

# KANSAS CHRISTIAN COLLEGE

## 2019-20 ACADEMIC CATALOG

*Developing servant leaders who know God, who have a passion for holiness of heart, and who are inspired and prepared for a lifetime of learning and Kingdom service.*

7401 Metcalf Avenue

Overland Park, KS 66204-1995

913-722-0272

[www.kansaschristian.edu](http://www.kansaschristian.edu)

FAILURE TO READ THE ACADEMIC CATALOG DOES NOT EXEMPT STUDENTS FROM THE RULES, REGULATIONS, AND PROCEDURES DESCRIBED IN THIS CATALOG. THE ADMINISTRATION RESERVES THE RIGHT TO AMEND THE INFORMATION GIVEN IN THIS CATALOG THROUGH NORMAL ACADEMIC CHANNELS WITHOUT PRIOR NOTIFICATION. THE CATALOG, THEREFORE, IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT CONSTITUTE A CONTRACT. LAST UPDATED JULY 2019.

# Contents

Letter from the President .....	6
Academic Calendar .....	7
General Information .....	8
History of KCC.....	8
Accreditation .....	8
Affiliation .....	9
Mission Statement .....	9
Vision Statement .....	9
Goals.....	9
Objectives.....	9
Statement of Faith.....	10
College Facilities .....	11
Library and Technology .....	11
KCC Student Disability Accommodation.....	13
Educational Rights and Privacy.....	13
Clery Disclosure .....	13
Completion/Placement Rates .....	13
Admissions .....	14
Admission Requirements .....	14
Provisional Acceptance Policy .....	14
Placement Exams .....	15
“College Now” Program .....	15
Admission Process.....	15
Application for Readmission .....	15
International Students.....	16
Student Life .....	18
Student Life Activities.....	18
Spiritual Life.....	18
New Student Orientation .....	18
Campus Organizations.....	18
Housing and Food Services.....	19

Health Services .....	20
Vehicles .....	20
Behavior Guidelines .....	20
Philosophy of Discipline — A Biblical Approach.....	20
Standards of Conduct .....	21
Suspension or Expulsion.....	21
Grievance and Due Process.....	22
Educational Rights .....	22
Financial Information.....	23
Tuition & Fee Schedule.....	23
Room and Board.....	24
Purchasing Books and Supplies for Traditional and Online Students .....	24
Timeliness of Payment .....	25
Payment Plans .....	25
Refunds for Withdrawn Courses .....	25
Financial Assistance.....	26
Academic Information .....	36
Catalog of Reference .....	36
Student Responsibilities .....	36
Classification of Students .....	36
Credit Hour Definition .....	36
Course Numbering System .....	37
Student Class Load/Overload .....	37
Grading System .....	37
Grade Changes .....	38
Auditing Classes.....	38
Attendance Policy.....	38
Tardy Policy .....	39
Online Attendance Policy.....	39
Examinations .....	40
Repeat Courses.....	40
Withdrawal.....	40
Adding Classes for Credit.....	40

Late Registration .....	40
Independent Study Policy.....	41
Credit for Prior Learning (CPL).....	41
Transfer of Credit Policy .....	42
Transcripts.....	43
Academic Advisors .....	43
Ministry Formation (Student Ministry) .....	43
Semester Honor Rolls .....	44
Residency Requirements.....	44
Double Majors .....	44
Graduation with Honors.....	44
Graduation Clearance.....	45
Student of the Year .....	45
Esther Adams Award .....	45
Academic Progress .....	46
On-Campus Degree Programs.....	50
Business Leadership .....	51
Business Leadership – Sport Management Major .....	54
Elementary Education .....	57
General Studies .....	59
Religion – Biblical Studies Major .....	60
Religion – Missions Major .....	63
Religion – Pastoral Ministry Major .....	66
Religion – Youth Ministry Major.....	68
Worship Ministry.....	71
Online Degree Programs.....	73
Business.....	74
Leadership and Ministry.....	76
Course Descriptions .....	78
Division of Bible and Theology .....	78
Division of General Education .....	84
Division of Professional Studies .....	90
Division of Adult and Online Education.....	101

Personnel .....	110
Administration.....	110
Board of Trustees .....	110
Faculty .....	110

## Letter from the President

Dear Student,

We are excited that you have chosen to attend Kansas Christian College! For 81 years, KCC has been developing servant leaders to change the world around them for Christ. Whether you are preparing to enter the marketplace or full-time ministry, KCC is a place that can help you achieve the calling that God has placed on your life. You may be a new follower of Jesus or one who has been serving Him since you were a child. Or, you might be still on a spiritual journey where you are seeking the truth about Jesus. Regardless, at KCC we are committed to providing an environment that points you to Christ and helps you understand what it means to be a fully-devoted follower of Him.



Our mission is to develop servant leaders who know God, who have a passion for holiness of heart, and who are inspired and prepared for a lifetime of learning and kingdom service. We live in a self-consumed, “me-first” society. Most people live to serve themselves and their own interests. Jesus taught us another way. He taught us the point of humbling ourselves and serving others around us. He was the greatest servant, humbling Himself even to the point of death on a cross (Phil. 2:8). At KCC our desire is to model what it means to be a servant while helping our students understand the importance of serving others in accordance with the teachings of Jesus.

There is a leadership gap in our world. Now, more than ever, we need men and women to “stand in the gap” and be Spirit-filled leaders in every walk of life. We have been called to influence our culture and be a “light in the darkness.” We hope that your time at KCC will prepare you to be a leader among your peers who will stand for the Truth of God’s word.

The authority of Scripture is under attack. God revealed Himself to us through His word, the Bible, and ultimately through His Son, Jesus Christ. The Bible is a “lamp unto our feet and a light unto our path” (Ps. 119:105). It provides truth for our lives and helps us understand our place in God’s story of and for mankind. We hope you will come to understand the importance of God’s Word as the authoritative guide for your life.

Finally, we hope that you develop a love for learning while you are at KCC. Learning should be a life-long endeavor. It doesn’t end when your time at KCC ends. Whether you are here for two years, completing an associate degree, or four years completing a bachelor’s degree, we believe your time here will be engaging and give you the tools for further study beyond KCC, whether that be formal or informal.

Again, we welcome you to KCC and we are so thankful that God brought our paths together! God wants you to be a world changer! Make the most of your time here so that God can use you in a mighty way!

Chad Pollard

President

# Academic Calendar

## July 2019

30 New student applications due

## August 2019

19-20 KCC Kickoff (all students)  
21 First day of classes; \$50 late registration fee begins  
27 Last day for 90% refund

## September 2019

2 Labor Day holiday (no classes)  
4 Last day to add or drop classes; last day for 60% refund  
11 Last day for 40% refund  
18 Census day – 20<sup>th</sup> day of classes; last day for 20% refund

## October 2019

9 Ministry Formation Activity Day  
12-15 Fall break  
18 Spring course registration opens  
28 Last day to withdraw with “W” on transcript

## November 2019

28 Thanksgiving break begins

## December 2019

2 Classes resume after Thanksgiving break  
10 Last day of classes for fall semester  
11-13 Final exams  
17 Final grades due (3:00 p.m.)

## January 2020

18 Orientation (new students)  
21 First day of classes; \$50 late registration fee begins  
27 Last day for 90% refund

## February 2020

3 Last day to add or drop classes; last day for 60% refund  
10 Last day for 40% refund  
17 Census day – 20<sup>th</sup> day of classes; last day for 20% refund

## March 2020

2 Applications for graduation due  
14-22 Spring break  
25 Ministry Formation Activity Day  
27 Fall course registration opens  
31 Last day to withdraw with “W” on transcript

## May 2020

8 Last day of classes for spring semester  
11-13 Final exams  
15 Grades due for graduates at 9:00 a.m.  
All other grades are due at 3:00 p.m.  
16 Commencement

*Note: The dates on this calendar are subject to change at the discretion of the administration.*

## General Information

### History of KCC

Kansas Christian College had its beginning in the Church of God (Holiness) at 29th and Askew in Kansas City, Missouri. There had been a growing concern that the young men and women of the Churches of God (Holiness), who were called to ministry, should have a proper place to prepare. The church building and some rented facilities nearby provided the campus from 1938 to 1941 for what was originally named the Kansas City Bible College and later, until 2015, was known as Kansas City College and Bible School.

In the summer of 1941, the school, realizing that it needed to expand, moved to its present location at 74th and Metcalf in Overland Park, a residential community in the southern part of the greater Kansas City area. The campus of about twenty acres provided a spacious setting for the school. Since that time, several tracts of land have been allocated for other purposes; for example, one for the College Church and the other for the Herald and Banner Press, leaving about eleven acres in our present campus.

The original campus had six buildings, including a fifty-six-room dormitory, an administration building, a kitchen/dining room, and three dwellings. In 1947 a chapel and classroom building was erected. In 1957 a classroom building was built to house the high school.

A major building program was launched in 1965 with the erection of a 46-room dormitory with kitchen and dining room facilities on the lower level, a two-story classroom building with almost 20,000 square feet of floor space, and a multipurpose auditorium used for camp meetings and other general assemblies. Physical education facilities and office space are also provided. With the completion of these buildings, the old administration building and the kitchen and dining hall were razed.

One cannot view the present campus and facilities of Kansas Christian College without knowing that through the dedicated labors and consecrated money of many, God has wrought a miracle. Kansas Christian College remains dedicated to the training of men and women for holy life and service, making an impact on our world today.

### Accreditation

Kansas Christian College, a liberal arts college of the Church of God (Holiness), is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; (407) 207-0808; <https://www.abhe.org/>). The college is authorized to offer associate and baccalaureate degree programs in business, business leadership, elementary education, general studies, leadership and ministry, performance music, religion, and worship ministry, as well as an artist diploma in performance music.

The college is a member of the National Christian College Athletic Association (NCCAA) and the Association of Christian College Athletics (ACCA).



## Affiliation

Although KCC is affiliated with the Church of God (Holiness), it welcomes and actively recruits students of various denominations and backgrounds.

## Mission Statement

Kansas Christian College exists to develop servant leaders who know God, who have a passion for holiness of heart, and who are inspired and prepared for a lifetime of learning and Kingdom service.

## Vision Statement

To see thousands of students change the world for Christ.

