine healing is provided for in both Old and New Testaments and is integral to the Gospel.

▼ THE SECOND ADVENT OF CHRIST & THE FINAL JUDGMENT

As the climax to God's dealing with man, Jesus is coming again. At that time, there will be a resurrection of the righteous and the wicked. The wicked will be judged and the righteous will be ushered into the everlasting Kingdom of God.

Diplomas & Degrees

THE TYPES OF CERTIFICATES, DIPLOMAS, & CHRISTIAN DEGREES offered are listed below:

▼ **AUDIT CERTIFICATE**

Our Audit Program is for those individuals attending strictly for their own personal spiritual growth. Audit students must attend all classes and read all textbooks. Audit students are invited to participate in the graduation exercise for degree students and will receive a certificate of attendance for each 30-credit-hour program completed.

Audit students may convert their Audit student credit to academic credit by completing the additional work requirements (tests, quizzes, papers, and labs) and paying the additional tuition for the degree program. Upon completion of the additional requirements, a degree certificate and transcript commensurate to the student's academic standing will be awarded.

▼ **DIPLOMA**

A Diploma in Theology is awarded to a student who successfully completes the first-year program for academic credit (30 credit-hours total).

▼ **ASSOCIATE'S DEGREE**

An Associate's Degree is awarded to a student who successfully completes the second-year program for academic credit (60 credit-hours total).

▼ **ADVANCED DIPLOMA**

An Advanced Diploma is awarded to a student who successfully completes the third-year program for academic credit (90 credit-hours total).

▼ BACHELOR'S DEGREE

A Bachelor's Degree is awarded to a student who successfully completes the fourth-year program for academic credit (120 credit-hours total).

All students within the Bachelor's Degree program are required to complete Program #1 courses either by class instruction or by transfer from an approved institution. They are also required to complete 30 credit-hours of study within their chosen major. Formal teaching and preaching experience may qualify a student for Ministry Life Experience (MLE) credit. Up to 30 credit-hours of MLE credit may be awarded toward a Bachelor's Degree. See the Director for details.

▼ MASTER'S DEGREE

A Master's Degree is awarded to a student who successfully completes a minimum of 36 credit-hours above the Bachelor's Degree program for academic credit. Formal teaching and preaching experience may qualify a student for Ministry Life Experience (MLE) credit. Up to 9 credit-hours of MLE credit may be awarded toward a Master's Degree. See the Director for details.

▼ DOCTORAL DEGREE

A Doctor of Ministry (D.Min.) is awarded to a student who successfully completes 45 credit-hours above the Master's Degree program for academic credit.

Tuition

▼ LOW TUITION PHILOSOPHY

We have the philosophy that a quality, spiritual education that trains an individual for service to the Lord Jesus Christ should not leave that individual with an oppressive financial debt.

This is another reason that we have not sought the very costly regional accreditation that leads to qualification for government-guaranteed student loans and other government programs. Institutions using such loans generally charge the maximum tuition allowable, leaving the student with a sizeable debt at the completion of their education. For those called to the ministry, it can be very difficult to obey God's calling with this type of debt lingering over their finances. Therefore, we elected a less-costly, independent accreditation.

Our approach is to provide the most affordable, quality, spiritual education that we can as a ministry to the Lord and to His servants.

▼ STUDENT LOANS

Our policy is to provide an in-house, interest-free, student loan in the form of a "pay-as-you-go" program rather than requiring the student to pay the full tuition at the beginning of each semester.

Flexibility of schedule is another great advantage of our approach. Students can finish their programs of study or achieve their educational goals over a period of time convenient to them. Their own personal preferences, work schedules, and their own finances determine the speed at which they progress.

Students must pre-pay each course before attending classes. If a student cannot pre-pay the course, they are not disqualified from continuing their education, though they might not complete the number of courses required to graduate in the next graduation exercise. There are no provisions for partial payments.

TUITION

▼ AUDIT TUITION

The cost of a one-year Audit Program is \$990, payable in 9 installments of \$110 (\$33 per credit-hour). Each installment includes tuition, primary textbook for each course, and Ministry Practicum credits (see page 17). Audit credit may be converted to academic credit by paying the additional tuition amount and completing the additional work requirements.

Description	Credit-Hours	Cost
Tuition (includes books & fees)	27	\$990
+ Ministry Practicum	3	0
= Totals	30	\$990
÷ 9 payments		\$110

▼ UNDERGRADUATE PROGRAM ANNUAL TUITION

The cost of a full year of undergraduate studies is \$1,440. This cost is the same whether a student is working toward a Diploma, Associate's Degree, Advanced Diploma, or Bachelor's Degree. It is payable in 9 installments of \$160 each (\$48 per credit-hour).

Each installment covers tuition, primary textbook for each course, and Ministry Practicum credits (see page 17).

Description	Credit-Hours	Cost
Tuition (includes books & fees)	27	\$1,440
+ Ministry Practicum	3	0
= Totals	30	\$1,440
÷ 9 payments		\$160

TUITION

▼ MASTER'S PROGRAM TUITION

The cost of a 1-year Master's Program is \$2,090, payable in 11 installments of \$190 each (\$58.05 per credit-hour). Each installment covers tuition, primary textbook for each course, and Ministry Practicum credits (see page 17).

Description	Credit-Hours	Cost
Tuition (includes books & fees)	33	\$2,090
+ Ministry Practicum	3	0
= Totals	36	\$2,090
÷ 11 payments		\$190

▼ DOCTORAL PROGRAM TUITION

Our Doctoral Degrees are based on a 45-credit-hour program which includes 15 credit-hours of course work and a 30-credit-hour doctoral dissertation. The cost of the coursework phase of this program is \$950, payable in 5 installments of \$190 (\$63.33 per credit-hour). Each installment covers tuition and the primary textbook for each course. The cost of the dissertation phase is \$1,300 payable in 10 installments of \$130 (\$43.33 per credit-hour).

Description	Credit-Hours	Cost
Doctoral Dissertation	30	\$1,300
+ Tuition (includes books & fees)	15	\$950
= Totals	45	\$2,250
÷ 5 payments (1 per course during coursework phase)		\$190
+ 10 payments (during dissertation phase)		\$130

▼ REFUND POLICY

It is the official policy that if a student desires, for any reason, to withdraw from an enrolled class, the following percentages of the tuition will be refunded.

TUITION

When written withdrawal is received:

- before the first class 100% refund (upon return of materials)
- after the first class 75% refund
- after the second class 50% refund
- after the third class 0% refund

▼ MATRICULATION FEE

Some students transferring in may have accumulated enough credit-hours from various approved academic institutions to qualify for a matriculated Christian degree. The courses must be similar in nature to those we offer. There is a \$400 fee to matriculate a Bachelor's Degree.

Entrance Requirements

▼ NEW STUDENTS

Applicants expecting to enter a Christian degree program must have either earned a diploma from an accredited high school, passed the General Equivalency Diploma (G.E.D.) test or have an equivalent education.

Audit students do not need a high school diploma.

▼ TRANSFER CREDIT

Students transferring credit from another institution of higher learning must provide official, sealed transcripts sent directly to your campus from the previous institution.

Students will be granted credit for work done on an equivalent level and for a similar amount of time in subjects that fit in the student's program of study. Transferable grades must be "C" or above. Transferred grades will be included in the student's overall grade point average (GPA).

Formal transfer credit evaluation is done by the Office of the Registrar after all official transcripts have been received. In order to avoid an additional Reassessment Fee, official transcripts should be received by the Office of the Registrar within 60 days of the student's enrollment date.

To receive one of our Christian degrees, students *must* take or transfer in credits covering Program #1 subjects and complete a minimum of thirty (30) credit-hours in one of our programs.

▼ MINISTRY LIFE EXPERIENCE CREDIT

Ministry Life Experience credit recognizes academic study for the preaching and teaching of the Word of God in formal classes or services sanctioned by the church, such as adult services, children's church, and youth services. To qualify for MLE credit, the majority of the material presented should result from the instructor's own study of the Word of God and not rely upon use of pre-printed curriculum. MLE credit will also be awarded for evangelistic

ENTRANCE REQUIREMENTS

speaking engagements, as well as teaching or preaching over radio and television. Conducting Sunday school classes, home Bible studies, or cell groups do not count toward MLE credit.

Experienced ministers should see the Director for an *MLE Application*. There is a \$35 evaluation fee that must accompany the application at the time of submission. A further fee of \$10 per credit-hour (undergraduate level) or \$15 per credit-hour (graduate level) will be assessed for each MLE credit-hour awarded. If no MLE credit is awarded, the student incurs no additional fee. The maximum MLE credits that can be awarded are 30 credit-hours for undergraduate students and 9 credit-hours for graduate students. No MLE credits can be awarded for post-graduate (doctoral) level students.

The MLE Application must be received by the Office of the Registrar within 60 days of the student's application. Qualifying students will receive an MLE Award Letter from the Office of the Registrar showing the MLE credits for which the student is eligible and the total Credit Awarded Fee due. Upon remittance of the Credit Awarded Fee, the MLE credits will be officially awarded.

Assessment for an undergraduate student awarded 30 credit-hours:

Description (Undergraduate MLE)	Credit-Hours	Cost
MLE Evaluation Fee		\$35
+ MLE Credit Awarded	30 hours @ \$10 per hour	\$300
= Totals	30 hours	\$335

Assessment for a graduate student awarded 9 credit-hours:

Description (Graduate MLE)	Graduate Credit-Hours	Cost
MLE Evaluation Fee		\$35
+ MLE Credit Awarded	9 hours @ \$15 per hour	\$135
= Totals	9 hours	\$170

Application Process

ALL OF THE FOLLOWING STEPS must be completed before an application will be processed by the Registrar:

1. Completely fill out the application. **IMPORTANT:** Use the *Degree Student* application if you are working toward your degree. Use the *Audit Student* application if you are working toward an Audit certificate of attendance.
2. Contact each college, university or institute of ministry that you have previously attended. Have them send transcripts to your campus. (You are responsible for following up with the Director to determine whether all of your transcripts have been received.)
3. If transcripts from an accredited college or university will not be provided, submit one of the following proofs of high school graduation (not necessary for Audit students).
 - a) Diploma (a photocopy is acceptable)
 - b) G.E.D. (a photocopy is acceptable)
 - c) Or Equivalent (official documents are required)
4. Read the *Student Handbook and Course Catalog* and sign the Student Handbook Affidavit on the last page of the catalog.
5. Submit completed application material to the Director no later than the first night of class. Include a payment of \$35.00, payable to the campus to cover the application and evaluation process.
6. For experienced ministers only: If applying for Ministry Life Experience credit, include a *MLE Application* and the \$35.00 MLE application fee. (Forms are available from the Director.)

Student Policies

▼ **STANDARD OF CONDUCT**

A student whose personal conduct is a poor testimony for Christ and who fails to live in accordance with the scriptural ideals of this institute will be spiritually counseled and will be disciplined to such extent as the Dean of Students deems advisable. We reserve the right to refuse admission, to put on disciplinary probation, or to dismiss any student whose personal conduct and/or attitude, in the judgment of the administration, are not consistent with the Christian spirit and standards which we seek to maintain.

By way of example: academic dishonesty, such as giving unauthorized aid on an examination or plagiarism (the intentional or unintentional presentation of another's work as one's own) are not acceptable behaviors and will not be tolerated. Both subject the student to expulsion.

PERSONAL HABITS

Students are expected to abstain from the use of any tobacco, alcoholic beverages and illicit drugs, both on and off campus. They will also maintain behavior above reproach in relationships with the opposite sex, avoiding the appearance of evil.

DRESS CODE

Unlike students at secular universities, our students are in training for the ministry, where they will represent Jesus, the King of Kings.

For women: modesty, femininity and good taste are the guiding principles of women's dress. No low cut necklines or dresses with slits above the knee are permitted. No shorts or jeans with holes; no bare feet or flip-flops.

For men: well-groomed, clean, neat and tidy are the guiding principles of

STUDENT POLICIES

men's dress. Beards are permitted if trimmed and kept neat. Hair should be properly groomed at all times. No shorts or jeans with holes; no bare feet or flip-flops.

▼ ATTENDANCE, ABSENTEE & TARDY POLICIES

Regular and punctual attendance is essential to scholastic achievement and success in ministry. Thus, students are expected to be in class at the appointed time. Students who are late or who miss a class are required to purchase and listen to recordings of the missed lectures. These must be ordered within one week of the missed class. If recordings are not purchased and listened to, the student will receive a grade of "Incomplete" for the course.

▼ COURSE REQUIREMENTS

In addition to attending class, students are expected to read all textbooks and to take all quizzes, tests, and exams; to deliver any scheduled oral presentations; and to turn in any other work required on the assigned date. Research papers are due one week after the last class meeting date (if not otherwise specified) even if the student is absent on that date. A guide for preparing research papers acceptable at this institute can be found in Appendix B.

▼ MASTER'S & DOCTORAL STUDENTS SPECIAL REQUIREMENTS

All Master's and Doctoral students attending undergraduate courses must complete all course requirements, submit a mandatory 6-page research paper, and complete 200-300 additional pages (minimum 500 pages total) of reading to receive graduate or post-graduate credit for the course. If the course requires undergraduate students to submit a 6-page research paper, graduate and post-graduate students must submit a 12-page paper.

All Master's and Doctoral level thesis/dissertation topics *must* be approved in advance of any student work. All dissertation work must be of publishable quality. Therefore, a dissertation must be an original and thorough treatment of the subject area chosen. Master's and Doctoral students should request a copy of the official Thesis and Dissertation Guidelines from the Director. Every thesis and dissertation must follow these guidelines.

▼ LATE WORK

If the course requirements are not completed and the Course Completion Affidavit turned in within one week of the last class meeting, the student will receive a grade of "Incomplete." Once an incomplete grade has been posted, the student has two additional weeks to complete all of the course requirements and turn in their affidavit. To change a grade from "Incomplete," the student must pay a \$10 Change of Grade (from Incomplete) Fee.

Three weeks after the last class meeting, if the work is still not completed, the student's "Incomplete" grade will be changed to an "F"

If a personal emergency prevents a student from completing the course requirements, they are responsible for contacting the Director to arrange to complete the required work.

FAILING GRADE

If a student fails a course, they will have to pay tuition and take the course again. They must demonstrate satisfactory work for the entire course before they may be eligible for a passing grade to appear on their transcript.

▼ MINISTRY PRACTICUM

Students are required to serve in their local church as a minister of helps - for example as a greeter, usher, or nursery worker. Undergraduates are required to serve a minimum of 72 hours during their 9-course program of

STUDENT POLICIES

study. Ministry Practicum hours must be valid volunteer work sanctioned by the local church providing training for the student and helping the local church. It does not include student ministry independent of the local church. This service, verified by a church leader, earns the student 3 credit-hours. Bachelor's-level students: see the "Typical Program #4 Course List" *in your area of specialization* for Ministry Practicum requirements. These hours can be fulfilled either as volunteer work or as paid employment.

Master's-level students are required to serve in their local church and/or community for a minimum of 176 hours during their program of study. See the "Typical Program #5 Course List" *in your area of specialization* for your Ministry Practicum requirements. These hours can be fulfilled either as volunteer work or as paid employment.

See Appendix A for a *Ministry Practicum Activity Log*, which students should use throughout the year to properly document their volunteer hours. NOTE: Ministry Practicum credit will only be granted after a student has completed 9 courses at our institution.

▼ MISCELLANEOUS FEES

Students will not be allowed to participate in the graduation exercise or receive official transcripts as long as outstanding fees have not been paid. All fees are non-refundable.

APPLICATION FEE

There is a \$35 application fee. This fee covers both processing the application and assessing academic standing.

MATERIALS FEE

The campus may charge a \$20 fee for start-up materials (such as the *Student Handbook and Catalog* and your outline binder).

CAP AND GOWN FEE

There is a \$35 fee per student per year to help cover the costs of the caps, gowns, tassels, and hoods used at the annual graduation ceremony.

CHANGE OF GRADE (FROM INCOMPLETE) FEE

There is a \$10 change-of-grade fee. This fee applies when a final grade report has already been submitted to the Registrar showing an incomplete (“I”) grade but the grade has not yet become an “F”

OFFICIAL TRANSCRIPT REQUEST FEE

Official transcripts are issued by the Office of the Registrar, provided the student’s account is paid in full. A Transcript Request Form can be found in the form section of this catalog. One official transcript is provided free of charge at each graduation. Additional transcripts cost \$5 each.

RETURNED CHECK FEE

A student will be charged \$25 for any check returned to us because of insufficient funds.

FEE FOR RECORDINGS OF MISSED CLASSES

Students are not permitted to make individual recordings of class sessions.

We reserve the right to charge students a suitable fee (up to \$10) for recordings of missed classes.

IDENTIFICATION BADGES

The campus may require you to wear a student I.D. badge during class sessions. Policies concerning if, how, and when badges are issued; penalties for non-possession of your badge during classes; replacement costs for lost badges, etc. are all determined at the Director’s discretion.

Academic Standards

▼ GRADING SYSTEM

Grade	Description	Percentages	Grade Points
A	Superior	93-100	4.0
B	Excellent	85-92	3.0
C	Average	77-84	2.0
D	Below Average	70-76	1.0
F	Failing	0-69	0.0
W	Withdrawn*		0.0
I	Incomplete		0.0

▼ GRADUATING WITH HONORS

The following honors are granted to graduating students with superior achievement and are reflected on their Christian degree certificate:

Summa Cum Laude: 3.90 - 4.00 cumulative GPA

Magna Cum Laude: 3.65 - 3.89 cumulative GPA

Cum Laude: 3.50 - 3.64 cumulative GPA

▼ GRADE REPORTING

Grade posting provides students with the information needed to track their academic progress. Grades will be posted after each course is completed.

▼ UNSATISFACTORY STUDENT PERFORMANCE

Consistently unsatisfactory academic performance (such as course failure, unexcused absences, late reports, lack of meeting course requirements, missing of final exams, etc.) may be reason to terminate a student's enrollment. Students terminated for unsatisfactory academic performance will not be entitled to any tuition refund.

* Should any student desire to withdraw from school, he or she should write a letter and speak with the Director to formally withdraw. (A "W" does not count against a student's GPA.) This must be done before the third night of class. Unless the student formally withdraws, the student will not be eligible for re-admission without an interview with the Director. The student who just stops attending class and does not formally withdraw – or who does not complete the course requirements within the time specified – will receive an "F" for any course with unsatisfied requirements.

Graduation Requirements

▼ GENERAL REQUIREMENTS

The graduation requirements for the conferring of diplomas and Christian degrees are as follows:

1. Each student must have completed all required course work in a chosen program prior to graduation. All students **MUST** have taken or transferred credits covering Program #1 subjects and completed a minimum of thirty (30) credit-hours in one of our programs.
2. Undergraduate students must have maintained a 2.0 or greater cumulative grade point average (GPA). Graduate students must have maintained a 3.0 or greater cumulative GPA while attending at the graduate level.
3. Each student should submit a *Ministry Practicum Activity Log* documenting their volunteer work for their local church. This should be turned in to the Director at least eight (8) weeks prior to the scheduled graduation exercise.
4. Each student must have paid all tuition and fees before graduation.
5. The student must complete a *Course Tracking Schedule & Intent to Graduate Form* and submit it to the Director at least eight (8) weeks prior to the scheduled graduation exercise. No partially completed forms will be accepted.
6. The graduating student is expected to attend the commencement exercise.

Course Catalog



2011 - 2012

Undergraduate Programs

▼ THESE CHRISTIAN DEGREES ARE AVAILABLE:

- Diploma in Theology
- Associate in Theology
- Advanced Diploma in Theology
- Bachelor of Theology
- Bachelor of Pastoral Ministry

▼ UNDERGRADUATE TRACKS

Undergraduate course work is established in four year-long programs. Each program is made up of 9 courses and 1 Ministry Practicum for 3 credit-hours each, making a total of 30 credit-hours per year.

▼ PROGRAMS #1, #2, & #3 FOR ALL TRACKS*

Program #1 is foundational in nature and required for all students. It is designed to give each student a solid foundation for their own personal life and Christian walk. Program #1 addresses the four areas where Satan tries to keep a believer from being successful in life: faith, health, provision, and character. Program #1 also includes courses on the ministry of Jesus and a survey of the New Testament.

Program #2 is designed to give students a “jump start” into fulfilling the call of God on their lives. These courses provide training in such basics as Bible study, prayer, preaching, various giftings, and flowing with the anointing. Program #2 also includes a survey of the Old Testament as well as a course designed to help students discover their own purpose in the Kingdom of God.

UNDERGRADUATE PROGRAMS

Program #3 provides in-depth study of important books and doctrines of the Bible. Such study will help students achieve a greater degree of effectiveness in any area of church-related ministry.

REQUIRED PROGRAM #1 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-101	Principles of Faith	3
TH-107	Christ-Like Character	3
TH-102	Biblical Finances	3
TH-104	Divine Healing	3
TH-103	Ministry of Helps	3
TH-105	Life & Teachings of Christ I	3
TH-106	Life & Teachings of Christ II	3
TH-109	New Testament Survey	3
TH-112	Authority of the Believer	3
MP-100	Ministry Practicum - Freshman	3
	Total Credit Hours	30

UNDERGRADUATE PROGRAMS

TYPICAL PROGRAM #2 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-218	Methods of Bible Study	3
TH-221	Discovering Your Purpose	3
TH-202	The Anointing	3
TH-213	Spiritual Gifts	3
TH-217	Ministry Gifts & Church Government	3
TH-222	Old Testament Survey I	3
TH-223	Old Testament Survey II	3
TH-203	Principles of Prayer	3
TH-204	Homiletics	3
MP-200	Ministry Practicum - Sophomore	3
	Total Credit Hours	30

TYPICAL PROGRAM #3 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-301	Blood Covenant	3
TH-303	Personal Evangelism	3
TH-306	Angelology	3
BI-308	Galatians	3
BI-309	Ephesians	3
TH-324	Divine Guidance	3
BI-301	Acts of the Apostles	3
BI-311	I & II Corinthians: Part 1	3
BI-312	I & II Corinthians: Part 2	3
MP-300	Ministry Practicum - Junior	3
	Total Credit Hours	30

UNDERGRADUATE PROGRAMS

▼ PROGRAM #4: SPECIFIC BACCALAUREATE TRACKS

Program #4 is the year of specialization as students move into courses designed to prepare them to preach and teach the Word of God and help in areas of specialized service in the local church. Courses are grouped into “tracks” and provide a subject concentration focused on the student’s major field of study. All baccalaureate tracks equip the student for full-time Christian service or prepare them for graduate studies in Theology and related fields.