## Goals

Students who graduate from KCC

- Can articulate a biblical worldview
- Can clearly articulate the meaning and practical expressions of holiness of heart
- Are equipped with practical tools for ministry
- Are equipped for further study
- Have deepened passion for disciplines of spiritual development

## Objectives

The principle objectives of KCC are to enable students to

1. Exhibit Biblical and theological knowledge
2. Demonstrate the ability to explain the concept of worldview and explain differences between Christian worldview and various other worldviews
3. Exhibit the ability to identify worldview assumptions behind a field of study (or a major contributor to that field)
4. Can explain biblical theology from a Wesleyan/Arminian perspective.
5. Can prepare a lesson(s) articulating and promoting the values of the COGH [holiness of heart (i.e., doctrine of entire sanctification), holiness of life (i.e., lifestyle of holiness), one New Testament Church, congregational church government, and the COGH Mission: To exalt Christ, equip the church, and evangelize the world (i.e., exalt Christ through worship, equip the Church through discipleship, evangelize the world through missions)]
6. Demonstrate mastery of practical ministry tools (pastoral skills, preaching and teaching skills, evangelistic skills, leadership and management skills, discipleship skills, church planting skills), a variety of communication skills (e.g. creative arts, technology), the ability to make missions relevant to the local congregation, and the ability to facilitate strong marriages and families
7. Display the ability to research and present (e.g. writing, speaking)
8. Have gained an overview of various fields of study

9. Demonstrate critical thinking skills
10. Make regular personal devotions a priority (prayer, Bible reading, devotional literature, etc.)
11. Locate and use tools for deeper Bible study (e.g., study guides, commentaries, Sunday school literature, etc.)
12. Be aware of and utilize tools for deeper prayer life (e.g., prayer journals, read books on prayer, fasting, etc.)
13. Attend protracted spiritual emphasis meetings (e.g., camp meetings, retreats, revivals, etc.)
14. Read Christian literature that contributes to our growth and maturity (e.g., classic Christian literature, holiness classics, Christian periodicals, Christian nonfiction, Christian fiction)
15. Demonstrate active involvement in church by taking on a regular ministry
16. Regularly tithe and give offerings
17. Give personal testimonies in church
18. Be involved in personal witnessing
19. Have written and orally presented a spiritual formation essay on what he or she should do to contribute to the spiritual atmosphere on this campus and why he or she should take initiative to do so.

## Statement of Faith

**Section 1. GOD** - We believe there is one God, who is infinite, sovereign, eternal, and the creator of everything. He is holy in His attributes and His nature. He is triune in His essential being and is biblically revealed as Father, Son, and Holy Spirit. (Ps. 90:2; Matt. 3:16, 17)

**Section 2. JESUS CHRIST** - We believe Jesus Christ is very God and very man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. (John 1:1, 14, 18; Phil. 2:5-8)

**Section 3. HOLY SPIRIT** - We believe the Holy Spirit is a divine person sent to indwell, guide, teach, and empower the believer, and to convince the world of sin, of righteousness, and judgment. (John 16:7-15; Acts 1:8)

**Section 4. THE BIBLE** - We believe the Old and New Testaments are the inerrant, infallible, inspired Word of God as originally given. They were written by men who were guided by the Spirit, and as such they stand as the only authority on God's plan for the salvation of mankind. The Bible is the only rule of faith and practice for Christians. (2 Tim. 3:16-17)

**Section 5. MAN** - We believe man was originally created in the image and likeness of God; he fell through disobedience, thereby incurring both physical and spiritual death. All men are born with a sinful nature, are separated from God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; that of the believer is everlasting joy and bliss. (Gen. 1:26-27; Rom. 3:10-18, 23; Rom. 6:23 Ps. 53:1; Rom. 8:7)

**Section 6. SALVATION** - We believe salvation has been provided through Jesus Christ for all men. Those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God. (Eph. 2:8-9; Rom. 5:1)

**Section 7. ENTIRE SANCTIFICATION** – We believe it is the will of God that each believer should be entirely sanctified whereby at a time subsequent to their new birth in Jesus Christ they are cleansed of the nature of sin and filled with the Holy Spirit. By this experience of God’s grace they are then empowered for continued growth, holy living, fruitful witness and effective service in their relationship with Christ. This is both a crisis and a progressive experience. (1 Thess. 5:23-24; Rom. 6:6; Rom. 12:1, 2)

**Section 8. DIVINE HEALING** - We believe in divine healing. Prayer for the sick and anointing with oil are taught in the Scriptures, and are privileges for the Church in this present age. (James 5:14, 15)

**Section 9. THE CHURCH** - We believe the Church consists of all those who believe in the Lord Jesus Christ. Through the merits of His blood, they are born into the family of God and remain in it so long as they are walking in the light. The Lord Jesus Christ is the Head of the Church, which is His body. Our chief purpose is to worship and serve Him. Christ has commissioned the Church to proclaim the Gospel to all the world. In addition, the local church is a body of believers who join together for edification through the inspired Word, for prayer and fellowship, and the observance of the ordinances of baptism and the Lord’s Supper. (Eph. 1:22-23; 5:23-30)

**Section 10. RESURRECTION** - We believe that those who die in Christ are immediately present with Him, while those who die in sin suffer the torments of hell awaiting the final judgment. We believe there shall be a bodily resurrection of the just and of the unjust: for the former a resurrection unto life and for the latter a resurrection unto final judgment. (Luke 16:19-26; 1 Thess. 4:15-17; Rev 20:12-15)

**Section 11. ESCHATOLOGY** - We believe the second coming of the Lord Jesus Christ is a vital doctrine of the Bible and is the vibrant hope of the church. This coming will be a visible, personal return for the Church. Since there is no method of predicting when He will return, the incentive for active holy living is magnified. (Acts 1:11; 1 Thess. 4:15- 17)

## College Facilities

The Kansas Christian College campus is made up of five major buildings, as well as several staff residences. The Cowen Memorial Auditorium houses several administrative offices and the auditorium/gymnasium. The Palmer Education Center includes the Watkins Memorial Library and classrooms for Overland Christian Schools. Shaver Hall houses an 86-person-capacity dormitory, several staff apartments, a cafeteria, student lounges, and laundry facilities. A college classroom building provides for classrooms, a student center, music practice rooms, and faculty offices. The administration building houses several administrative offices, including the admissions and financial aid offices.

## Library and Technology

The Watkins Memorial Library, located on the upper floor of the Palmer Education Center, serves both the high school and college departments of KCC. The purpose of the academic library is to offer necessary research materials for students and faculty to support the curriculum of KCC and to provide a variety of options for recreational reading. The campus has Wi-Fi networks for the library, classrooms, and dorms.

## Library Hours

Daily Hours: 8:30 a.m. - 3:30 p.m., Monday - Friday

Evening hours: TBA

## Library Resources

The library offers mostly religious book and magazine titles; however, there are materials available on a variety of topics including history, science, math, literature, music, and psychology. A section of young adult fiction books is easily accessible to patrons. Also available: ProQuest, Infotrac, NetLibrary eBooks, Business and Management Practices, Routledge Religion eCollection. Non-print resources are comprised of DVDs, videos and CDs. The following non-circulating CD libraries may be used within the library: Jeremiah LifeWorks, Thomas Nelson Bible Study, Quick Verse, Expositor's Bible Commentary, Lucado LifeWorks, Logos Scholars, McArthur LifeWorks, PC Bible Study, and Spanish Learning Suite. Watkins Memorial Library makes 400+ free e-books available through a Kindle login on any device. For more information, contact the librarian. The library has Internet availability on patron computers, and there is a printer/copier available for use. School-related printing is included in student fees, while personal printing is charged at \$.10 per page. Students and teachers are encouraged to bring laptops and tablets to the library and to use the Wi-Fi capabilities.

## Research Tools

Library personnel are available to assist patrons with research methods. The library OPAC catalog is available online. Library users may check their library accounts to see when their items are due or they may search for needed resources. Library users are able to gain access to the catalog through the following link: <https://kcc.populiweb.com/library>.

KCC students, teachers, and outside patrons can acquire use of a number of databases that can be used for research purposes through the Kansas State Library. Take note that it is important to select "Online Resources" on the home page, and then choose from the numerous databases available. Go to the following website to begin researching: <http://www.kslib.info/>. No login is required.

In order to retrieve information through religious databases and articles, patrons may set up a complimentary account with LOGOS for research purposes at <https://www.logos.com/signin>. Once this is completed, the LOGOS application may be installed on the user's personal device at <https://www.logos.com/apps>.

## Library Agreements

Reciprocal borrowing has been established between the Mabee Library of MidAmerica Nazarene University (MNU) and the KCC Watkins Memorial Library. KCC students may use the reference department and computers at the Mabee Library, and they have borrowing privileges there. KCC extends this same courtesy to the students of MNU. The reference department of the Nazarene Theological Seminary library may also be used by KCC students.

## KCC Student Disability Accommodation

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against individuals with disabilities. The purpose of these laws is to remove barriers that prevent qualified individuals with disabilities from enjoying the same opportunities available to persons without disabilities. A student with a disability who wishes to request a reasonable accommodation must contact the academic affairs office for academic concerns and/or the student services office for non-academic concerns. KCC's complete policy regarding student disability accommodations may be found at <http://kansaschristian.edu/wp-content/uploads/2016/10/KCC-ADA-Policy-and-Procedure.pdf>.

## Educational Rights and Privacy

The Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as the Buckley Amendment) is a federal privacy law affording students certain rights with respect to their education records. Kansas Christian College complies fully with this law. The college registrar serves as the institutional FERPA compliance officer. The full notification of student privacy rights under FERPA may be found at <http://kansaschristian.edu/ferpa-notifications/>.

## Clery Disclosure

Kansas Christian College complies with the federal statute known as The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act. Students, prospective students, employees, and prospective employees may request a copy of the most recent Annual Campus Security and Fire Safety Report from the student services office. The Campus Security Report is also available at <http://kansaschristian.edu/wp-content/uploads/2017/10/2017-ANNUAL-CAMPUS-SECURITY-AND-FIRE-SAFETY-REPORT-.pdf>.

## Completion/Placement Rates

[Note: This information only includes students who began college at KCC in a fall semester as first-time, full-time, degree-seeking students as per the federal definition of the word *cohort*.]

In compliance with the Student Right-to-Know Act, the college has determined that neither of the two students entering KCC as first-time, full-time, degree-seeking students in the fall 2012 semester completed their programs at KCC within 150% of the published time.

Seventy-five percent of students who received bachelor's degrees in the May 2018 graduating class are working in degree-related fields. Among those receiving associate degrees, 50% are continuing their studies, 30% are working in degree-related fields, and 10% are volunteering in degree-related fields.

The retention rate from fall 2017 to fall 2018 was 40% for first-time, full-time bachelor's seeking students and 50% for first-time, part-time bachelor's seeking students.

In a 2015 survey of KCC graduates who had gone on to pursue graduate studies at other institutions of higher learning since 2011, the college received GPA data for all but one such student. The average GPA for these students was an outstanding 3.89.

## Admissions

### Admission Requirements

Kansas Christian College admits students of any race, color, gender, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, gender, disability, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs. Although Kansas Christian College is affiliated with the Churches of God (Holiness), it is nondenominational and will accept students of various religious persuasions as long as they are willing to abide by the principles and policies of the school.

Applicants must be high school graduates with a minimum of 18 units. However, students who have not had the opportunity to complete their high school training may be admitted by successfully passing the General Educational Development (GED) test. Students presenting a GED must be at least 18 years of age. Other special admissions will be considered.

All high school seniors are urged to take the American College Test (ACT), the Scholastic Aptitude Test (SAT), or an equivalent test and request that test scores be forwarded to the Admissions Office. Kansas Christian College has been assigned the code number **1478** for the ACT Test and **5937** for the SAT in the admissions testing program. These tests are suggested for admission and are helpful in giving academic guidance to a student.

In order to foster a safe learning environment, the college requires those individuals who have been convicted of a felony, and who are interested in attending classes at the college, to disclose this information prior to registering for credit or audited classes.

Based on the nature of the offense and other factors, the college reserves the right to deny admission, revoke admission, limit enrollment and/or restrict activities of a student. Campus notifications will be initiated as deemed necessary. Failure to disclose a felony conviction may result in the student being immediately withdrawn from current classes and may result in disciplinary action including dismissal or expulsion, as outlined in the KCC Student Handbook.

### Provisional Acceptance Policy

A student with an incoming GPA below 2.0 may, at the discretion of the Applications Review Committee, be admitted to KCC provisionally.

A student admitted provisionally for academics will be required to register for a one-hour tutoring class the first semester and is not permitted to take more than twelve credit hours in his first semester. The student may not take a 200-, 300- or 400-level class without written permission from the vice president of academic affairs.

Failure to meet with the academic advisor as directed in the procedures manual and/or to attend the tutoring class as scheduled shall result in suspension from classes until such meetings have taken place.

## Placement Exams

Incoming freshmen, as well as transferring students who have not satisfactorily completed English Composition I, are required to either submit an ACT or SAT writing test score or take the KCC writing skills exam. Placement in English classes is dependent upon the test scores. Students whose score is 2 to 4 on the ACT writing exam or on the writing dimension of the SAT essay, or who do not achieve a satisfactory score on the placement exam must enroll in ENG102 concurrently with ENG113.

All incoming students are required to take the Bible knowledge exam. Placement in lower-level Bible courses is based on the students' score on the exam.

## “College Now” Program

The KCC “College Now” program is designed to provide high school seniors who are maintaining a grade point average of 3.0 or higher with the opportunity of taking advantage of the educational opportunities offered at KCC. The program offers these students the option of taking college level courses for both high school and college credit. The student may take no more than twelve credit hours within the academic year, except by permission.

Students who desire to participate in this program and who have maintained the required GPA for their most recent year of high school must fill out the College Now Program Application form, get required signatures, and pay both the high school tuition (for OCS students) and all applicable college tuition and fees.

## Admission Process

1. Fill out the application form available online at [www.kansaschristian.edu](http://www.kansaschristian.edu).
2. On the application form, provide contact information for three individuals who can provide character references for you (traditional students only). These should be individuals such as former teachers, pastors, coaches, job supervisors, or others who have held a position of authority over you. References from persons related to you will not be accepted.
3. Submit *official* high school transcripts to KCC. KCC requires official high school transcripts for admittance.
4. Transfer students, submit *official* transcripts from all colleges previously attended.
5. Complete the FAFSA and ask that your ISIR be shared with KCC. Our institutional number is 021689.
6. When notified that your application has been accepted, submit the \$40 enrollment fee.

## Application for Readmission

A student who discontinues attendance at KCC for one or more semesters must apply for readmission. If the reason for discontinuation was poor conduct, attendance, or progress, the application will be favorably considered if there is evidence to show that the cause of the deficiency has been removed.

The admissions committee may decide to outline specific requirements for admission for students who were earlier dismissed.

## International Students

Kansas Christian College welcomes international students who seek to be trained and equipped for effective Christian service. The process for securing a student visa can be complicated and time-consuming. Prospective students should plan to have their applications in to KCC several months in advance. We recommend that international students begin classes at the beginning of the KCC academic year in August.

### Procedure for Admission as an International Student

1. Fill out the application form available online at [www.kansaschristian.edu](http://www.kansaschristian.edu).
2. On the application form, provide contact information for three individuals who can provide character references for you. These should be individuals such as former teachers, pastors, coaches, job supervisors, or others who have held a position of authority over you. References from persons related to you will not be accepted.
3. Submit a non-refundable application fee of \$200.00.
4. Submit official high school transcripts to KCC's approved credential evaluation service, to verify equivalence with a US high school diploma. If you wish to transfer credits from a foreign college, those transcripts must also be evaluated. You are responsible for the evaluation fees.
5. If your native language is not English, present proof of English proficiency. (See section below regarding English proficiency.)
6. You will be sent an Affidavit of Support (I-134) form and a Certificate of Eligibility for Nonimmigrant Student Status (I-20) information form. You must complete the I-20 information form, and you or a sponsor must complete the Affidavit of Support, which validates sufficient financial resources for your expenses. (The approximate cost for each year of college, which includes room, meals, tuition and fees, is \$13,000 to \$15,000. Textbooks, private music lesson fees, and athletic fees are not included in this cost.) This amount is due upon enrollment.
7. When you are approved for study, an I-20 will be issued to you. Apply for a student visa from the nearest United States embassy. At that time, the embassy will advise you concerning the requirements and regulations for study in the United States.

### English Proficiency

International students whose native language is not English must submit proof of English language proficiency. Test score reports must be official, come directly from the testing service, and be submitted at least *thirty days* before classes begin for the semester. The scores must be less than two years old. The language proficiency requirement can be satisfied in the following ways:

- TOEFL: A minimum TOEFL score of 70 on the Internet-based TOEFL or 530 on the paper exam, OR
- IELTS: A minimum IELTS score of 6.0 on the academic test, OR
- SAT: a score of 500 or higher on the Evidence-Based Reading and Writing section, OR
- ACT: Score of 18 or higher on the English section, OR



- A transcript from an accredited US college or university documenting the completion of the equivalent of KCC's English Composition I with a grade of C or better, OR
- A transcript from an accredited US college or university documenting the completion of a minimum of twelve transferable credit hours of non-ESL courses with a cumulative GPA of 2.0 or higher, OR
- A transcript from a US high school documenting graduation and attendance for at least three years

International students may be conditionally admitted with the following test scores:

- TOEFL: A minimum TOEFL score of 60 on the Internet-based TOEFL or 500 on the paper exam
- IELTS: A minimum IELTS score of 5.5 on the academic test

Students who fail to meet these thresholds may address an appeal to the vice president of admissions for presentation to the Administrative Committee, requesting conditional admittance.

Students will remain in conditional status until they attain the minimum language proficiency requirement. Such students will be required to enroll in ESL courses and participate in regular on-campus testing.

KCC will still classify conditionally-admitted students as undergraduate students in their requested major preferences, but many academic courses will be closed to them with the exception of language non-intensive courses, such as private music lessons. This will, of necessity, prolong their time to completion of the program.

These students are encouraged to live on campus in the residence halls with other KCC students, and they will have full access to KCC facilities and support services.

International students admitted to KCC must take responsibility to improve their English. If students are unable to achieve minimum test scores by the end of their second semester at KCC, they will not be permitted to continue their studies here.

## Student Life

### Student Life Activities

Kansas Christian College believes that student life activities are an important part of a student's education. Some of these activities provide the student an opportunity to channel skills and learning into practical experience. Other activities are for enjoyment and relaxation and give students the opportunity to fellowship with classmates. It is intended that all of these activities be Christ-honoring and have a part in developing the spiritual lives of our students. The following are some of the activities which are provided outside of the classroom.

### Spiritual Life

Because we are training men and women to serve in the church at home and abroad, we strongly urge our students to regularly attend and participate in a local congregation. There are several local Churches of God (Holiness), all of which provide regular and special services. All students are encouraged to attend one of these. However, we do recognize that students come to KCC from various denominations and may wish to continue their affiliations with them.

Sunday is a special day on which Christians celebrate the resurrection of Jesus Christ. Therefore, students should become a regular, active part of a local congregation, and refrain from unnecessary work, buying, selling, and other activities that would detract from making this a holy and worshipful day.

Chapel and small groups are a vital part of community life at Kansas Christian College and meet each week. Chapel services are designed to provide an opportunity to contribute to the integration of faith, learning, and living.

See the *Student Handbook* for Chapel Attendance policy.

### New Student Orientation

College freshmen and all transferring students taking six or more daytime hours are required to participate in New Student Orientation before the fall semester begins. Various sessions will seek to acquaint the student with aspects of college life, as well as with the philosophy, policies, and procedures of KCC. In addition, tips will be given for topics such as note taking, study habits, test-taking skills, and personal relationships. Entrance exams for those who have not yet taken them are also scheduled as a part of the day which ends with a get-acquainted evening meal and activities.

### Campus Organizations

Students are encouraged to participate in extracurricular and co-curricular activities. A number of organizations on campus provide opportunities for such involvement.

The **Student Council** represents the interests of the student body and, under the direction of a sponsor, gives leadership and assistance in the planning of student activities. Each school year, council officers and a representative from each class are elected to this organization by the student body.

**Student body class organizations**—freshman, sophomore, junior, and senior —meet occasionally for the purpose of planning class events and fund-raising activities. Class officers are elected annually at the beginning of the school year.

Various other student clubs are often formed for students who have special interests, such as photography, drama, etc.

## Housing and Food Services

One vital source of personal development is community living and group involvement. Many students live in the dormitory and take their meals in the cafeteria. However, if a student feels that other arrangements need to be made, he or she may submit a written petition to the Student Services Office requesting permission to live off campus. Permission may be granted by the Student Services Office for various reasons, such as the following:

- When an employer requires that the student live at the place of employment.
- When the student has relatives in the local area who will provide housing
- When the student has health problems which necessitate off-campus housing.

The dean of student services will take into consideration the following factors when making this decision:

- Spiritual condition of the student
- Personal/social status of the student (chapel attendance, discipline record, etc.)
- Financial responsibility of the student
- Age of the student

If the student is younger than twenty-one, a notarized letter from the parents/guardians must be submitted to the Student Services Office before permission will be granted. Submission of such a letter does not ensure that permission will be granted. Students under twenty-one must reapply at the beginning of each semester for off-campus housing. They may be granted a ten-day grace period to get the parental letter of permission.

If the student is not satisfied with the decision of the Student Services Office, a written appeal may be made to the Student Development Committee.

Students should check with the residence educators for room assignments. Requests for rooms and roommates are honored when possible. Unless requested otherwise, and as space permits, students will automatically be assigned semi-private rooms.

Each dormitory student is required to furnish his or her own pillow, bed linens, blankets, towels, etc. Beds, dressers, desks and chairs, closets, and curtains or blinds are furnished by the college. Students are expected to maintain their rooms in satisfactory condition.

The college is not responsible for loss or damage of personal property due to fire, storms, floods, or thefts.

The college reserves the right to inspect all residential areas and take all necessary steps to ensure that the facilities are being appropriately maintained.

## Health Services

Shawnee Mission Health operates an Ask-A-Nurse phone hotline (24-7) for medical advice (913-676-7777).

These nurses are prepared to make necessary health-related referrals.

## Vehicles

The operation of vehicles on campus by KCC students is not a right, but a privilege, granted by the college. The privilege may be rescinded at any time if the student abuses it or becomes a problem to campus personnel or to the local police.

All vehicles must be registered with the business office. Students who bring their vehicles to college must produce proof of liability insurance. The college also strongly recommends that students carry collision insurance.

## Behavior Guidelines

### Philosophy of Discipline — A Biblical Approach

At KCC, we attempt to understand and interpret all that we do from a Christian perspective. The conviction that God has created man and the world is fundamental to our Christian philosophy of life.

Individuals, organizations, and communities accordingly develop rules as a guide toward their goals. Rules also help to put into practice our basic moral and social principles. The necessity for rules, evident in everyday life, is rooted in the nature of man and society as creations of God. We adopt specific rules on the basis of our theological position and basic moral principles as well as social and cultural influences.

Beyond the general revelation about man and society, the genuine Christian regards the Bible as the specially revealed Word of God and as his final rule of faith and practice.

The Bible identifies some things as right and some as wrong (Ex. 20:1-17; Ps. 19; Matt. 5:17-20; Rom. 7:7 - 8:4; II Tim. 3:16, 17). Some of our rules have to do with unchanging moral laws.

The Bible also informs us that it is wrong to disobey government, except in the most unusual circumstances when civil obedience would conflict with obedience to God. Civil law is therefore binding

on the Christian today, as it was in biblical times (Rom. 13:7; I Peter 2:11-17). Some of our rules have to do with civil law.