Each Program #4 track is made up of 9 courses and 1 Ministry Practicum for 3 credit-hours each, making a total of 30 credit-hours.

TRACK # 1: THEOLOGY

This major course of study gives the student a solid foundation in the Word of God, meets the needs of the Christian worker by equipping them for various areas of full-time Christian service, and prepares them for graduate studies in theology and related fields.

TRACK # 2: PASTORAL MINISTRY

This major course of study equips the student for full-time pastoral ministry in the local church.

UNDERGRADUATE PROGRAMS

TYPICAL PROGRAM #4 COURSE LIST CHRISTIAN THEOLOGY TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
ED-401	Teaching the Bible	3
TH-424	Submission & Authority	3
TH-431	Church History	3
TH-444	Ministerial Ethics	3
TH-410	Principles of Leadership	3
BI-425	Romans I	3
BI-426	Romans II	3
TH-426	Tabernacles of God	3
BI-420	Hebrews	3
MP-400	Ministry Practicum - (50% in teaching or preaching)	3
	Total Credit Hours	30

TYPICAL PROGRAM #4 COURSE LIST PASTORAL MINISTRY TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
TH-424	Submission & Authority	3
TH-444	Ministerial Ethics	3
BI-404	Pastoral Epistles	3
BI-432	The Gospel of John	3
CC-402	Counseling with Scripture	3
ED-401	Teaching the Bible	3
TH-451	Practical Pastoral Ministry I	3
TH-452	Practical Pastoral Ministry II	3
MU-404	True Worship	3
MP-400	Ministry Practicum (50% in Pastoral Ministry)	3
	Total Credit Hours	30

Master's Programs

THE MASTER'S LEVEL PROGRAM contains courses grouped in "tracks" which provide a subject concentration focused on the student's major field of study.

▼ THE FOLLOWING CHRISTIAN MASTER'S DEGREES ARE AVAILABLE:

Master in Theology

Master in Pastoral Ministry

▼ MASTER'S LEVEL ENTRANCE REQUIREMENTS

Theology candidates must have earned a Bachelor's Degree with a Theological major from a recognized college or university. Leveling courses may be required. If the Bachelor's Degree is in an unrelated field, sixty (60) credit-hours of biblical foundation courses are required before starting at the Master's level. (Experienced ministers: please contact your Director for information and forms to apply for Ministry Life Experience credit.)

▼ MASTER'S TRACKS - PROGRAM #5

All Master's level tracks are designed for qualified individuals who want an in-depth study of a particular area of ministry. We have established Master's course work in 36-credit-hour programs. Each track is made up of 9 courses, 1 Ministry Practicum for 3 credit-hours, and a formal thesis worth 6 credit-hours for a total of 36 credit-hours. (The Master's candidate has the option of substituting two (2) pre-approved elective courses in lieu of the formal, 50-page-minimum thesis.)

TRACK # 1: THEOLOGY

This major course of study is for students who desire to expand their training and deepen their knowledge and understanding of the Bible and theology.

NOTE: The courses listed for Program #5 in Theology are suggested **ONLY** for students who have already completed the Program #1-4 courses in Theology. Students who have not yet completed the Program #1-4 courses should take them now at a graduate level.

**TYPICAL PROGRAM #5 COURSE LIST
CHRISTIAN THEOLOGY TRACK**

*PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-502	Hermeneutics (Bible Interpretation)	3
TH-503	Modern Cults & False Religions of the World I	3
TH-504	Modern Cults & False Religions of the World II	3
ED-406	Educating Adults	3
BI-432	Gospel of John	3
BI-404	Pastoral Epistles	3
TH-506	Expository Preaching	3
MU-404	True Worship	3
CC-402	Counseling with Scripture	3
MP-500	Ministry Practicum - Masters (50% in teaching/preaching)	3
WR-500	Master's Thesis (min. 50 pages) or 2 additional courses	6
Total Credit Hours		36

MASTER'S DEGREE PROGRAMS

TRACK #2: PASTORAL MINISTRY

This major course of study helps pastors increase their effectiveness in the work of the ministry. **NOTE:** The courses listed for Program #5 in Pastoral Ministry are suggested **ONLY** for students who have already completed the Program #1-4 courses in Pastoral Ministry. Students who have not yet completed the Program #1-4 courses should take them now at a graduate level.

TYPICAL PROGRAM #5 COURSE LIST PASTORAL MINISTRY TRACK

*PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-502	Hermeneutics (Bible Interpretation)	3
TH-431	Church History	3
TH-410	Principles of Leadership	3
BI-424	Romans	3
BI-420	Hebrews	3
ED-406	Educating Adults	3
TH-506	Expository Preaching	3
TH-426	Tabernacles of God	3
CC-409	Temperament Theory	3
MP-500	Ministry Practicum - Masters (100% in Pastoral Ministry)	3
WR-500	Master's Thesis (min. 50 pages) or 2 additional courses	6
	Total Credit Hours	36

Doctoral Programs

ALL DOCTORAL LEVEL PROGRAMS are individually designed for qualified individuals who want an in-depth study of a particular area of ministry.

▼ THE FOLLOWING CHRISTIAN DOCTORAL DEGREES ARE AVAILABLE:

Doctor of Ministry in Theology (D. Min.)

Doctor of Ministry in Pastoral Ministry (D. Min.)

**▼ ENTRANCE REQUIREMENTS
DOCTORAL DEGREE PROGRAM**

To enter a Doctoral program, a student must have earned a Master's Degree with a Theological major from a recognized college or university. Leveling courses may be required. Each 45 credit-hour program is designed as in-ministry education for ministry professionals and will build on ministry experience and previous education while challenging the individual candidate to pursue and realize their full potential.

PROGRAM REQUIREMENTS

1. The completion of 5 post-graduate level courses related to the student's major and pre-approved by the Campus Director.
2. One major dissertation with a minimum of 150 pages. Dissertation guidelines are available to Doctoral candidates upon request.

List of Courses

▼ THEOLOGY (TH)

TH-101 PRINCIPLES OF FAITH

This course explains the concept of faith in God and His Word. Emphasis is placed on scriptural ways to develop ever-increasing faith in God.

TH-102 BIBLICAL FINANCES

This course reveals God's plan of provision and abundance for His people. It emphasizes the need for faith and an understanding of the principles necessary to receive God's best.

TH-103 MINISTRY OF HELPS

This course assists the student in understanding the value of serving in the Body of Christ and helps them find their place of service.

TH-104 DIVINE HEALING

This course reveals that physical healing has been provided for every believer in the redemptive work of Christ. Students will examine what the Bible says about God's will to heal "all," then take a look at God's methods of healing and discover common hindrances to receiving healing.

TH-105-6 LIFE & TEACHINGS OF CHRIST I & II

These courses provide an outline of the life and teachings of Jesus Christ and survey the order of the events in His earthly ministry.

TH-107 CHRIST-LIKE CHARACTER

This course is designed to give the student a solid moral character based on spiritual enlightenment. The blessings of God follow moral and ethical behavior, and these are essential for any minister of the Gospel.

LIST OF COURSES

TH-109 NEW TESTAMENT SURVEY

This course provides an overview of the main thoughts and the central themes of the twenty-seven books of the New Testament.

TH-112 AUTHORITY OF THE BELIEVER

This course helps the student understand the authority that God has given them as a believer and challenges them to walk in that authority in their daily lives.

TH-202 THE ANOINTING

This course helps the student identify the anointing of God in the Old and New Testaments and specifically in the life and ministry of Jesus. It will also help the student understand the anointing from God that is available for believers today.

TH-203 PRINCIPLES OF PRAYER

This course helps the student understand the principles and purpose of prayer as outlined in the Bible. The students will cover the different kinds of prayer, the function of prayer in our daily lives, and how to pray and seek God on a daily basis.

TH-204 HOMILETICS I

This course acquaints the student with practical principles of preaching and teaching. The focus of this class is two-fold: (1) the preparation of the sermon outline and (2) the delivery of the sermon through verbal and non-verbal communication.

TH-213 SPIRITUAL GIFTS

This course gives the student a working knowledge of the nine New Testament gifts of the Spirit as described in I Corinthians 12 and 14.

TH-217 MINISTRY GIFTS & CHURCH GOVERNMENT

This course teaches the student the function and the characteristics of the five-fold ministry gifts. It will emphasize church leadership and the responsibilities of each office of church government.

TH-218 METHODS OF BIBLE STUDY

This course explores various tools and methods of Bible study, including book, character, word, and topical studies. Students are trained on a variety of book-based study aids and are exposed to computer-based study tools.

TH-221 DISCOVERING YOUR PURPOSE

This course will help students discover their own specific purpose in life and ministry, while it inspires and equips them to boldly fulfill their God-given destiny.

TH-222-3 OLD TESTAMENT SURVEY I & II

These courses provide an overview of the messages, the authors, and the main themes of the books of the Old Testament.

TH-301 BLOOD COVENANT

This course covers the significance of blood covenants in human history from the first blood covenant in Genesis to God's covenant with Abraham to Christ as the fulfillment of the Abrahamic Covenant.

TH-303 PERSONAL EVANGELISM

This course inspires and equips students to share the Gospel one-on-one with those in their circle of influence. Students will discover their own "style" of evangelism and develop their personal testimony into an effective witnessing tool.

LIST OF COURSES

TH-306 ANGELOLOGY

This course teaches the student about the origin, activity and ultimate destiny of the two great hosts of angelic beings. This course will deal with angels, Satan, and demons.

TH-324 DIVINE GUIDANCE

This course will help students grow in their ability to discern the voice of God for specific guidance in their lives.

TH-410 PRINCIPLES OF LEADERSHIP

This class helps students recognize, develop, and refine the personal characteristics necessary to be a truly effective leader — the kind people want to follow.

TH-424 SUBMISSION & AUTHORITY

This course will help students develop a scriptural understanding of submission to authority as God has ordained it, within the home, the local church, and the universal Church.

TH-426 THE TABERNACLES OF GOD

This course provides a comparative study of the Tabernacle of Moses, the Tabernacle of Heaven, and the Tabernacle of David. Emphasis will be placed on the types and shadows of the redemptive work of Christ.

TH-431 CHURCH HISTORY

This course teaches the student the origin of the Christian Church, its birth, and its development from the Day of Pentecost through modern times.

LIST OF COURSES

TH-444 MINISTERIAL ETHICS

This course sets a standard of excellence in ethical conduct. It exposes common ethical problems faced by ministers and provides preventive strategies

TH-451-2 PRACTICAL PASTORAL MINISTRY I & II

This course provides a study of the special duties of the pastoral ministry including weddings, funerals, and the ordinances of communion and baptism.

TH-502 HERMENEUTICS (BIBLE INTERPRETATION)

This course teaches the various types of biblical interpretation and covers the principles and approaches for a correct understanding of each type.

TH-503-4 MODERN CULTS & FALSE RELIGIONS OF THE WORLD I & II

This course provides a critique of the seven major world religions. In addition, the course will briefly survey the major cultic structures that have arisen in the United States (Jehovah Witnesses, Mormonism, Unity, etc.) that are providing the greatest challenge to the Church today.