The Bible instructs that it is wrong to do what is inexpedient or imprudent because of the damaging consequences, even though the action is not wrong in itself. Christian liberty must act wisely in these matters, going the second mile in love (Acts 15:1-31; Rom. 14; I Cor. 8-10). Some of our rules reflect judgments of prudence based on a consideration of the consequences to the individual or the college rather than the right or wrong of a practice. We must keep in mind that prudence involves concern for our influence on the college itself, the conservative holiness constituency we serve, the educational community, and the larger society of which we are a part.

Rules, then, are to be viewed not as legalistic impositions that degrade the person, nor as a means to self-justification, but rather as an attempt to do what is right, to act out of love, to consider the effect of what we do on ourselves and other persons, to pursue our goals in an orderly fashion, and so to glorify God in all that we do. For the Christian, God's grace through the indwelling Holy Spirit enlivens and motivates this kind of life (I Cor. 6:15-20; Rom. 8:2-5).

## Standards of Conduct

Students, by virtue of their enrollment, become citizens of the school community and agree to live within the stated standards of conduct of the school. While some may not have personal convictions in accordance with these standards, agreeing to observe them obligates the student to assume responsibility for honorable adherence to them while under the jurisdiction of the school. Students enrolling at the college should exercise the courteous consideration and the self-discipline necessary to achieve the aims and objectives of the school.

In keeping with the philosophy of the school and the church community it serves, the following standards are expected of all students:

1. Christian principles of morality should govern every personal and social relationship.
2. The use of alcoholic beverages, tobacco, illegal drugs, profane language, and obscene literature, gambling, and social dancing is not permitted.
3. The administration reserves the right to prohibit the attendance at any social gathering or entertainment establishment that is deemed detrimental to the development of Christian character.
4. The abuse of the property of the school or that of other people is not tolerated.
5. Disorderly assembly or disruptive activity of students is prohibited.

No code of conduct, no matter how lengthy, could list all the situations in which choices and decisions must be made. What has been attempted here is to give students a generalized overview of what will be expected of them. More details are given in the *Student Handbook* and the dormitory guidelines.

## Suspension or Expulsion

Any student who persists in violating the standards and regulations of campus conduct, as formulated by the governing body, or who persistently fails to manifest the accepted qualities of ladies and

gentlemen, will be subject to suspension or expulsion from this school. The *Student Handbook* details the procedural steps involved in suspension/expulsion.

## Grievance and Due Process

The student is afforded a grievance policy which outlines the steps to be taken to address a concern the student may have. The college has also set forth the manner in which due process will be effected. See the *Student Handbook* for the particulars on both of these concerns. Copies are available from the dean of students.

## Educational Rights

The college adheres to the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) which guarantees students the right to know what information the college maintains about themselves and the right to ensure the accuracy of that information. Students also have the right to know who has access to files of information and for what purpose, and the right to limit the amount of information given. (See Student Handbook for more information.) In most cases, students may instruct the college concerning the distribution of their personal information outside the college.

# Financial Information

## Tuition & Fee Schedule

### Traditional tuition and fees

Block tuition (12-18 hours) .....	\$3,960
Regular tuition (per credit hour).....	\$330
Independent study (per credit hour, no discounts or reductions apply) .....	\$345
Audit (per credit hour) .....	\$150
Application fee (international students).....	\$200
Enrollment fee (one-time fee for new students).....	\$40
Registration fee (per semester) .....	\$25
Late registration fee (per semester, when applicable).....	\$50
Schedule change request fee (per change) .....	\$10
Graduation fee .....	\$100
Transcript fee (per request).....	\$12.50
Student services fee (per semester, half-time and above students).....	\$280
Student services fee (per semester, below half-time students).....	\$150
Dormitory services fee (per semester, dorm students only).....	\$125
Applied music lesson fee (non-performance – 1 credit hour).....	\$250
Piano proficiency lesson fee (2 credit hours).....	\$500
Performance-level music lesson fee (2 credit hours) .....	\$800
Permission to take final exams early (per course).....	\$25
ESL materials fee (per semester) .....	\$75
Materials fee (per applicable course, as noted in course descriptions) .....	varies

Athletic insurance (per year, student-athletes only) ..... \$200

### Online tuition and fees

Block tuition (12-18 hours) ..... \$3,720

Regular tuition (per credit hour)..... \$310

Audit (per course) ..... \$150

Technology fee (per semester) ..... \$150

Enrollment fee (one-time fee for new students)..... \$40

Graduation fee ..... \$60

Transcript fee (per request) ..... \$12.50

Books (per semester) ..... \$300

Withdrawal from program ..... \$100

Drop course during a semester (per course) ..... \$35

***All fees are non-refundable. All prices listed in this catalog are subject to change without notice at the discretion of the KCC administration and/or Board of Trustees.***

### Room and Board

Room and board for dorm students is \$3,750 per semester. This includes room and full meal plan. In most cases, rooms will be double occupancy. Additional charges could apply for any single occupancy room available. Students must also pay a \$225 refundable room deposit.

### Purchasing Books and Supplies for Traditional and Online Students

Kansas Christian College does not have a bookstore. KCC will order the books for any students that do not opt out and will charge it to the student's account. Students must choose to either **Opt In** (we order the books and charge the student's account) or **Opt Out** (the student is responsible for obtaining the books). Students cannot do both. Since KCC does not have a bookstore, we cannot buy back any books.

If a student chooses to opt out and order their own books and supplies, the student needs to notify the Financial Aid Office. If a student is scheduled to receive financial aid funds, KCC will advance the student enough to cover the costs of their books and supplies provided all required and requested documents have been submitted to the financial aid office (i.e. verification documents, MPN and Entrance Counseling). The student must submit the cost list to the Financial Aid Office. The Financial Aid Office



will notify the business office of the amount needed and the business office will give the student a check for that amount by the 7th day after classes start.

Refunds will be made for online course textbooks on the following conditions:

- The student has officially withdrawn from the course that uses the textbook(s) for which a refund is being requested, and
- The textbook(s) is returned to vendor within two weeks of the course start date, and
- The textbook has not been written in, marked in, or damaged in any way.

No refunds on shipping and handling.

No refunds are given for textbooks for traditional courses.

## Timeliness of Payment

All payments due the school are to be kept current. If payments are not kept current, either or both of the following steps may be taken until satisfactory arrangements are approved by the vice president of finance.

1. The student will not be permitted to enroll for the following semester.
2. The account will be turned over to a collection agency, which will affect the student's credit score.

Requests for transcripts (either official or unofficial) will not be processed for students with outstanding financial obligations to KCC. Diplomas will not be issued to graduating students with outstanding financial obligations to KCC.

## Payment Plans

The following options are available for payment of accounts:

- Prepayment in full at the beginning of the semester.
- Payment through a monthly plan. This plan involves signing an automatic withdrawal agreement. Details are available in the business office. This option is not available for sponsors of foreign students who have foreign bank accounts.

## Refunds for Withdrawn Courses

### Refunds of Traditional Tuition (including private lessons) and Room and Board Charges

- Withdrawn by end of 1st full week of classes 90%
- Withdrawn by end of 2nd full week of classes 60%
- Withdrawn by end of 3rd full week of classes 40%

- Withdrawn by end of 4th full week of classes 20%

No refunds are given for withdrawals after the end of the fourth week. Refunds are calculated according to the date that the withdrawal form is submitted to the registrar.

The dorm deposit will be refunded within 30 days after a student withdraws or graduates provided there are no fines and no furniture or room damage. If the student owes a balance, the deposit will be applied to it.

## Refunds of Independent Study Course Tuition

Refunds for courses taken independently will be paid according to the following schedule:

- Withdrawn within one week of enrollment 75%
- Withdrawn within two weeks of enrollment 50%

No refunds are given for withdrawals after two weeks have passed. Refunds are calculated according to the date that the independent study form is submitted to the registrar and the date that the withdrawal form is submitted to the registrar.

## Refunds for Veterans

Students receiving Veterans' Administration benefits who find it necessary to withdraw before the end of the term will receive a pro rata refund for tuition.

## Financial Assistance

The primary responsibility for financing education lies with students and their families. When the total resources they can provide do not meet their educational expenses, KCC will guide students and assist them with seeking alternate funds for their post-secondary education.

The KCC office of Financial Aid is established to coordinate and package financial aid to students interested in any form of financial assistance and works in cooperation with the business office to help students pay their school expenses.

## Federal Financial Aid

KCC is approved by the US Department of Education to distribute Title IV Student Aid Funds for two programs - Pell Grants and Direct Student Loans. All student aid is administered in accordance with policies of the US Department of Education. Students must meet certain thresholds of performance including Satisfactory Academic Progress.

Students seeking any form of financial assistance must fill out a Free Application for Federal Student Aid (FAFSA) application at <https://fafsa.ed.gov>. The KCC Federal ID Number is 021689.

## Pell Grants

Pell Grants are need-based grants provided through the US Department of Education Title IV program for lower income undergraduate students who complete the FAFSA form and qualify by virtue of financial need.

## Direct Student Loans

KCC students may apply for Federal Direct Student Loans through the FAFSA form. Students are required to repay these loans. Repayment starts when the student is no longer enrolled in an approved program.

## Federal Financial Aid Refunds

Qualified students can receive a refund from their student accounts providing that

- They continue to actively participate in registered courses, and
- Enough financial aid has been received to exceed the semester charges.

An official U.S. high school transcript or its approved equivalent must be received and verification must be completed (if applicable) before any financial aid will be disbursed.

For traditional students: After the above criteria is met, if the student is not a first-time borrower, half of the anticipated refund amount will be disbursed after the add/drop date. If a student is a first-time borrower, loan funds will not be disbursed until thirty days after the start date, per Department of Education guidelines. The second disbursement will be at the halfway point in the semester.

For online students: Federal financial aid refunds will be disbursed in four equal increments, one after the add/drop date for each class, providing the student has attended during the first week of the course.

## Return of Federal Financial Aid for Students Withdrawn from Courses

Students who have already received Title IV aid disbursements may lose some aid if they opt to withdraw, depending upon the percentage of the classes completed. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: **Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term.** (Any break of five days or more is not counted as part of the days in the term.)

In the event that a refund is due, the refunds will be allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Pell Grant
- Other state private and institutional aid
- The student

In the event that a refund is due the student, a check will be mailed to the student to the current address on file.

Online students who withdraw prior to the end of the first week of the first class will receive a refund of 100%, if applicable. All withdrawals after the first week will be calculated according to the Return of Title IV Funds formula.

### Kansas State Scholarships and Grants

Please note that all student financial awards are subject to available appropriated funding. To apply for the Kansas State Scholarships, a student must complete a Free Application for Federal Student Aid (FAFSA). The information you provide on your FAFSA determines if you are eligible for Kansas Scholarships and Grants.

### Kansas Ethnic Minority Scholarship

The Kansas Ethnic Minority Scholarship is designed to assist financially needy, academically competitive students who are identified as members of any of the following ethnic/racial groups: African American, American Indian or Alaskan Native, Asian or Pacific Islander, or Hispanic. Priority is given to applicants who will graduate from high school in 2019 and have completed one of the academic requirements below. The minimum academic requirements for eligibility include one of the following:

- 1) ACT score of 21 or SAT of 1060 - 1090; or
- 2) Cumulative high school GPA of 3.00; or
- 3) High school rank in upper 33%; or
- 4) Completion of Kansas Scholars Curriculum; or
- 5) Selection by National Merit Corporation in any category; or
- 6) Selection by College Board as a Hispanic Scholar.