TH-506 EXPOSITORY PREACHING

This course helps students prepare and deliver sermons that will bring the Scriptures to life.

▼ BIBLICAL STUDIES (BI)

BI-301 ACTS OF THE APOSTLES

This course is a study of the powerful ministry of the Holy Spirit in the early New Testament Church and challenges students to expect the same powerful outpouring in these last days.

LIST OF COURSES

BI-308 GALATIANS

This course provides a detailed study of the contrast between the works of the Law and the work of the Spirit, the fruit of the flesh and the fruit of the spirit, and living under legalism vs. living under grace.

BI-309 EPHESIANS

Ephesians reveals the mystery of the Church as the Body of Christ, recreated in Christ Jesus to express Christ's fullness on earth. It also covers practical matters of relationships with other believers, our families, and employers.

BI-311-2 I & II CORINTHIANS: PARTS 1 & 2

This course provides a study of 1 & 2 Corinthians, including the background of Corinth, the resolving of various church problems, as well as a study of biblical love, spiritual gifts, and the doctrine of resurrection.

BI-404 PASTORAL EPISTLES

This course studies Paul's letters to Timothy and Titus, emphasizing qualifications for the ministry.

BI-420 HEBREWS

This course covers the book of Hebrews with emphasis on the "Superiority of Christ" and His high priestly work.

BI-424 ROMANS

BI-425-6 ROMANS I & II

This course examines the most powerful doctrinal book of the New Testament with emphasis on salvation by grace, man's desperate need for a Savior, and the practical application of Christianity.

BI-432 THE GOSPEL OF JOHN

This course explores the overall content of John's account of Jesus' life and ministry, the book's purpose, and related teachings.

▼ CHRISTIAN COUNSELING (CC)

CC-402 COUNSELING WITH SCRIPTURE

This course trains students in the necessary and appropriate use of Scripture as the foundation for all Christian counseling. Emphasizes a balanced look at the physical, spiritual, and emotional needs of the counselee.

CC-409 TEMPERAMENT THEORY

This course gives students an understanding of the different types of temperaments and insight into how to improve our daily interactions with others.

CC-479 WONDERFUL COUNSELOR

This course teaches students how to minister healing to the broken-hearted while they learn to flow with the Holy Spirit as “The Wonderful Counselor.”

▼ CHURCH ADMINISTRATION (CA)

CA-402 BIBLICAL PRINCIPLES OF MANAGEMENT

This course looks at biblical standards for management. It reveals Solomon’s key for winning every race, explains how to resolve conflicts and turn enemies into allies. The course discloses five qualities that will help students become successful in their vocation.

▼ CHRISTIAN EDUCATION (ED)

ED-401 TEACHING THE BIBLE

This course provides practical help with the process of teaching the Bible: lesson plan preparation, presentation of spiritual truths, and how to evaluate what students have learned.

LIST OF COURSES

ED-406 EDUCATING ADULTS FROM A CHRISTIAN PERSPECTIVE

This course provides a study of the characteristics and needs of adults in the local congregation.

▼ MUSIC MINISTRY (MU)

MU-404 TRUE WORSHIP

This course provides an understanding of the Scriptural differences between praise and true worship. After examining biblical accounts of true worshippers, it shows both why and how each believer should enter their own “secret place” of worship.

▼ MINISTRY PRACTICUM (MP)

MP- 100, 200, 300, 400, 500 MINISTRY PRACTICUM

Ministry Practicum gives students academic credit for volunteer ministry in their local church. NOTE: Ministry Practicum credit will only be granted after a student has completed 9 courses with this institute.

▼ THESIS / DISSERTATION (WR)

WR-500 MASTER’S THESIS

This 50-page, formal paper on a topic related to the student’s major area of study counts for 6 credit-hours. Guidelines for writing a Master’s Thesis are available from the Director.

WR-600 DOCTORAL DISSERTATION

This 150-page, formal paper on a topic related to the student’s major area of study counts for 30 credit-hours. Guidelines for writing a Doctoral Dissertation are available from the Director.

CHURCH ADMINISTRATION

BACHELOR PROGRAM IN CHURCH ADMINISTRATION

Being “in the world but not of the world” presents the Church with the challenge of maintaining excellence in business affairs. That is the focus of our School of Church Administration. This major course of study equips the student to effectively manage the business operations and work force of a local church or ministry organization.

NOTE: Pursuing a degree in a field other than Theology at your campus is dependent on several factors including:

- 1) Having a qualified instructor in that area of study
- 2) Student interest on that campus in that area of study

Please check with your Director to see what degrees other than Theology are available at your campus.

A one-time Specialized Program Fee of \$100 may be charged.

TYPICAL PROGRAM #4 COURSE LIST CHURCH ADMINISTRATION TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
CA-402	Biblical Principles of Management	3
TH-424	Submission & Authority	3
TH-410	Principles of Leadership	3
TH-444	Ministerial Ethics	3
CA-418	Tax Guidelines for Churches & Religious Organizations	3
CA-416	Incorporation	3
CA-417	501 (C) (3) Status	3
CA-419	Fund Raising and Grant Writing	3
CA-411	Bookkeeping Basics	3
MP-400	Ministry Practicum (100% in Church Administration)	3
	Total Credit Hours	30

CHURCH ADMINISTRATION

▼ CHURCH ADMINISTRATION (CA)

CA-402 BIBLICAL PRINCIPLES OF MANAGEMENT

This course looks at biblical standards for management. It reveals Solomon's key for winning every race, explains how to resolve conflicts and turn enemies into allies. The course discloses five qualities that will help students become successful in their vocation.

CA-411 BOOKKEEPING BASICS

This course will help students design their chart of accounts and learn how to record their transactions. Students will learn to navigate the bookkeeping cycle. They will learn to handle contributions and expenses. They will study internal controls and their importance.

CA-416 INCORPORATION

This course is designed to acquaint students with the various aspects of incorporation including - but not limited to - definition and purpose of incorporation, types of incorporation, advantages and disadvantages, how to incorporate, Board structure, fiduciary duties of the Board, by-laws, and recording of corporate minutes. Students will do a mock incorporation, complete with by-laws.

CA-417 501 (C) (3) STATUS

This course is designed to acquaint students with what it means to have 501 status. Students examine the various types of 501 organizations, their advantages and disadvantages, and how to prepare their organization to meet 501 standards. Students will complete paperwork for a mock 501 organization.

CA-418 TAX GUIDELINES FOR CHURCHES & RELIGIOUS ORGANIZATIONS

Students will learn what it means to have tax exempt status. They will explore how their tax exempt status may be jeopardized and what unrelated business means to their tax status. They will study employment tax, special rules for compensation of ministers, payment of employee business expenses, recording requirements, filing requirements, charitable contributions, and special rules limiting IRS authority to audit churches.

CA-419 FUND RAISING AND GRANT WRITING

This course will empower students to raise funds for a non-profit organization. Students will discover the power of building relationships that will help them accomplish their financial goals. As students learn how to do “God’s work in God’s way to produce God’s results,” they will never lack resources. Students will write a mock grant in this course.

CHRISTIAN COUNSELING

BACHELOR PROGRAM IN CHRISTIAN COUNSELING

Christian Counseling is an essential part of ministry to the Church. In the day and hour that we live, the Body of Christ is greatly affected by the problems that plague our surrounding society. Our School of Christian and Pastoral Counseling prepares students for this vital ministry.

NOTE: Pursuing a degree in a field other than Theology at your campus is dependent on several factors including:

- 1) Having a qualified instructor in that area of study
- 2) Student interest on that campus in that area of study

Please check with your Director to see what degrees other than Theology are available at your campus.

A one-time Specialized Program Fee of \$100 may be charged.

TYPICAL PROGRAM #4 COURSE LIST CHRISTIAN COUNSELING TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
CC-451	Intro to Christian Counseling	3
CC-452	Faith Therapy	3
CC-456	Effective Counseling Skills	3
CC-409	Temperament Theory	3
CC-457	Marriage Counseling	3
CC-458	Marriage and Family Issues	3
CC-453	Transformation	3
CC-454	Difficult Counseling Issues	3
CC-479	Wonderful Counselor	3
MP-400	Ministry Practicum - Senior	3
	Total Credit Hours	30

▼ CHRISTIAN COUNSELING (CC)

CC-409 TEMPERAMENT THEORY

This course gives students an understanding of the different types of temperaments and insight into how to improve our daily interactions with others.

CC-451 INTRO TO CHRISTIAN COUNSELING

This course provides the foundation for biblically-based Christian counseling. Salvation by faith is God's method for making us whole - and salvation works! It is the Christian Counselor's job to help the client overcome the problems in his or her life that are hindering this process.

CC-452 FAITH THERAPY

This course teaches the basic principles of Faith Therapy, providing a description of the process of applying faith to both common and deeply-rooted problems. It addresses the role of the anointing in the counseling process.

CC-453 TRANSFORMATION

This course provides a comprehensive method for Christian counseling derived directly from the Bible and in-depth biblical answers for many of the more complex and difficult psychological problems faced in the church.

CC-454 DIFFICULT COUNSELING ISSUES

This course gives models from the Bible for dealing with fear, stress, anxiety, depression, addictive and abusive behavior, and covers how to deal with demonic influences.

CC-456 EFFECTIVE COUNSELING SKILLS

This course teaches how to listen and observe a client; how to ask open-ended questions, paraphrase and summarize their answers; as well as how to connect and when to confront a client.

CC-457 MARRIAGE COUNSELING

This course gives biblical foundations for a lasting marriage. It covers gender differences, attachment, and intimacy, as well as communication skills to help a client have the marriage they've always wanted.

CC-458 MARRIAGE AND FAMILY ISSUES

This course covers analyzing a marriage, the dynamics of family systems and parenting styles, developing love and respect, and dealing with divorce and remarriage. It gives the basis for hope-focused marriage counseling.

CC-479 WONDERFUL COUNSELOR

This course teaches students how to minister healing to the broken-hearted while they learn to flow with the Holy Spirit as “The Wonderful Counselor.”

BACHELOR PROGRAM IN CHRISTIAN EDUCATION

Our School of Christian Education equips the student for teaching in a Christian Education program for a Christian school, a local congregation, or Bible training program encompassing children, youth, and/or adults. It is also designed to prepare those interested in Primary and Secondary Christian School Administration.

NOTE: Pursuing a degree in a field other than Theology at your campus is dependent on several factors including:

- 1) Having a qualified instructor in that area of study
- 2) Student interest on that campus in that area of study

Please check with your Director to see what degrees other than Theology are available at your campus.

A one-time Specialized Program Fee of \$100 may be charged.

TYPICAL PROGRAM #4 COURSE LIST CHRISTIAN EDUCATION TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
ED-401	Teaching the Bible	3
ED-402	Introduction to Christian Education	3
ED-403	Educational Psychology for the Christian Teacher	3
ED-414	Spirit-led Classroom Management	3
ED-405	Educating Children & Youth from a Christian Perspective	3
ED-406	Educating Adults from a Christian Perspective	3
ED-415	Ministry of the Teacher	3
ED-408	Christian Literature	3
CC-411	Child & Adolescent Counseling for the Christian Teacher	3
MP-400	Ministry Practicum (100% in Christian Education)	3
	Total Credit Hours	30

CHRISTIAN EDUCATION

▼ CHRISTIAN EDUCATION (ED)

ED-401 TEACHING THE BIBLE

This course provides practical help with the process of teaching the Bible: lesson plan preparation, presentation of spiritual truths, and how to evaluate what students have learned.

ED-402 INTRODUCTION TO CHRISTIAN EDUCATION

Enjoy a Spirit-led classroom environment! This course shows the differences between a Christian education and one based on secular humanism.

ED-403 EDUCATIONAL PSYCHOLOGY FOR THE CHRISTIAN TEACHER

This course provides a comprehensive study of the principles underlying the teaching-learning process. Reach every student, no matter what their learning style. Make class enjoyable!

ED-405 EDUCATING CHILDREN & YOUTH FROM A CHRISTIAN PERSPECTIVE

Start young people off right in a life-long walk of faith! This course explores the characteristics and needs of young people and how to teach them to turn to God to meet those needs.

ED-406 EDUCATING ADULTS FROM A CHRISTIAN PERSPECTIVE

How do you motivate adult learners? Learn to attract adult students and keep them interested, ever learning, and ever increasing in faith.

ED-408 CHRISTIAN LITERATURE

Christian literature can make eternal truths real to our hearts. Learn to effectively use poetry, novels, and biographies to enhance your teaching.

ED-414 SPIRIT-LED CLASSROOM MANAGEMENT

This course covers the practical application of education theories. Anticipate and prevent everyday problems. Experience success from day one!

ED- 415 MINISTRY OF THE TEACHER

Learn to recognize the gifts God has given you as you answer the call to make a difference in the lives of those you teach.

ED-419 CHILD & ADOLESCENT COUNSELING FOR THE CHRISTIAN TEACHER

This course examines the challenges facing children and adolescents today and prepares classroom teachers with skills to provide the first line of defense for their students.

MUSIC MINISTRY

BACHELOR PROGRAM IN MUSIC MINISTRY

Our School of Music equips students for effectively leading church praise and worship or for an evangelistic music ministry. This major course of study is designed to help students learn to minister under the anointing of the Holy Spirit while developing their musical gifts, whether vocal or instrumental.

NOTE: Pursuing a degree in a field other than Theology at your campus is dependent on several factors including:

- 1) Having a qualified instructor in that area of study
- 2) Student interest on that campus in that area of study

Please check with your Director to see what degrees other than Theology are available at your campus.

A one-time Specialized Program Fee of \$100 may be charged.

TYPICAL PROGRAM #4 COURSE LIST MUSIC MINISTRY TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
MU-413	Biblical Music, Praise & Worship	3
MU-401	Music Theory I	3
MU-403	Christian Music Appreciation	3
MU-402	Music Theory II	3
MU-406/419	Instrument/Voice Development I	3
MU-404	True Worship	3
MU-407/420	Instrument/Voice Development II	3
MU-416	The Practical Side of Leading Worship	3
MU-408	Worship Team Development	3
MP-400	Ministry Practicum (100% in Music Ministry)	3
	Total Credit Hours	30

MUSIC MINISTRY

▼ MUSIC MINISTRY (MU)

MU-401-2 MUSIC THEORY I & II

Beginners will study the basics of time signature, key signature, major and minor scales, the clefs, reading and notating music, and rhythm notation. Advanced students will study at their own level of accomplishment.

MU-403 CHRISTIAN MUSIC APPRECIATION

This course will heighten the student's awareness and appreciation of Christian music as a whole. It covers both historical and contemporary musical styles.

MU-404 TRUE WORSHIP

This course provides an understanding of the Scriptural differences between praise and true worship. After examining biblical accounts of true worshippers, it shows both why and how each believer should enter their own "secret place" of worship.

MU-406-7 INSTRUMENT DEVELOPMENT I & II

Students will learn to apply what they have learned in Music Theory I & II including scales, chords, transposing chords, modulating keys, playing solo passages and back-up fills.

MU-408 WORSHIP TEAM DEVELOPMENT

Students will learn to become a team player and a contributing member of a worship team. They will have an opportunity to organize and lead a rehearsal as well as inspire, encourage, and develop worship team members.

MU-413 BIBLICAL MUSIC, PRAISE, & WORSHIP

This course provides an understanding of what the Bible has to say about music, praise, and worship and lays a practical foundation for becoming an effective worshipper. Students will learn about the origin of musical instruments and discover the power of praise to bring deliverance and revival.

MU-416 THE PRACTICAL SIDE TO LEADING WORSHIP

This course introduces the student to the nuts and bolts of the worship leader's job. It also covers common mistakes worship leaders make and how to avoid them.

MU-419-20 VOICE DEVELOPMENT I & II

Students will learn to apply what they have learned in Music Theory I & II including scales, chords, transposing chords, modulating keys, and singing both solo and back-up.

Campus Information

▼ MAIN CAMPUS

Street Address: 410 East Chapman Road, Lutz, Florida 33549

Mailing Address: P. O. Box 272360, Tampa, FL 33688-2360

Phone: (813) 909-9720

FAX: (813) 909-9730

Email: administration@lcus.edu

▼ AFFILIATION

Life Christian University is not affiliated with any denomination, but is an independent, 501(c)(3) not-for-profit educational and church organization incorporated in the State of Florida, USA.

Student Rights

▼ NON-DISCRIMINATION

We do not discriminate on the basis of race, color, nationality, ethnic origin, or gender. We guarantee the rights, privileges, and the availability of all programs and activities to all students.

▼ PRIVACY

Statute 20, United States Code, §1232g and regulations adopted pursuant thereto, hereafter, referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the Code:

The Code provided for the institution to establish a category of student information termed “directory information.” When available in academic records, any information falling in the category of “directory information” will be available to all persons on request, i.e., the IRS, FBI, or other government agencies, and for use in institute publications.

We have identified the following student data as “directory information”:

- | | |
|--|--|
| 1. Name | 7. Church membership |
| 2. Street address, city, state,
postal (Zip) code | 8. Denominational affiliation |
| 3. Telephone listing | 9. Dates of attendance |
| 4. Race | 10. Degrees & awards received |
| 5. Date & place of birth | 11. Most-recent previous educa-
tional institution attended |
| 6. Major field of study | |

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent academic records, student

placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the school as have responsibility for working with the student. Such information will not be released to second parties without consent of the student.

Except as required for use by the President in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

Note to student: when completing your application, you were required to indicate by your signature that you were notified of your rights as recorded by Statute 20, United States Code, Section 1232g. If you were not so notified, or if you did not complete and sign such an application, please notify your Director.

Independent University

OUR CHRISTIAN DEGREE PROGRAMS are designed to equip students for the work of the ministry, in what many state governments identify as “religious vocations.”

Credits and degrees earned from Colleges within the State of Florida, which are authorized to operate by the Council on Independent Education, do not automatically qualify that individual for a Florida teaching certificate or to participate in professional examinations in Florida. The established procedures require the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the Colleges granting the degrees, prior to approving teachers’ certification, and for the appropriate State professional board, under the Department of Professional or Occupational Regulation, to make similar evaluations prior to scheduling examinations.

Any student interested in obtaining a Florida teaching certificate or in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, Tallahassee, FL 32301.

Life Christian University is exempt from licensure by the State of Florida under §246.085(3)(a), Florida Statute. The transfer of credit to any other academic institution would be at the discretion of the receiving institution.

Accreditation

THE LIFE CHRISTIAN UNIVERSITY MINISTRY EDUCATION PROGRAMS are designed to help students grow in their faith as they prepare to follow the Lord in the work of the ministry. For this reason, LCU has chosen to be accredited through Transworld Accrediting Commission International. Now in their 25th year, Transworld Accrediting is an internationally known, federally recognized non-profit church educational organization. They handle the accreditation of Christian theological schools, seminaries, universities, and colleges throughout the world.

We have chosen not to seek governmental school accreditation offered by the U.S. Department of Education or a regional accrediting association because we believe we should not allow secular institutions to dictate the qualifications for instructors or the programs for a Spirit-filled ministerial degree.

We offer academic programs that are specifically designed to equip students who feel the call of God on their lives and wish to build a ministerial career or to further their Christian education. This academic program is not for persons intending to build secular careers. The articulation and acceptance of credits or degrees by other institutions, including employers, must be determined by the respective institutions.

This form of ministry accreditation is not recognized by the United States Department of Education, but is recognized by most churches, ministry institutions, and ministry organizations.

TRANSWORLD ACCREDITING COMMISSION
9085 California Avenue • Riverside, California 92503
Voice: 951-901-5586 • Fax: 951-344-8236
www.transworldaccrediting.com

Faculty & Administration

▼ **FACULTY AND ADMINISTRATION**

DOUGLAS J. WINGATE - D.MIN., D.D., M.A., B.A.

Founder, President, & Chairman of the Board of Trustees

Professor of Theology, Biblical Studies, and Pastoral Ministry

EDUCATION: St. Petersburg Jr. College, University of South Florida, Rhema Bible Training Center, Faith Theological Seminary, Moody Theological Seminary, National Bible College

DANIEL R. COFLIN - D.MIN., M.A., B.A.

Vice-President & Vice-Chairman of the Board of Trustees, Dean of Theology & Biblical Studies

Professor of Theology, Biblical Studies, and Pastoral Ministry

EDUCATION: Word of Faith Bible Institute, University of South Florida, Florida Beacon Bible College, Faith Theological Seminary

SUSAN WINGATE - M.A., B.A.

Co-Founder & Associate Professor of Theology and Christian Education, Registrar

EDUCATION: University of North Florida, University of South Florida, Rhema Bible Training Center, Faith Theological Seminary, Life Christian University

ANGELI BENJAMIN - J.D.LAW, PH.D., M.A., B.A.

Corporate Counsel, Operations Manager, Professor of Church Administration,

Main Campus Director

EDUCATION: Rutgers University, Bethany Missionary and Bible Institute, McMurry University, Willamette College of Law, Life Christian University

LEANNA ELDRIDGE - PH.D., M.A., B.A., B.S.

Dean of Administration, Director of Curriculum Development, Professor of Theology and Christian Group Counseling

EDUCATION: University of Missouri, Life Christian University

FACULTY & ADMINISTRATION

BARBARA CASTRO - PH.D., M.A., B.S.

Dean of Christian Education Program, Professor of Christian Education

EDUCATION: Florida Southern College, Northeastern State University, Rhema Bible Training Center, Victory Bible Institute, Life Christian University

DIANNE COFLIN - D. MIN., M.A., B.A.

Professor of Theology, Biblical Studies, and Pastoral Counseling; Assessment Registrar

EDUCATION: Word of Faith Bible Institute, Faith Theological Seminary, Life Christian University

ELSI MELENDEZ - J.D.LAW, M.A., B.A.

Professor, Coordinator for Spanish Campuses, Spanish Campus Representative, Director of Spanish Translation

EDUCATION: Southern Adventist University, Regent University, Pontificia Catholic University, Life Christian University

▼ ADDITIONAL ADMINISTRATORS

NATHEN CARLSON - A.TH.

Director of Information Technologies

EDUCATION: Hillsborough Community College, Life Christian University

DAVID HINTON - M.A., R.N., A.S.