Students who meet one of the minimum requirements comprise the applicant pool and selection is competitive, based on relative academic strength. Undergraduates may receive funds for four years. Recipients must be enrolled in 12 credit hours or more.

All applicants for the Kansas Ethnic Minority Scholarship NEW or RENEWAL must:

- Complete/submit the FAFSA, priority deadline April 1.
- Submit a completed State of Kansas Student Aid Application either online at [www.kansasregents.org](http://www.kansasregents.org) –STUDENTS – Student Financial Aid or the paper version, mail to KBOR, Kansas Board of Regents, 1000 SW Jackson St. Ste 520, Topeka, KS 66612. (Deadline May 1)
- Meet the eligibility requirements
- New applicants must submit the Ethnic Minority Scholarship Information Form (found at [www.kansasregents.org](http://www.kansasregents.org)) completed by a high school official.

Deadline to apply for the Kansas Ethnic Minority Scholarship is May 1, 2018. Ethnic Minority scholarship recipients may receive up to \$1,850 annually based on financial need as measured by Federal Methodology using data submitted on the FAFSA and availability of state funds. Renewals are students who received this scholarship the prior year.

## Kansas National Guard Educational Assistance Program

### Requirements for Eligible Students:

- applicants who are enlisted in the Kansas National Guard and enrolled at KCC;
- filed a FAFSA (Free Application for Federal Student Aid) with KCC;
- obtained a High School Diploma issued upon successful completion of the GED® Test or high school diploma; and
- applicants who have not already received a bachelor's degree. The guard member must have one year remaining on their enlistment contract at the beginning of the semester when receiving assistance. After the last semester that assistance is received, the guard member will serve for no less than 24 months with the National Guard.

The Kansas Air/Army National Educational Officer for your unit will verify the above information and report to the Kansas Board of Regents.

This program provides a percentage of tuition and fees up to a maximum rate charged by state educational institutions for enrollment. The percentage is determined by the number of eligible students and available appropriations. Students may be pursuing a certificate, diploma or degree program and must be current members of a Kansas Air/Army National Guard unit. Full-time enrollment is not required. Recipients of this scholarship:

- shall remain in good standing at the Kansas educational institution where they are enrolled;
- make satisfactory progress toward the completion of the requirements of the educational program in which enrolled; and
- maintain satisfactory participation in the Kansas National Guard.

### AWARD AMOUNT

The award amount is a variable subject to a number of factors including the:

- funds available;
- number of eligible applicants; and
- the student's federal tuition assistance.

If recipients are unable to fulfill the service obligation, they are responsible for repaying the Kansas Board of Regents the amount of the scholarship that they received.

### Kansas State Scholarship

To be eligible to apply for the Kansas State Scholarship, in your senior year of a Kansas high school, you would have:

- received a certificate stating that you completed the required curriculum AND
- received a letter stating that you were designated as a Kansas State Scholar by the Kansas Board of Regents. Designation is based on an index, which mathematically combines the ACT composite score and GPA.

All applicants must complete the FAFSA and State of Kansas Student Aid Application each year; funding priority goes to renewals. The number of designees is dependent on state funding levels. Awards are

based on financial need and/or other financial awards received. It is the responsibility of the State Scholar to reapply for funding each school year on or before May 1.

Kansas State Scholarship application instructions:

- Complete/submit the FAFSA, priority deadline April 1.
- State of Kansas Student Aid Application completed and submitted either online at [www.kansasregents.org](http://www.kansasregents.org) –STUDENTS – Student Financial Aid or pages 18-20 of the paper version mailed to KBOR, 1000 SW Jackson St, Ste 520, Topeka, KS 66612. (Priority deadline May 1)

#### AWARD AMOUNT

Designated State Scholars may receive up to \$1,000 annually based on financial need as measured by the Federal Methodology using data submitted on the FAFSA and the availability of state funds.

Funding priority goes to upper-class students (those graduating from high school before 2019). Scholars may receive funds for four undergraduate years.

Scholars who are not financially eligible for funding this year may be eligible in a following year and should apply for aid each school year to officially learn of eligibility. Scholars must be enrolled in 12 credit hours or more and maintain a 3.0 cumulative GPA and have financial need to be eligible for funding. **Renewals are not notified.**

The path to be considered in the pool to be designated as a Kansas State Scholar includes:

- 1) Take the ACT Assessment by December of your senior year;
- 2) Complete the Kansas Scholars Curriculum (KSC);
- 3) Your KSC Curriculum and 7th semester GPA certified by a high school counselor, registrar, or similar school official;
- 4) Graduate during the 2018-2019 academic year; and
- 5) Be designated as a Kansas State Scholar by the Kansas Board of Regents.

## Scholarships

### Academic Scholarships

Academic scholarships are available for full-time traditional students. They range from \$750 to \$3,000 annually and are renewable if the appropriate cumulative GPA is maintained and the student remains in good standing with the college. Academic awards below \$1,500 must maintain a cumulative GPA of 3.25. Academic awards \$1,500 and above must maintain a cumulative GPA of 3.5. Student records will be reviewed for renewal eligibility at the end of each academic year.

These scholarships are “last dollar” awards. Academic awards will be granted after any and all additional grants and scholarships. The total award shall not exceed the full cost of tuition, books, and fees (plus room and board for resident students).

For incoming freshmen, the amount of academic scholarship to be awarded is calculated by adding point values for cumulative high school GPA upon graduation to point values for SAT or ACT scores, using the charts below.

Cumulative GPA	Point Value	SAT/ACT Score	Point Value
3.0	1	1020/22	1
3.2	2	1070/23	2
3.4	3	1110/24	3
3.6	4	1150/25	4
3.7	5	1190/26	5
3.8	6	1220/27	6
3.9	7	1260/28	7
4.0	8	1300/29	8

For incoming transfer students, the amount of academic scholarship to be awarded is calculated according to cumulative GPA from all colleges attended, using the chart below. Transfer students must have all institutions attended send official transcripts directly to KCC to be considered. A minimum of 12 transfer hours must be accepted by KCC.

Cumulative GPA	Point Value
3.5	4
3.8	6

Point Value from Appropriate Chart Above	Maximum Annual Award Amount
1 point	\$750
2-4 points	\$1,100
5-6 points	\$1,500
7-8 points	\$1,900
9-10 points	\$2,200
11-13 points	\$2,600
14-16 points	\$3,000

#### PRESIDENTIAL MERIT SCHOLARSHIP

This scholarship is available to full-time, traditional first-time or transfer students. The scholarship is renewable annually with a 3.5 cumulative GPA and by remaining in good standing with the college. The scholarship is for \$2,500 annually and will be awarded based on a committee selection process. To be considered for a Presidential Merit Scholarship, a student must be nominated by a pastor, youth pastor, school administrator or counselor, Board of Trustees members, or KCC faculty or staff member. Application must be submitted by March 15 and students must complete their FAFSA and KCC scholarship application by April 1. The announcement will be made by April 15 by the Admissions Office.

#### VALEDICTORIAN AND SALUTATORIAN SCHOLARSHIP

KCC offers an annual \$5,000 tuition scholarship to the valedictorian and a \$3,000 tuition scholarship to the salutatorian of high schools, though some restrictions may apply. Students must be ranked #1 or #2 in their class, having GPA's of 3.7 or 3.5 respectively as verified at time of awarding and on final, official

transcript. Students must meet the KCC admission criteria. Transcripts will be evaluated on a weighted 4.0 GPA scale. Students must be entering as first-time, full-time traditional freshmen student directly out of high school. The scholarship is renewable annually with a 3.5 cumulative GPA. The only additional institutional aid that students may add to this award is the Church of God (Holiness) member and Church Matching funds. A non-refundable enrollment deposit and signed award letter must be received by April 1.

#### NATIONAL MERIT SCHOLARSHIP

This award is for a finalist, semi-finalist or one receiving commendation in the National Merit Program who is enrolled full-time and living on campus at KCC. This scholarship may be received for up to four years of continuous enrollment. Students can be awarded up to a maximum of 100% tuition. An academic scholarship will not be added to this award for finalists and semi-finalists.

- Finalist: Full-Tuition
- Semi-Finalist: Half-Tuition
- Commendation: \$1,000 per year

#### AWANA SCHOLARSHIP

This award is offered in partnership with Awana Youth Ministries and is for full-time, first-time or transfer students. This scholarship may be received for up to four years of continuous enrollment and is for students who have reached certain milestones in the Awana program. The awards are as follows:

- Timothy Award – \$2,000 (\$250 per semester for up to eight semesters)
- Meritorious Award – \$4,000 (\$500 per semester for up to eight semesters)
- Citation Award – \$8,000 (\$1,000 per semester for up to eight semesters)

This award may not be combined with any of the institutional academic scholarships, and criteria for each award can be found at <http://awanaym.org>.

#### Donor Scholarships

##### LEORA LETTY CASTILLO SCHOLARSHIP

This memorial scholarship award is presented to a student pursuing a degree in the area of missions. Candidates must demonstrate financial need and must maintain a 2.5 grade point average. Preference is given to Hispanic applicants. The recipient is chosen by John Castillo or by the scholarship committee upon his request.

##### ELI CRUM SCHOLARSHIP

The Eli Crum Music Scholarship is in memory of former faculty member Eli Crum. It is available to a music major.



#### GILDERSLEEVE SCHOLARSHIP

The Gildersleeve Scholarship is in honor of Edna R. Gildersleeve. The order of priority for the recipient is as follows: (1) a student who plans to be an English teacher, (2) an elementary education major, (3) a student who has a financial need.

#### HOLLAND SCHOLARSHIP

The Holland Scholarship is sponsored by Dr. I.C. Holland, and is awarded to a religion major from a Church of God (Holiness) background who has excellent Christian character and displays academic excellence.

#### MABLE JOHNSON SCHOLARSHIP

The Mable Johnson Scholarship is in memory of Mrs. Mable Johnson and is awarded to a music major.

#### REUBEN LOWERY FAMILY SCHOLARSHIP

Sponsored by the Reuben H. Lowery family, this scholarship is for a worthy student who has a financial need. The recipient is chosen by the KCC Scholarship Committee.

#### RUBY MAYS SCHOLARSHIP

This scholarship is awarded to a student with a major in Christian education, preferably with an emphasis in secondary English. The recipient is chosen by Ruby (Mays) Rice.

#### PALMER SCHOLARSHIP

The Palmer Scholarship is in memory of Leslie Palmer, long-time faculty member. It is divided between a high school student and a college student.

#### PAYNE SCHOLARSHIP

The Payne Scholarship is awarded to descendants of the Payne family, graduates of Mt. Zion Bible School, or students with a Church of God (Holiness) background.

#### DR. E.W. ROY SCHOLARSHIP

This award is presented to a selected student pursuing the Bachelor of Arts in Religion degree. Candidates must have excellent scholastic credentials, must be outstanding in Christian character as manifested in school and social life, and must indicate a comprehensive understanding and application of traits and abilities necessary for full-time Christian work. The candidate must be taking a minimum of twelve college hours per semester at KCC.