Director of Video Production

EDUCATION: St. Petersburg College, Life Christian University

KAREN L. CARVER - D. MIN., M.A., B.A.

Regional Campus Representative

EDUCATION: University of Colorado at Denver, Southern Colorado State University, Restoration in Power School of Ministry, River Bible Institute, Life Christian University

SUSAN M. WARD - B.CC., B.TH., A.TH.

Regional Campus Representative

EDUCATION: River Bible Institute, Life Christian University

CANDY DOYLE - B.TH., A.TH.

Regional Campus Representative

EDUCATION: Life Christian University

EILEEN PEREA - A.TH.

Regional Campus Representative

EDUCATION: Life Christian University

JESSICA ARONSON - A.TH.

Director of Distance Learning, Regional Campus Representative

EDUCATION: Broward Community College, Life Christian University

▼ ADDITIONAL FACULTY

GEORGE BROOKS - D.DIV., M.A.

Professor of Theology, Biblical Studies, Pastoral Ministry, and Pastoral Counseling

EDUCATION: Rhema Bible Training Center, Life Christian University

LINDA BROOKS - M.A., B.A.

Associate Professor of Theology, Biblical Studies, Pastoral Ministry, and Pastoral Counseling

EDUCATION: Rhema Bible Training Center, James Madison University, Life Christian University

JOSÉ FONSECA - D.DIV., M.A., B.A., A.S.

Director of Spanish Program, Professor of Theology

EDUCATION: University of the Sacred Hearts, St. Leo University, Life Christian University

LARRY PEARRE - D.MUS.MIN., M.A.

Dean of Music, Professor in Music, Professor of Theology and Biblical Studies

EDUCATION: Faith Is the Victory Bible School, River Bible Institute, Life Christian University

FACULTY & ADMINISTRATION

MILY ECHEVARRIA - D.MIN., M.A., B.A.

Professor of Theology and Biblical Studies

EDUCATION: Universidad de Puerto Rico, Facultad Teológica Interdenominacional de Puerto Rico, Life Christian University

LESTER O'BRIEN, JR. - D.MIN., M.A., B.A., A.A., A.S.

Professor of Theology and Biblical Studies

EDUCATION: Tampa Technical Institute, Hillsborough Community College, Life Christian University

JOSÉ ROSAS - M.A., B.A.

Associate Professor of Theology and Biblical Studies

EDUCATION: Spanish Eastern Bible Institute, Life Christian University

DONALD BEACH - M.A., B.A.

Professor of Theology and Biblical Studies

EDUCATION: Eagle's Nest Minister's Training Center, Rhema Bible Training Center, Life Christian University

Board of Trustees

Dr. Douglas J. Wingate - President

Dr. Daniel R. Coflin - Vice President

Rev. Susan E. Wingate - Secretary

Mr. Roy G. Breitenbach - Treasurer

Dr. Phillip Richards

Dr. Ronald Zimmer

Dr. Rod Hoskins

Appendix A



STUDENT FORMS

Life Christian University

THE APPLICATION PROCESS - DEGREE STUDENTS

1. Completely fill out the application.

IMPORTANT: Use the *Degree Student* application if you desire to work toward your academic degree. Use the *Audit Student* application if you are working toward an Audit Student's Certificate of Attendance.

Any omissions will cause the application to be returned to you, and your enrollment will be delayed.

2. Contact each college, university or institute of ministry that you have previously attended. Have them send transcripts to your campus. You are responsible for following up with the Director to determine whether all of your transcripts have been received. To avoid a \$50 Reassessment Fee, all transcripts must be received at your campus within 60 days of your enrollment date.
3. If transcripts from an accredited college or university will not be provided, please submit one of the following proofs of high school graduation (not necessary for Audit students).
 - A) Diploma (a photocopy is acceptable)
 - B) G.E.D. (a photocopy is acceptable)
 - C) Or Equivalent (official documents are required)
4. Read the *Student Handbook and Course Catalog* and sign the Student Handbook Affidavit on the last page.
5. Submit completed application form to the Director no later than the first night of class. Include a payment of \$35.00, payable to your campus, to cover the application and evaluation process.

FOR MAIN CAMPUS USE ONLY

STUDENT ID	DATE RECEIVED	DATE ENTERED INTO C-R	ENTERED BY	INITIAL ROLES <input type="checkbox"/> STUDENT <input type="checkbox"/> HOST PASTOR <input type="checkbox"/> ADMINISTRATOR <input type="checkbox"/> ADVISOR <input type="checkbox"/> FACULTY <input type="checkbox"/> DIRECTOR <input type="checkbox"/> HQ STAFF MEMBER
CAMPUS CODE	DATE APPROVED	DATE ASSESSED	ASSESSED BY	DESIGNATED STUDENT ADVISOR

Life Christian University

DEGREE STUDENT APPLICATION

IMPORTANT:

- Please PRINT or TYPE.
- ANSWER ALL QUESTIONS. Applications will not be processed nor academic standing be assessed unless all questions are answered and the application signed and dated by the applicant.
- Do not leave any question blank. Put "N/A" if an item does not apply.

1. PERSONAL INFORMATION

<input type="checkbox"/> MR. <input type="checkbox"/> MS. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME, IF APPLICABLE	PRI. LANGUAGE <input type="checkbox"/> ENGLISH <input type="checkbox"/> SPANISH
MAILING ADDRESS		CITY	STATE / PROVINCE	POSTAL CODE	COUNTRY	
HOME AREA CODE & PHONE NUMBER		WORK AREA CODE & PHONE NUMBER		CELLULAR AREA CODE & PHONE NUMBER		
PRIMARY E-MAIL ADDRESS			SECONDARY E-MAIL ADDRESS			
GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	RACE <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> HISPANIC	<input type="checkbox"/> BLACK <input type="checkbox"/> OTHER <input type="checkbox"/> ASIAN <input type="checkbox"/> NATIVE AMERICAN	CITIZEN OF <input type="checkbox"/> USA <input type="checkbox"/> OTHER (PLEASE SPECIFY)	PLACE OF BIRTH	DATE OF BIRTH (MM / DD / YYYY)
EMERGENCY CONTACT NAME		CONTACT AREA CODE AND PHONE NUMBER		CONTACT RELATIONSHIP		

2. CHURCH BACKGROUND / MEMBERSHIP & MINISTRY EXPERIENCE

CHURCH BACKGROUND / DENOMINATION						
CHURCH PRESENTLY ATTENDING				PASTOR'S NAME		
CURRENT MINISTRY STATUS, IF ANY	<input type="checkbox"/> SENIOR PASTOR <input type="checkbox"/> ASSISTANT PASTOR <input type="checkbox"/> MISSIONARY	<input type="checkbox"/> EVANGELIST <input type="checkbox"/> ITINERANT TEACHER <input type="checkbox"/> CHILDREN'S MINISTER	<input type="checkbox"/> YOUTH MINISTER <input type="checkbox"/> MUSIC MINISTER <input type="checkbox"/> LAY MINISTER	<input type="checkbox"/> CHURCH / MINISTRY ADMINISTRATOR <input type="checkbox"/> CHAPLAIN <input type="checkbox"/> CHRISTIAN BROADCASTING	<input type="checkbox"/> OTHER (PLEASE SPECIFY) <input type="checkbox"/> N / A	
MINISTRY CREDENTIALS? <input type="checkbox"/> LICENSED <input type="checkbox"/> N / A <input type="checkbox"/> ORDAINED	CREDENTIALING ORGANIZATION		PAST MINISTRY INVOLVEMENTS <input type="checkbox"/> PASTORAL <input type="checkbox"/> TEACHER <input type="checkbox"/> EVANGELISM	<input type="checkbox"/> RADIO / TV <input type="checkbox"/> N / A <input type="checkbox"/> OTHER (SPECIFY):	MINISTRY START DATE (MM / YYYY)	

3. EDUCATIONAL INFORMATION

HAVE YOU PREVIOUSLY ATTENDED LIFE CHRISTIAN UNIVERSITY OR LIFE CHRISTIAN BIBLE INSTITUTE? <input type="checkbox"/> YES <input type="checkbox"/> NO						
HIGH SCHOOL NAME*	START DATE (MM / YYYY)	STOP DATE (MM / YYYY)	STUDY EMPHASIS	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> DIPLOMA <input type="checkbox"/> NO <input type="checkbox"/> G.E.D.		
SCHOOL NAME**	START DATE (MM / YYYY)	STOP DATE (MM / YYYY)	MAJOR	DIPLOMA / DEGREE EARNED		

ALL EDUCATIONAL BACKGROUND MUST BE SUPPORTED BY THE FOLLOWING DOCUMENTATION:

*If you have not attended an accredited college or university, you must send a photocopy of your high school transcript, diploma, or GED.

**List all schools including Bible institutes, Bible colleges, other colleges or universities. Must have original, sealed, official transcripts sent directly to your local campus.

NOTE: It is the applicant's responsibility to order, pay for, and—if necessary—follow-up on all transcripts ordered.

4. PLEASE STATE YOUR SALVATION TESTIMONY

5. PLEASE BRIEFLY STATE YOUR EDUCATIONAL & MINISTRY GOALS

Non-Discrimination Policy

This institution does not discriminate on the basis of nationality, ethnic origin, age, or gender. We guarantee the rights and privileges, and the availability of programs and activities to all students.

Privacy Rights of Students

STATUTE 20, UNITED STATES CODE, §1232g and regulations adopted pursuant thereto, hereinafter referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the Code:

The Code provides for an institution to establish a category of student information termed "directory information." When available in college records, any information falling in the category of "directory information" will be available to all persons on request (i.e., the IRS, FBI, or other government agencies, and for use in institute publications). We have identified the following student data as "directory information:"

- | | | |
|----------------------|-------------------------------|--|
| 1. Name | 5. Date & Place of Birth | 9. Dates of Attendance |
| 2. Address | 6. Major Field of Study | 10. Degrees & Awards Received |
| 3. Telephone Listing | 7. Church Membership | 11. Most Recent Previous
Educational Institution Attended |
| 4. Race | 8. Denominational Affiliation | |

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent academic records, student placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the college as have responsibility for working with the student. Such information will not be released to second parties without consent of the student.

Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

PLEASE READ CAREFULLY THE FOLLOWING AFFIDAVIT BEFORE SIGNING.

1. I certify that I have truthfully and accurately answered all questions contained in this application. I understand that falsification of any kind is grounds for refusal of my application or expulsion should falsehood be discovered after acceptance into the academic program.
2. I indicate by my signature that I have been notified of my rights as recorded by Statute 20, United States Code, §1232g.

SIGNATURE

DATE

*Make a payment of \$35 for your application fee, payable to your campus.
Submit this completed application to the Director.*



Life Christian University

THE APPLICATION PROCESS - AUDIT STUDENTS

1. Completely fill out the application.

IMPORTANT: Use the *Degree Student* application if you desire to work toward your degree. Use the *Audit Student* application if you are working toward an Audit Student's Certificate of Attendance.

Any omissions will cause the application to be returned to you, and your enrollment will be delayed.

2. Read the *Student Handbook and Course Catalog* and sign the Student Handbook Affidavit on the last page.
3. Submit completed application materials to the Director no later than the first night of class. Include a payment of \$35.00, payable to your campus, to cover the application process.

FOR MAIN CAMPUS USE ONLY

STUDENT ID	DATE RECEIVED	DATE ENTERED INTO C-R	ENTERED BY	INITIAL ROLES <input type="checkbox"/> STUDENT <input type="checkbox"/> HOST PASTOR <input type="checkbox"/> ADMINISTRATOR <input type="checkbox"/> ADVISOR <input type="checkbox"/> FACULTY <input type="checkbox"/> DIRECTOR <input type="checkbox"/> HQ STAFF MEMBER
CAMPUS CODE	DATE APPROVED	DATE ASSESSED	ASSESSED BY	DESIGNATED STUDENT ADVISOR

Life Christian University

AUDIT STUDENT APPLICATION

IMPORTANT:

- Please PRINT or TYPE.
- ANSWER ALL QUESTIONS. Applications will not be processed nor academic standing be assessed unless all questions are answered and the application signed and dated by the applicant.
- Do not leave any question blank. Put "N/A" if an item does not apply.

1. PERSONAL INFORMATION

<input type="checkbox"/> MR. <input type="checkbox"/> MS. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME, IF APPLICABLE	PRI. LANGUAGE <input type="checkbox"/> ENGLISH <input type="checkbox"/> SPANISH
MAILING ADDRESS		CITY	STATE / PROVINCE	POSTAL CODE	COUNTRY	
HOME AREA CODE & PHONE NUMBER		WORK AREA CODE & PHONE NUMBER		CELLULAR AREA CODE & PHONE NUMBER		
PRIMARY E-MAIL ADDRESS			SECONDARY E-MAIL ADDRESS			
GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	RACE <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> BLACK <input type="checkbox"/> OTHER <input type="checkbox"/> HISPANIC <input type="checkbox"/> ASIAN <input type="checkbox"/> NATIVE AMERICAN	CITIZEN OF <input type="checkbox"/> USA <input type="checkbox"/> OTHER (PLEASE SPECIFY)		PLACE OF BIRTH	DATE OF BIRTH (MM / DD / YYYY)
EMERGENCY CONTACT NAME		CONTACT AREA CODE AND PHONE NUMBER		CONTACT RELATIONSHIP		

Non-Discrimination Policy

This institute does not discriminate on the basis of nationality, ethnic origin, age, or gender. We guarantee the rights and privileges, and the availability of programs and activities to all students.

PLEASE READ CAREFULLY THE FOLLOWING AFFIDAVIT BEFORE SIGNING.

I certify that I have truthfully and accurately answered all questions contained in this application. I understand that falsification of any kind is grounds for refusal of my application or expulsion should falsehood be discovered after acceptance into the Audit Program.

SIGNATURE

DATE

***Make a payment of \$35 for your application fee, payable to your campus.
Submit this completed application to the Director.***

4. PLEASE STATE YOUR SALVATION TESTIMONY

5. PLEASE BRIEFLY STATE YOUR EDUCATIONAL & MINISTRY GOALS

I am planning to upgrade my course work to receive academic credit at some point in the future.



Life Christian University

MINISTRY PRACTICUM ACTIVITY LOG

DATE: _____

CAMPUS CODE: _____ - _____

IMPORTANT: PLEASE PRINT OR TYPE, except for boxes marked "signature." This form is required of all Audit, Undergraduate, and Master's students. It ensures that a student receives proper credit for fulfilling his/her obligation to serve a minimum of 72 hours per year (176 hours for Master's students) in the ministry of the church he/she attends. Work must be performed during the student's current program of study. It is the student's responsibility to ensure that this form is completed and submitted to the Campus Director no later than eight (8) weeks before graduation. Fill out one line of Section #3 per job performed. Use multiple sheets, if necessary. Please keep a photocopy of the completed form for your records.

1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME, IF APPLICABLE
LCU LEVEL: AUDIT LEVEL:	<input type="checkbox"/> DIPLOMA <input type="checkbox"/> YEAR 1	<input type="checkbox"/> ASSOC. <input type="checkbox"/> YEAR 2	<input type="checkbox"/> ADV.DIP. <input type="checkbox"/> YEAR 3	<input type="checkbox"/> BACH. <input type="checkbox"/> YEAR 4	<input type="checkbox"/> MASTER'S <input type="checkbox"/> YEAR 5	STUDENT SIGNATURE

2. CHURCH INFORMATION

CHURCH		
ADDRESS	CITY	STATE / PROVINCE
	POSTAL CODE	COUNTRY
SENIOR PASTOR NAME	OFFICE AREA CODE & PHONE NUMBER	OFFICE AREA CODE & FAX NUMBER

3. SERVICE RECORDS

TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TOTAL HOURS WORKED		DIRECTOR'S SIGNATURE	

* SUPERVISOR: YOUR SIGNATURE ATTESTS THAT THE STUDENT PERFORMED HIS/HER ASSIGNED TASKS IN A FAITHFUL & SATISFACTORY MANNER



Life Christian University

COURSE TRACKING & INTENT TO GRADUATE FORM

GRADUATION DATE: _____

CAMPUS CODE: _____ - _____

IMPORTANT: This form is required of all students intending to graduate in a given school year. It is the student's responsibility to keep track of all courses taken and to return this form to the Campus Director at least 8 weeks before graduation. (List all courses that will be completed by graduation.) **Gown information must be included for proper gown size.** Please keep a photocopy for your personal records.

1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME, IF APPLICABLE
REQUIRED FOR GOWN: HEIGHT – FT: _____ IN: _____ <input type="checkbox"/> \$35 CAP & GOWN FEE PAID WEIGHT – CHOOSE YOUR WEIGHT RANGE (SEE ATTACHED CHART) <input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C"			CERTIFICATE NAME (INDICATE EXACTLY HOW YOU WANT YOUR NAME TO APPEAR ON YOUR CERTIFICATE)			
SOCIAL SECURITY#			MAJOR (IF OTHER THAN THEOLOGY)			
HOME PHONE	WORK PHONE		LCU LEVEL <input type="checkbox"/> DIPLOMA <input type="checkbox"/> ASSOCIATES <input type="checkbox"/> ADVANCED DIPLOMA <input type="checkbox"/> BACHELOR'S <input type="checkbox"/> MASTER'S <input type="checkbox"/> DOCTORATE AUDIT STUDENT LEVEL <input type="checkbox"/> YEAR 1 <input type="checkbox"/> YEAR 2 <input type="checkbox"/> YEAR 3 <input type="checkbox"/> YEAR 4 <input type="checkbox"/> YEAR 5 <input type="checkbox"/> YEAR 6 <input type="checkbox"/> YEAR 7			

2. COURSE INFORMATION

COURSE#	COURSE NAME	DATE COMPLETED	LETTER GRADE	CREDITS	DIRECTOR'S VERIFICATION
MP	MINISTRY PRACTICUM (Undergraduate & Master's Level Students Only)				
COURSE#	MASTER'S STUDENTS ONLY: ADDITIONAL COURSES TAKEN IN LIEU OF WRITTEN THESIS	DATE COMPLETED	LETTER GRADE	CREDITS	DIRECTOR'S VERIFICATION

3. SIGNATURES

STUDENT SIGNATURE _____	DATE _____	DIRECTOR SIGNATURE _____	DATE _____
I CERTIFY THAT THE INFORMATION ABOVE IS CORRECT.		I HAVE VERIFIED THAT THE COURSE WORK HAS BEEN COMPLETED & ALL FEES PAID.	

HEIGHT	WEIGHT RANGE "A"	WEIGHT RANGE "B"	WEIGHT RANGE "C"
4'10" – 5'0"	Up to 159	160-219	220-280
5'1" – 5'3"	Up to 179	180-239	240-300
5'4" – 5'6"	Up to 199	200-264	265-330
5'7" – 5'9"	Up to 229	230-294	295-360
5'10" – 6'0"	Up to 259	260-329	330-400
6'1" – 6'3"	Up to 284	285-354	355-425
6'4" – 6'6"	Up to 309	310-384	385-460
6'7" – 6'9"	Up to 329	330-404	405-480
6'10" – 7'0"	Up to 349	350-429	430-510



Life Christian University

TO GET YOUR TRANSCRIPT FROM LIFE CHRISTIAN UNIVERSITY

1. Fill in the information on the "Request for LCU Transcript Form" (Form: Stu-8)
2. Sign the form
3. Decide on which of the following processing services you require.

- **For Normal Service** - 3 weeks

Cost: \$5.00 fee per copy

Mail in form and payment (credit card number or check) to:

Life Christian University

P.O. Box 272360

Tampa, FL 33688

- **For Expedited Service** - 2 days (WITHIN THE CONTINENTAL U.S. ONLY)

Cost: \$5.00 per copy plus \$20 rush shipping fee

****Do not fill in the credit card number****

1. Fax form
2. Call with your credit card number

**LCU fax #
813-909-9730**

**LCU phone #
813-909-9720**



Life Christian University

REQUEST FOR LCU TRANSCRIPT

Date: _____

Campus Code: _____ - _____

Student Name: _____

Student ID#: _____ SS#: _____

Date of Birth: _____ Last Year Attended LCU: _____

Phone Number (with Area Code): _____

I am requesting a copy of my transcript from Life Christian University.

STUDENT SIGNATURE**

DATE

Please mail my transcript to the following address:
(Please print clearly)

Organization/Contact

Mailing Address

City

State

Zip Code

Number of copies: _____ x \$5.00 \$ _____

Rush Shipping fee (if applicable) \$ _____

Total charges \$ _____

Payment Method: Check Visa MasterCard American Express Discover

Credit Card #: _____

Exp. Date: _____

****We cannot process your request without your signature.**

Appendix B



RESEARCH PAPER GUIDELINES

RESEARCH PAPER GUIDELINES

By:

Your Name

Course Name

Name of School

Today's Date

STUDENTS: These are the research standards of your institution. Please follow these standards for all your writing assignments. A completed and signed copy of this affidavit must accompany each research paper you turn in. Place it immediately after your title page.

RESEARCH AFFIDAVIT

In this paper, every *opinion* from someone else has been indicated by a reference placed at the end of that information. I realize that the mere presence of a reference does not avoid plagiarism. If I have used the *exact words, phrases, clauses, or sentences* of someone else, I have enclosed that information in quotation marks. If I have *paraphrased* the opinions of someone else, I have not enclosed the paraphrase in quotation marks, but I have stated those opinions *in my own words*. I have introduced the paraphrase and put a reference at the end of it.

Factual information (common knowledge or uncontested knowledge) has not been credited with a reference unless I have used someone else's organization of these facts.

This paper is my own work. No one has helped me in the preparation or writing of this paper except for typing or final proofreading.

STUDENT SIGNATURE: _____ DATE: _____

PRINT NAME: _____

COURSE TITLE: _____

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RESEARCH PAPER GUIDELINES

INTRODUCTION

Writing is a vital part of any college experience. Writing a college paper encourages you to gather thoughts from other sources (including references from Scripture), formulate your own conclusions, and then express them in a logical and cohesive manner. These *Research Paper Guidelines* give students an example of how to handle a title page, a table of contents page, the introduction, the body of the paper, the conclusion, and the bibliography. Your paper should look like this document, printed on a single side of the paper.