#### HERTHA ROY SCHOLARSHIP

This is a one-time award given to an international student or missions student. Candidates must have excellent scholastic credentials, must be outstanding in Christian character as manifested in school and social life, and, in the case of international students, must be planning to return to their homeland after graduation.

#### VIETH SCHOLARSHIP

This scholarship is need-based and is administered by the Church of God (Holiness) Foundation Board. An interested student should contact the KCC vice president of academic affairs or the Foundation Board secretary at the following address for an application: Foundation Board Secretary, Church of God (Holiness), P.O. Box 4244, Overland Park, KS 66204

#### LARRY WARFORD SCHOLARSHIP

This scholarship is awarded to selected students attending Church of God (Holiness) schools at the high school or college level. It is administered by the Church of God (Holiness) foundation board. An interested student should contact the administrator of the local Church of God (Holiness) school, or contact a KCC administrator for a KCC scholarship application. If information is not available there, contact the foundation board secretary at the following address for an application: Foundation Board Secretary, Church of God (Holiness), P.O. Box 4244, Overland Park, KS 66204

#### REV. AURA AND BESS WATKINS SCHOLARSHIP

This memorial scholarship award is presented to a student pursuing a degree in the area of Pastoral Ministry or to a student who is committed to the study of the doctrine of holiness.

#### CORDELIA WILLIAMS MEMORIAL SCHOLARSHIP

The Williams Scholarship is made available by the Daniel Williams family to a ministerial or missions major. The recipient will be chosen by the Williams family. The award amount may vary.

#### YOCUM MEMORIAL MISSIONARY SCHOLARSHIP

Junior and senior missions students may also apply for the Yocum Memorial Missionary Scholarship through Evangelistic Faith Missions. Information is available in the financial aid office.

#### REV. AURA AND BESS WATKINS SCHOLARSHIP

This memorial scholarship award is presented to a student pursuing a degree in the area of Pastoral Ministry or to a student who is committed to the study of the doctrine of holiness.

#### LEORA LETTY CASTILLO SCHOLARSHIP

This memorial scholarship award is presented to a student pursuing a degree in the area of Missions. Candidates must demonstrate financial need and must maintain a 2.5 grade point average. Preference is

given to Hispanic applicants. The recipient is chosen by John Castillo or to the scholarship committee upon his request.

#### H.L. "PETE" TAYLOR SCHOLARSHIP

This memorial scholarship is presented to an international student pursuing a degree in the area of Missions or Pastoral Ministry. A maximum of two scholarships will be awarded each academic year. Recipients are chosen by the scholarship committee under advisement from the donor.

#### KCC Discounts

All discounts are awarded on a first-come, first-served basis up to a predetermined maximum amount. No discount or discounts will be distributed over and above the cost of tuition, fees, and books.

##### International/Noncitizen Discount

This discount is distributed to students who demonstrate need but are not eligible for Title IV federal funds. The FAFSA forecaster is used as a guide to determine student need. Students must have proof of graduation from a US high school or its verified equivalent in order to qualify.

##### Light of the World Discount

This discount is distributed to high school students that attended any high school in Kansas and all students that qualified for the Missouri A+ program. This scholarship is renewable for up to 4 terms if the criteria are met. Students must provide official high school transcripts with proof of graduation and complete a FAFSA to qualify. Please contact the financial aid office to determine if you qualify for this discount.

##### Church of God (Holiness) Discount

Students that attend a Church of God (Holiness) could be eligible for a 10% discount on their tuition. Students must provide a letter from their church verifying membership.

##### Church Match Discount

Students that receive a donation from their church are eligible to receive a discount per academic year up to \$500.

##### Military Discount

Veterans and active duty members of the U.S. armed forces are eligible to receive a 10% discount on both online and traditional program tuition.

##### Church of God (Holiness) Pastor Discount

Pastors of Churches of God (Holiness) are eligible to receive a 50% discount on both online and traditional program tuition.

## Academic Information

### Catalog of Reference

Students will graduate under the requirements of the catalog in effect when they begin their programs or a newer catalog placed in effect while they are students. Students who withdraw from KCC and later re-enroll, after more than one semester of academic inactivity, will graduate under the catalog in effect at the time of their re-enrollment, or a newer catalog placed in effect while they are registered as students.

### Student Responsibilities

The administration and faculty of KCC attempt to outline clearly and advise consistently concerning requirements for graduation and the student's progress in meeting these requirements. Part of the student's personal development, however, is the recognition and acceptance of responsibilities in meeting all graduation requirements. The student is expected to take initiative to follow through in the completion of all requirements and details of the academic program.

### Classification of Students

Each student's academic classification is determined at the beginning of the fall semester, and will remain at that level throughout that school year. A student is considered full-time when enrolled for twelve or more hours per semester.

The following classifications are used for both full-time and part-time students:

Freshman .....	0 - 29 hours
Sophomore.....	30 - 59 hours
Junior.....	60 - 89 hours
Senior .....	at least 90 hours

### Credit Hour Definition

A credit hour is the basic unit of measure for college credit representing the traditional academic value of learning activities. At KCC, a semester credit hour represents a minimum of 50 minutes of instruction per week over a 15-week period, supplemented by one to two hours of preparation for each hour of instruction for the average student; or the equivalent amount of time in instructor-designated learning activities. Time for final examinations is outside these specifications. The assignment of credit hours may be based on intended learning outcomes, verified through student achievement, that the institution determines are reasonably equivalent to a credit hour of student work.

## Course Numbering System

Kansas Christian College is in the process of revising the course numbering system. Currently, the following numbers are in use.

000-099	Remedial
100-199 or 1000-1999	Freshman
200-299 or 2000-2999	Sophomore
300-399 or 3000-3999	Junior
400-499 or 4000-4999	Senior

## Student Class Load/Overload

Twelve to fifteen college hours for each semester constitutes a normal student load. To enroll for more than fifteen hours, a student must secure the written approval of his program coordinator. To enroll for more than eighteen hours, the student must secure the written approval of the vice president of academic affairs. Should a student later show his inability to successfully carry his excess hours, this permission may be revoked.

A maximum class load of twelve hours is recommended for students who are employed twenty-five or more hours per week.

## Grading System

The academic work of the student is graded in accordance with the following system:

A	Exceptional	90 - 100
B	Above Average	80 - 89
C	Average	70 - 79
D	Below Average	60 - 69
F	Failing	Below 60
W	Withdrawal	
I	Incomplete	
CR	Credit	
NC	No Credit	
AU	Successful Audit	
UA	Unsuccessful Audit	

A grade of "F" indicates failure and necessitates a satisfactory repetition of the course before credit can be allowed. A grade of "W" is recorded when a student has withdrawn after the second week of classes and before the beginning of the tenth week.

A grade of "I" indicates incomplete work and is to be given only when extenuating circumstances prevent the student from completing the course work during the semester. It is the student's responsibility to arrange with the instructor for the completion of the course. Re-enrollment in the course would not normally be required for successful completion. Course work needed to remove the

“I” grade is expected to be completed not more than thirty days following the end of the semester. All “I” grades will be changed to “F” on the student’s transcript if the instructor has not initiated a grade change within thirty days following the end of the grading period for which the “I” was given.

A grade of “CR” is given if the student successfully completes a class for which no letter grade is given. If the student fails to successfully complete such a class, a grade of “NC” is given.

A grade of “AU” is given if the student successfully audits a class (attends at least two-thirds of the sessions). If the student fails to successfully audit a class, a grade of “UA” is given.

## Grade Changes

If a student believes that an error has been made in the computation of a semester grade and desires to request a grade change, the student should first appeal to the instructor and second to the vice president of academic affairs (VPAA). The grade may be changed only by the consent of the instructor upon the recommendation of the VPAA. This must be done within two weeks of the day the grades are issued.

## Auditing Classes

A student auditing a class does not receive an academic letter grade and may, but is not required to, fulfill the course requirements. The person who audits a course is not permitted to obtain credit for the course except by taking the course later by regular enrollment and meeting all the requirements for credit. Students auditing classes must attend two-thirds of the class sessions before the course is entered on the transcript as a successful audit. Credit registration cannot be converted to audit status at any time, and audit registration cannot be changed to credit registration. Financial aid will not pay for courses completed by auditing.

## Attendance Policy

As there is a direct correlation between class attendance and academic success, students are expected to be faithful in attendance to their courses. Instructors may set attendance policies for individual courses, incentivizing regular class attendance and providing sanctions for excessive absence or tardiness.

It is understood, however, that students may occasionally need to miss class sessions due to school-sponsored events, hospitalization or severe illness. When class sessions are to be missed for a school-sponsored event, students who make arrangements with the instructor in advance of the missed class session will be considered excused. Students who have missed class for other extenuating circumstances need to discuss the reasons for their absence with the instructor no later than the next time the class meets. Students with excused absences should be granted the opportunity to complete missed assignments in a timely manner.

In any case, students assume full responsibility for completing work assignments for missed class sessions. Instructors are neither required nor encouraged to allow make-up opportunities for students who have unexcused absences in a course. In cases not involving school-sponsored activities, instructors

have full authority and responsibility for determining whether an absence is excused or not and for whether missed work may be submitted for grading.

A student who wishes to withdraw from an individual course or all courses should obtain the appropriate form from the registrar.

Students may be administratively withdrawn from all courses for nonattendance, when a student ceases to attend all registered classes for a period of 14 consecutive calendar days, without prior approval, at any point within the regular semester. An early alert notification will be made to the student after the first week of non-attendance. If, in fact, the student did attend during the week referenced in the alert, it is the student's responsibility to contact the instructor immediately to change the attendance record. Once a student has been absent two weeks, they will be administratively withdrawn with no further warning. Such a withdrawal follows established college course withdrawal deadlines and associated refund policies. Prior to the course withdrawal deadline, administratively withdrawn students receive a grade of "W" in each enrolled course. After the course withdrawal deadline, administratively withdrawn students receive a grade of "F" in each enrolled course.

If the student has not notified the registrar's office of intention to withdraw, the date of determination of student withdrawal will be the 14th calendar day after the student's last date of attendance. In the case of extraordinary circumstances (unforeseen, unexpected circumstances beyond a student's control), withdrawal decisions may be appealed to the Vice President of Academic Affairs. Inconvenience, minor work schedule changes, a change in childcare providers, transportation difficulties, etc. do not meet the definition of extraordinary circumstances.

All unpaid costs associated with attending the college remain the student's responsibility after such a withdrawal. In addition, all college property in a student's possession must be returned or the student may be charged for its full replacement value. Students living on-campus must arrange with the Office of Student Services to vacate the property within a reasonable time as determined by residence life staff and appropriately check out. In order to enroll in subsequent semesters, students who are administratively withdrawn from the college for non-attendance must apply for readmission.

## Tardy Policy

Students are tardy whenever they are not in their seats when class roll is taken. Being consistently late to class or chapel is unacceptable. In most cases, this is considered to be a behavioral and self-discipline problem rather than an academic problem. In the case of such behavior, the student will be referred to the student's advisor for consultation and/or corrective action.

## Online Attendance Policy

Attendance in online programs is determined by participation in weekly learning activities. A student is reported absent for a week if there is no participation in course discussions or submission of assignments during that week. Under emergency circumstances, a student may be allowed one absence in courses that are four weeks or more in length. No absences are allowed in courses that are three weeks or shorter in length. Students exceeding the allowed absences will be given a withdrawal grade regardless of the circumstances. The only exception is for military reserve personnel fulfilling annual training requirements.