I. GRADING GUIDELINES¹

All course papers will be reviewed with the following grading guidelines in mind:

- 50% Content of the paper (What ideas were presented? What conclusions were made?)
- 25% Research (Was the course text read? Was additional research performed? Was this demonstrated through the use of quoted material?)
- 10% Delivery & Style (Was correct spelling, punctuation, grammar, and sentence construction used?)
- 15% Presentation (Were the *Research Paper Guidelines* followed? Was there an introduction? Was there a thesis statement? Were correct in-text references made for quoted works? Was there a conclusion? Was there a bibliography? Was the bibliography correctly formatted?)

¹ These guidelines apply to general course papers for both undergraduate and graduate students. Only portions apply to a Master's thesis or a Doctoral dissertation. Master's and Doctoral level students must request a copy of the Thesis or Dissertation Writing Guidelines from your Campus Director.

II. RESEARCH PAPER GUIDELINES

Every research paper must be typewritten using a 12-point business-like font. The finished paper should be fastened at the top left with a staple for easy review and grading. No other fancy cover is needed or required. All pages except the title page and table of contents should be numbered at the bottom in the center of the page. Each page should have margins of 1” on the left, right, top, and bottom. Typing should be double-spaced. Indent the first line of each new paragraph 1/2”. Do not use extra space between paragraphs. (Download *LCU Research Paper.doc* from www.lcus.edu and use it as a Microsoft Word template. Simply highlight each line, then type your own information onto the title page. Continue to highlight and replace the paragraphs in the template with your own paper’s main topics, subtopics, and information.)

Research papers should include the following: a title page, a table of contents page (optional for 6-page papers), and then the body of the research paper.

The **title page** includes the title, the student’s name, the course name, the name of the school and the date of the paper. The title page does not count toward any required number of pages. The title page of these *Research Paper Guidelines* is an example of an acceptable title page.

The information on the **table of contents page** helps the reader better understand the paper’s content. It also helps the writer make sure there is a logical flow of thought. Each section of the paper (Introduction, Conclusion, and Bibliography) and the main topics and subtopics should be listed followed by the correct page number. The table of contents page does not count toward the required number of pages. The table of contents page of these *Research Paper Guidelines* is an example of an acceptable table of contents. (Note: A table of contents is required for a 12-page graduate-level paper.)

The title of the paper should be centered at the top of page 1. Use capital letters, in a bold, large font. Next comes the **introduction**, which explains what the paper will cover. The word “INTRODUCTION” should be centered, in capital letters, in a bold, large font, with extra space above and below the word. Your first page should look like the top of page 1 of these *Research Paper Guidelines*. Within the introduction, include your thesis statement, which is a one-sentence statement of the main point of your paper.

III. MAIN TOPICS IN THE BODY OF THE RESEARCH PAPER

The main topics of the paper should be numbered in Roman numerals. Use capital letters in a bold, large font, with extra space above and below. Please note that the main topics are not centered, but are to the left of the page.

The Importance of Subtopics

When you have subtopics under main topics, you should center the title of the subtopic, but you should not capitalize all the letters. You should only capitalize the first letter of the first word, the last word, and any other important word. Do not put extra space above or below it.

Other Divisions

If it is necessary to divide further under the subtopics, you should start writing the title at the far left of the page. The title should be in bold face letters, and the first letter of the first word, the last word, and any other important word should be capitalized.

Be Sure To Make Paragraph Breaks

It is very difficult to read an entire page of text with no breaks or extremely long paragraphs. Each paragraph should represent a main thought. When a new thought is introduced to the reader, make a new paragraph. The average paragraph should have three to five sentences.

IV. RESEARCH YOUR TOPIC

Research your topic, documenting any published works you have used. As you develop your conclusion, the facts you have gathered from your course, your textbook, the Bible, and other published works will serve as “witnesses” to add credibility to your case. You may include items of “common knowledge” without giving a reference. Common knowledge includes facts, dates, and concepts that an educated person will generally know. You do not need to document such common knowledge when it is expressed in your own words. You may preface common knowledge with statements such as “History shows...” or “Experts agree...”

Example: Most experts agree that vitamin C is good for colds.

When in doubt about whether or not a fact is common knowledge, it is better to document your source.

Report most of your findings in your own words – we are interested in *your* thoughts and insights. Paraphrase and summarize what you have learned. Then use your own words to tie together all the facts you have discovered in your research. Give your own conclusions and tell why you believe as you do. Tell how these truths have impacted your life. Do not write a paper which consists mostly of quoted material – even if you properly cite each source. As a rule of thumb, a paper should consist of no more than 20% directly quoted material (quotes from Scripture are not included in this percentage) and no more than 20% personal testimonies or anecdotes.

V. HOW TO GIVE CREDIT FOR QUOTED MATERIAL

When you make reference to the writings of another, you must give credit to the author or source. You do this by putting the author’s name and page number in parentheses immediately

following the quoted material. This refers the reader to complete information on your source that you provide in your bibliography at the end of your paper.

When you quote four or fewer lines, include the quoted material as part of your paragraph. Be sure to use quotation marks. Give credit to your source as follows: “Put a parenthesis, then the last name of the author, followed by the page number(s) from which the information came, followed by a parenthesis” (De la Torre 9).

If you quote more than four lines, then they should be indented as follows:

When your quotation is longer than four lines (for example 4.5 lines), the quoted material should be indented and single spaced. On a longer, indented quote, you should not use quotation marks. Remember though, to always show where you got your information by referencing the work cited on your bibliography. Note: the parenthetical reference does not count toward the total number of lines (De la Torre 34).

Multiple authors are cited in a similar way. Both names are included and joined by the word “and, ” for example: (Weikel and De la Torre 47). In case you quote from two authors with the same last name, write the last name of the author, and the initial of the first name, for example: (De la Torre, O. 36). If you quote from two or more works from the same author, list the author, a comma, the title of the work (in italic), and the page number(s), for example: (De la Torre, *How To Write an Essay* 78). Even if you don’t quote an author directly but merely summarize his words, you must reference this information, according to common courtesy, ministerial ethics, and copyright laws!

Proving Your Point with Scriptures

When writing your paper, don’t forget you can turn to the Word of God as a source for your research! It is best to pick one version of the Bible to use for all Scripture quotes and to note that version in the bibliography. When a general note has been made, the author needs to indicate the version only when an alternate version is used (Hudson and Townsend 134-135).

Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, is not puffed up, Doth not behave itself unseemly, seeketh not her own, is not easily provoked, thinketh no evil; Rejoiceth not in iniquity, but rejoiceth in the truth; Beareth all things, believeth all things, hopeth all things, endureth all things. Charity never faileth (1 Corinthians 13:4-8).

No version is cited because the predominant version used by the author is the KJV.

Notice that words that are italicized in the King James Version should not be italicized when quoted, since they were not intended for emphasis. Neither do you need to set each verse as if it were a separate paragraph. The actual paragraph breaks in the King James Version are indicated by the paragraph symbol (Hudson and Townsend 80- 81).

Indicate the use of an alternate version of Scripture as follows: “Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking” (1 Corinthians 13:4-5 NIV).

Quoting from the Internet

A research paper is a document that provides credible facts and opinions by those who are considered to be established experts in their field of study. *The Scott Foresman Handbook for Writers* warns, “The Web is not a library designed to support research. Online information is not (like library resources) systematically cataloged, edited, or reviewed. So you can’t treat the Web like a library or assume that information you find there is always reliable” (Hairston, Ruszkiewicz, and Friend 703). The authors further state, “Make it a habit to confirm any statistic, fact, or claim from such a source with information from a second and different type of authority – a published book, an article, a reference work” (707).

The Order of Punctuation

Notice the order of punctuation after an in-text citation. First, end the quoted material with a quotation mark, then comes the reference in parentheses, then the closing period. If a question mark or an exclamation mark *is part* of the quoted material, include it *inside* the quotation marks, then give the reference and close with a period: “How shall we, that are dead to sin, live any longer therein?” (Romans 6:2).

VI. HOW TO DO A BIBLIOGRAPHY

“BIBLIOGRAPHY” should be centered, in capital letters in a large, bold face, with extra space below the word. This is a list of books from which you gathered information to write your paper. The list of books should be in alphabetical order according to the author’s last name. Page 10 of these *Research Paper Guidelines* is an example of an acceptable bibliography.

First, list the last name of the author, followed by the first name and a period. If there is more than one author, write the last name of the first author, a comma, then their first name, then a comma and the word “and” followed by the second author’s first and last name and a period. Notice that only the first author’s name is inverted. Put two spaces between the name of the author and the title of the book, which should be set in italic. After the title of the book, put a period, then space twice, and write the place of publication. Give the name of the country if published outside of the country where you reside. Then put a colon and the publishing house, followed by a comma and the date of publication. A period goes at the end of every entry.

If the work consists of more than one volume, list the number of the volume you used.

If the person is not the author, but the editor, you should put a comma after the name and write the letters “ed.” If there were two or more editors, write “eds.”

If using modern translations of the Bible, check the copyright notice on the copyright page of each particular version. It will tell you exactly how that particular publisher wants notation made in the bibliography.

Document an online source as follows: list title of webpage between “ ”, title of site underscored, date of electronic publication, sponsor of the site, date you examined the site, and the full web address enclosed between <>. See an example from the National Park Service in the bibliography.

As with the title page and the table of contents, the bibliography does not count towards your required number of pages.

VII. PROOFREAD YOUR PAPER

Be careful to proofread your paper before you turn it in. You never know who will eventually read it! Check for misspelled words, typographical errors, and errors in punctuation.

Because writers become so familiar with what they have written, it is easy for them to skip over mistakes. We strongly suggest you have someone with a keen eye and a good command of the English language proofread your paper for you. We do not consider it cheating to have someone proofread your paper. If you need help with spelling and grammar, get some help! We are looking more at your ideas and your grasp of the material covered in the course than at your grammar and spelling. If it is not possible for someone else to proof your paper, you can put your paper away and proofread it after several days when your mind is clear. It is common for professional writers to proofread their work several times to insure they catch all mistakes.

CONCLUSION

The word “CONCLUSION” should be centered, in capital letters in a large, bold face, with extra space above and below the word. A strong conclusion is the finishing touch on your research paper. In the conclusion, you should give a brief summary of the paper, restating why you believe as you do. Do not add any new information at this point, since the conclusion is only a summary of what has already been stated.

BIBLIOGRAPHY

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Unless otherwise indicated, all scriptural quotations are from the *King James Version* of the Bible.

Scripture references marked NIV are taken from the HOLY BIBLE, NEW INTERNATIONAL VERSION ®. NIV ®. Copyright © 1973,1978,1984 by the International Bible Society. Used by permission of Zondervan Publishing House. All rights reserved.

These *Research Paper Guidelines* are not intended to be an exhaustive reference source for your future writing projects, but rather to provide a simple format for your research papers.

For help with the mechanics of grammar and composition, as well as suggestions for the writing process, we suggest *The Handbook of Grammar & Composition* by James A. Chapman.

You can order *The Handbook of Grammar & Composition* from www.abeka.com or 877-223-5226. New books are \$24.50 including tax, shipping, and handling. Used books are also available at amazon.com.

STUDENT HANDBOOK AFFIDAVIT

My signature on this form verifies that I have received and read the *Student Handbook* and that I agree to abide by the policies stated therein.

Printed student name: _____

Student signature: _____

Date: _____

REQUIRED:

Please sign this form and turn it in to the
Director to complete your enrollment.