## Examinations

Students are expected to take examinations when they are scheduled and announced by the teacher. If a student taking a late test does not receive prior permission to take that test late, a one-letter-grade penalty will be assessed to the grade earned. Emergency situations arising on the day of the examination will be taken into consideration by the instructor.

The final exam schedule for college classes is issued by the registrar. Students are required to be present for course final exams when scheduled. Exceptions are granted only by advance permission of the vice president of academic affairs and by payment of the required fee.

Graduating college seniors with a grade of "B" or above, may, at the discretion of the specific instructor, be excused from taking the final exam at the end of their last semester or term.

## Repeat Courses

Students may repeat five courses or a maximum of seventeen semester hours of work in which they have "D" or "F" grades. Although the former grade will remain on the transcript, only the last grade will be used in determining the student's GPA.

A student may take a class for credit which was earlier audited without its being counted in this seventeen-hour maximum.

## Withdrawal

Students who desire to withdraw from a class must first talk with their advisors. If the advisor is in agreement, the student should secure the appropriate form from the registrar's office and follow the procedure outlined by that form. Students may withdraw from a class during the first two weeks of classes with no reflection of this on their permanent record. Students who withdraw from classes after the end of the second week but before the beginning of the tenth full week of the semester will receive a grade of "W" on their permanent record. After the beginning of the tenth week, the professor must assign a regular letter grade for the class.

## Adding Classes for Credit

Check the calendar for the last day to enroll for credit for a class. Exceptions must be approved by the appropriate division chair in consultation with the course instructor.

## Late Registration

All students are expected to be present and to complete registration within the time allotted for this purpose. A fee is charged students who enroll after the regular registration period. No registrations for regular classes are accepted after the stated deadline, except with permission of the vice president of academic affairs.



## Independent Study Policy

Students are allowed to take a total of nine hours of independent study in their college program. This privilege will be afforded mainly to seniors who are unable to pick up a particular class at its scheduled offering. It should be noted that the nature of some classes does not allow for independent study (e.g., Conducting). Students are also discouraged from taking independently the classes which are considered foundational to their programs. Independent study tuition paid by students who later elect to take the class as a regular on-campus class will not apply toward the tuition for the on-campus class.

The student must obtain permission from the vice president of academic affairs to enroll in the independent study course, and then complete the independent study request form and obtain the necessary signatures in the order given on the form. This form must be completed in addition to the regular registration process.

All students enrolled in individualized courses, including faculty spouse and children, will be charged the going rate for independent studies, per semester hour, for the course. No discounts are given.

As soon as the registrar notifies the cooperating professor that the student has enrolled and that necessary financial arrangements have been made, the professor can release the course materials to the student.

The student will be responsible for completing the class requirements within the two terms following enrollment for the course. For this purpose, the fall semester, spring semester, and the summer break will each be considered one term. At the end of the two terms, in most cases, the grade that has been earned at that point will be given.

## Credit for Prior Learning (CPL)

### CPL Guidelines

1. Credit for Prior Learning (CPL) may be provisionally awarded upon petition but will not be entered on a student's transcript until the petitioning student has successfully completed 30 credit hours at KCC with a minimum GPA of 2.5. The student may not be on academic probation.
2. Students applying for CPL must be in good financial standing with KCC. All applicable CPL fees must be paid before credits are added to the transcript.
3. Students must be enrolled at KCC at the time a petition for CPL is made.
4. CPL will only be applied for courses taught at KCC. Exceptions may be granted in unusual situations by the Vice President of Academic Affairs.
5. A maximum of 15 credit hours toward an associate's degree or 30 credit hours toward a baccalaureate degree may be earned through CPL. CPL cannot be used to meet the residency requirements of a degree program.
6. Students may not earn CPL for courses for which they have already received credit, either through transfer or through passing a KCC course.
7. No more than six of the final thirty hours of a program may be obtained via CPL, and then only by petition.

8. CPL will not be granted for capstone courses (e.g., Spiritual Formation III). In other courses which require a major paper, submission of the paper will be required before the awarding of CPL for that course.
9. CPL awarded by any institution of higher education accredited by agencies recognized by the U.S. Department of Education will be evaluated in the same manner as regularly graded coursework from that institution. The credit awarded will be adjusted according to the CPL policies of KCC.
10. CPL credits are posted on the KCC transcript as credit, but they are not graded and do not impact the student's grade point average (GPA).

## CPL by Exam

Credit can be awarded for selected courses based on achieving certain scores on CLEP exams, AP exams, and IB exams. Specific requirements may be obtained from the academic office.

## CPL for US Military Courses

Some ACE-recommended credit may also be awarded for military courses. KCC will accept CLEP/DSSTs scores from an official military transcript.

## CPL Based on Portfolio Review

Students wishing to gain CPL may submit portfolios evidencing learning gained through experience. Such students must enroll in a portfolio design course, which will instruct them in how to collect and organize materials to evidence learning and fulfillment of course objectives. Portfolio reviews will be conducted by KCC instructors who normally teach the courses for which credit is being sought.

## Student Costs

1. Fees for tests administered by third-party organization (e.g. CLEP) will be collected by the testing organization. KCC will assess a transcription fee for each course accepted, regardless of the number of credits.
2. KCC will assess a transcription fee for each course accepted when evaluating a military transcript for credit.
3. The first portfolio submitted would be included in the tuition for the portfolio design course. Each additional portfolio would require payment of an evaluation fee, plus the transcription fee for each course for which credit is granted.

## Transfer of Credit Policy

It is the policy of Kansas Christian College to accept undergraduate courses from accredited institutions, subject to the considerations listed below. Transfer credit from non-accredited institutions is subject to evaluation by the registrar. Acceptance of all undergraduate classes, whether or not they were used toward another earned degree, is based on the following considerations:

1. Academic standing of the institution where earned, based upon the following guidelines:

- a. Credit from colleges is normally assumed to have acceptable qualifications for transferability if the college is accredited by a USDE- or CHEA-recognized accrediting agency.
  - b. Credit from colleges that are candidates for USDE- or CHEA-recognized accreditation is assumed to come from schools with acceptable qualifications.
  - c. Credit from colleges that lack membership with USDE- or CHEA-recognized accrediting agencies may lack that status for reasons unrelated to questions of quality. Such institutions, however, cannot provide a reliable, third-party assurance that they meet or exceed minimum standards. In such cases, special steps are taken to determine whether some or all of the requested credits can be transferred.
  - d. College-level work completed at non-US colleges may be transferable to KCC. International student applicants who have attended schools and universities beyond secondary school level must send official transcripts (or certified true copies) for all academic work. Records not in English must be accompanied by a certified English translation of each document. The school reserves the right to require that the student procure an evaluation of the transcript from the transcript service recommended by the KCC Admissions Office.
2. The grade for the course is a C- or better.
  3. Comparability of the nature, content and level of transfer credit of the course to be transferred (determined by review of the course description, syllabus, textbooks used, etc., and contact with knowledgeable and experienced faculty and staff at the sending and/or receiving institutions).
  4. Relevance of the course to the student's KCC degree program determined by syllabi, textbooks, and official course descriptions. Courses to be transferred must fit the curriculum of the program in which the student is enrolled.
  5. Course rigor, including amount of "seat time" and homework – derived from the catalog, course syllabi, Internet research, and/or phone calls to the sending institution.

## Transcripts

An official transcript is not normally issued to a student or former student, but is sent directly to another institution, or to an official of an organization, at the student's request. Requests for transcripts (including student copies) should be submitted through the KCC website to Parchment Exchange. Information is available on the KCC site under the "Academics" drop-down menu. A transcript cannot be issued to or for a student indebted to this college until payment has been made.

## Academic Advisors

Each student is assigned to an academic advisor who teaches in the area in which the student plans to concentrate. The academic advisor gives the student counsel in choosing his courses and planning his college career.

## Ministry Formation (Student Ministry)

All KCC students, faculty and staff are expected to be involved in ministry and service to the broader community. While we all are encouraged to pursue our own path of ministry, we also come together

once each semester for a corporate act of service. For one day in each term, the entire KCC community participates in an organized service activity. The date of this activity is announced well in advance so that each person can make arrangements to be available for that day. Attendance is mandatory for all students and highly encouraged for as many faculty and staff as are able to be involved.

## Semester Honor Rolls

All students carrying twelve hours or more who achieve the following semester GPAs will receive special recognition for their academic achievement as follows:

President's Honor Roll	4.0
Dean's Honor Roll	3.5-3.99
College Merit Honor Roll	3.0-3.49

No student with an "I" (incomplete) will be placed on the honor roll lists.

## Residency Requirements

A minimum of thirty semester hours in residence (enrolled at KCC) with a minimum GPA of 2.0 must be completed before a student may graduate from KCC. Eight of these thirty semester hours must be in the field in which the student is majoring. Not more than six of the final thirty hours may be transferred from another school, and then only by petition. An exception may be made to facilitate an academic partnership agreement with another institution which has been approved by our administration.

## Double Majors

Students may earn a double major at the bachelor level if they satisfy the requirements of both majors.

## Graduation with Honors

Eligibility for graduation with honors is based on both the cumulative GPA and the GPA for the last sixty hours.

Students receiving a bachelor's degree from this college with a GPA of 3.70-3.79 will have conferred upon them the distinction of graduating *Cum Laude*. Students attaining a GPA of 3.80-3.89 will have conferred upon them the distinction of graduating *Magna Cum Laude*, and those with a GPA of 3.90 and above will be honored as graduating *Summa Cum Laude*.

Announcement of these honors will be made during the commencement exercises.

## Graduation Clearance

Each candidate for a degree is responsible for meeting all requirements for graduation. The faculty advisor approves the courses designed to meet divisional and major program requirements. The office of the registrar reviews all other requirements, including semester-hour totals, residency, and GPA.

1. All degree requirements for specific programs as listed in this catalog must be met.
2. Students must maintain an overall GPA of 2.0 or higher.
3. Students must maintain a GPA of at least 2.5 in their major area. (Major area for this purpose is the Professional Field requirements plus the Major Emphasis core area, e.g., *Pastoral Emphasis*.)
4. Students must successfully participate in and complete any required paperwork for the scheduled Ministry Formation activities each semester of enrollment.
5. All financial obligations must be satisfied in the business office.
6. Clearance must be given to each prospective graduate by the administrative offices, including the dean of students, the registrar, and the library.
7. Any “incompletes” in courses to be counted toward graduation requirements must be cleared by April 15.
8. Applications for degree candidacy will be evaluated by the faculty but will also be reviewed by the Board of Trustees.
9. Students who have six or fewer credit hours remaining in their degree program and who are enrolled in the courses necessary for completion of that program may participate in the commencement ceremony.

## Student of the Year

An outstanding college student is normally chosen as the Student of the Year and announced at the closing of school. This student, chosen by the college student body and college faculty, must have at least a 3.0 cumulative GPA; must be outstanding in achievements of offices held in classes, clubs, or athletics; must be outstanding in Christian character as manifested in school and social life; must be taking a minimum of twelve college hours or enough to complete degree requirements; and must be enrolled for at least the student’s second semester at KCC. No student may be elected two years in a row, but may be re-elected after at least a one-year lapse.

## Esther Adams Award

This award is presented to a ministerial student or missions major who meets the following criteria: The student must have completed a minimum of seventy-five hours prior to the semester in which chosen, must be carrying a minimum of twelve hours in the semester of nomination or enough to complete degree requirements, must have a cumulative GPA of 2.5 or above, and must indicate a comprehensive understanding and application of traits and abilities necessary for full-time Christian work. Students are not eligible during their first semester of work at KCC. No student may be elected twice. The recipient of the Esther Adams Award is chosen by the college faculty.

## Academic Progress

It is of utmost importance for all students to be making academic progress while taking classes at KCC. Students are encouraged to consult their teachers and/or academic advisors at the earliest sign of difficulty. The faculty is committed to assisting students in being academically successful at KCC.

### Evaluating Academic Progress

For purposes of determining academic probation, only courses transferred to KCC, courses taken at KCC that apply toward a student's degree program, and for-credit remedial courses taken at KCC to prepare the student for said degree program, will be taken into account.

Percentage of hours completed will be calculated by dividing the number of credit hours attempted (including withdrawals and failures) by the number of credit hours completed. Students who fail to complete two-thirds of all hours attempted will be placed on academic probation.

If students retake a course for which they have received a failing grade, both attempts at the class count toward the total hours attempted, whereas, only the last grade is included when computing the GPA. Self-paced courses which are not completed by the end of the second term following enrollment will record a grade of "F" at the close of the second term. For this purpose, fall semester, spring semester, and summer break will each be considered one term.

Grade point average will be calculated by dividing the number of quality points awarded by the number of credit hours attempted (including failures but not withdrawals). Students who fail to meet the cumulative GPA standards in the chart below will be placed on academic probation. Students should be aware that, in order to raise a deficient cumulative GPA, the current semester GPA will likely need to be higher than that given on the chart.

<b>Successfully Completed Hours</b>	<b>Minimum GPA</b>
1-12	1.5
13-24	1.6
25-36	1.7
37-48	1.8
49-59	1.9
60 or more	2.0

### Satisfactory Academic Progress in Regard to Financial Aid

Satisfactory Academic Progress (SAP) is based on three components: completion rate, time frame and grade point average (GPA).

#### Completion Rate

A student must complete 67% of all hour attempted for financial aid eligibility. This is determined by dividing the hours attempted by the hours earned. Only hours that count toward the student's current

program should be counted as both attempted and earned hours. Attempted hours will include grades of F, NC, I, and W. Yet, these grades will NOT count as earned hours.

- Repeating courses will add to the total number of attempted hours but will only count once as earned hours.
- Repeated courses will be funded only one time.

### Timeframe

Students can only receive financial aid for a maximum of 1.5 times the total credit hours required for their degree program, as measured in credit hours. For any major that requires 120 credit hours for graduation, this equals a maximum of 180 hours that can be attempted. For any majors requiring more than 120 hours, the maximum allowed will be calculated accordingly. Any hours attempted, but not completed, will count.

- Transfer credit hours which transfer into the current degree program must be included in the maximum (e.g., 180, for a 120-hour program).
- Repeated courses, failed courses, and withdrawals will also count towards the maximum.
- An appeal must be submitted by any student who has exceeded the maximum timeframe allowed due to transfer hours or change of major. Student Financial Services will review the credits attempted that apply towards the student's program of study in order to determine future financial aid eligibility. An academic plan signed by the vice president of academic affairs will be required.
- If a student changes majors and/or degrees, the satisfactory academic progress time frame for financial aid eligibility will be re-evaluated on a case-by-case basis through the appeal process.

### Grade Point Average (GPA)

Students must achieve a cumulative GPA of 2.0 by the end of the fourth semester/payment period and maintain the 2.0 for the duration of their eligibility. Only courses that count toward the student's current program should be used to calculate cumulative GPA. Repeated courses and failed courses which have not been repeated will also count towards the cumulative GPA.

### SAP Review for Financial Aid

After each semester/payment period, Student Financial Services will review completion rate, timeframe and GPA for each student enrolled in that semester/payment period. Depending on the student's status relative to these factors, the student's progress for financial aid purposes will be determined as follows:

1. **Satisfactory Progress** applies to students who passed the appropriate number of earned hours to attempted hours, who have not exceeded the maximum total attempted hours allowed for their program, and whose GPA meets the SAP requirements listed above.
2. **Financial Aid Warning** applies to any students who fail to meet the requirements for completion, timeframe, and GPA for the semester. A warning letter will be sent at the end of the semester to students to indicate why they are receiving a warning and what must be done within the next semester to be back in accordance with SAP requirements. If the students fail to meet these requirements, their federal, state, and institutional financial aid will be suspended

for future semesters, unless they appeal and the appeal is granted. Students must bring their hours and/or GPA back into good standing or submit an appeal to regain financial aid eligibility. A student cannot have two consecutive semesters on warning.

3. **Financial Aid Probation** applies only to a student who has failed to meet the SAP requirements listed above and has had an appeal approved by the VPAA. A student may be on probation for one semester only. If students have not met the SAP requirements listed above by the end of the probationary semester, they should work with the VPAA or a student financial advisor to understand what options exist to regain eligibility.
4. **Unsatisfactory Progress** applies to students who have not met the requirements for completion rate, attempted hours, and GPA after their warning period, and are neither on financial aid probation nor have an approved appeal. These students are not eligible for federal, state, or institutional financial aid until they meet the requirements in each of these three areas.
5. **Academic Plan** applies to any student who has submitted an academic plan as part of an SAP appeal and has successfully completed the goals for that semester as outlined by the plan. The student continues to remain eligible for federal and state financial aid, but does not meet the definition of a SAP-eligible student.

## SAP Appeal Process

1. Students who wish to appeal their unsatisfactory academic progress determination must submit a SAP Appeal Form to the VPAA. SAP appeals are reviewed based on extenuating circumstances, such as serious injury or illness involving the student, death of an immediate family member, or other circumstances beyond the student's control that prevented the student from achieving satisfactory progress. Each student's appeal is reviewed on an individual basis. Students appealing may also be required to submit an academic plan that indicates exactly what steps the student must take to finish the academic program and details in what time frame this can be accomplished.
2. The VPAA will review the appeal and determine whether the financial aid termination is justified. The student will be advised in writing and by KCC e-mail of the decision and may be asked to meet with a student financial advisor to plan for future semesters/payment periods.
3. A student wishing to appeal the decision of the VPAA may do so in writing to the president.

Students are encouraged to review these standards and be aware of their individual academic progress. The college recognizes that a wide variety of circumstances and conditions regarding these standards (e.g. changing majors, changing career objectives, other personal reasons, etc.) may require the discretionary judgment of the VPAA and the Student Financial Aid Office. Students with questions or concerns regarding their satisfactory academic progress as it relates to their financial assistance should contact the financial aid director.

## Academic Probation

Students who are deficient in either percentage of hours completed or cumulative grade point average will be placed on Academic Probation. Any student on Academic Probation will be restricted to a twelve-credit-hour course load during the probationary period and will be required to meet with an academic advisor.



The purpose of this meeting, which should take place within the first week of the semester, is to set up a study schedule and develop a plan for remediation of the deficiency. Remediation will include required tutoring sessions. Students will be required to maintain a tutoring schedule chart, signed by a college-provided tutor, which gives evidence of at least one tutoring session per week. The minimum length for these sessions is thirty minutes. Periodic meetings with the advisor in order to maintain accountability may be required. Probationary students who fail to carry out these directives will be subject to suspension from classes until each currently required meeting has taken place.

Any student who has been on Academic Probation for two consecutive semesters and has not successfully attained the minimum cumulative grade point average will be declared scholastically ineligible and the permanent record will reflect this declaration. The student is ineligible to reenroll for the following semester unless an appeal is made to and granted by the Academic Office.

After one semester the student may apply for readmission. The application for readmission will be considered by the administrative committee, who will make the decision whether to approve the application and under what conditions.

Good academic standing regarding intercollegiate athletic participation requires the freshman student to meet the academic regulations established by the athletic association during the season of participation. A freshman student who is on academic probation, but otherwise meets athletic association eligibility requirements will remain eligible for competition.

**Important Note:** While Financial Aid Probation is related to Academic Probation, the two are not the same. Academic Probation refers to academic eligibility (approval to continue enrollment), while Financial Aid Probation pertains to continuing to be eligible for financial aid. Therefore, students should read both sections carefully.

## On-Campus Degree Programs

Courses and programs listed in this catalog are subject to change through normal academic channels. New programs, courses, and changes in existing course work are initiated by the faculty, and approved by the appropriate division head, the academic committee, and the vice president of academic affairs. Information concerning changes may be obtained by contacting the vice president of academic affairs or the registrar.

# Business Leadership

## Program Objectives

Upon graduation from the BA in Business Leadership program, students will be able to

1. Explain, integrate, and apply foundational business knowledge in a work environment
2. Exhibit proficiency in critical thinking and decision making by applying appropriate solutions to strategic and organizational challenges
3. Communicate effectively by producing appropriate, professional-quality business documents and delivering oral and written presentations and reports using appropriate technologies
4. Demonstrate effective collaborative skills, both as leader and team member, exhibiting strong interpersonal relationship abilities and an understanding of group and individual dynamics within a business setting
5. Apply appropriate leadership principles while working with people and processes within profit and not-for-profit organizations
6. Display a basic understanding of the global nature of business
7. Analyze ethical and corporate social responsibility issues in context and recommend appropriate action(s)

## Criteria for Entering the BA in Business Leadership Program

Students desiring to enter the BA in Business Leadership degree program must apply after completing at least 57 hours. The following requirements must be met:

- Cumulative GPA of at least 2.0
- Successful completion of Introduction to Business, Principles of Marketing, Accounting I, and Business Ethics. GPA for those classes must be at least 2.5. These are the only classes within the Professional Core of the program that students may take before entering the program.

If student doesn't meet criteria, a provisional acceptance may be granted at the discretion of the Program Director.

## Portfolio Requirement

Business Leadership students are expected to maintain a portfolio of written work throughout the program, with a section which includes samples of business communications, reports, etc.

## Bachelor of Arts in Business Leadership (120 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
College Success	2
Information Literacy	1
English Composition I	3
General Psychology	3
Introduction to Business	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Natural science/mathematics elective	3
Accounting I	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Bible Study Methods	3
Prevailing Contemporary Worldviews	3
Communications elective	3
Humanities/fine arts elective	3
Principles of Marketing	3
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Humanities/fine arts elective	3
College Algebra	3
Principles of Sociology	3
Business Ethics	3
<b>Total</b>	<b>15</b>

Junior Year Fall Semester	
Course	Hours
Introduction to Leadership	3
Principles of Macroeconomics	3
Accounting II	3
Human Resource Management	3
General elective	3
<b>Total</b>	<b>15</b>

Junior Year Spring Semester	
Course	Hours
Negotiation and Conflict Resolution	3
Statistics	3
Principles of Microeconomics	3
Business Law	3
Organizational Behavior	3
<b>Total</b>	<b>15</b>

Senior Year Fall Semester	
Course	Hours
Theology of Holiness	3
Strategic Management	3
Management and Leadership	3
International Business	3
Professional Communication	3
<b>Total</b>	<b>15</b>

Senior Year Spring Semester	
Course	Hours
Apologetics	3
Bible elective	2
Senior Seminar	1
Financial Planning & Control Systems	3
Internship	6
<b>Total</b>	<b>15</b>

Bible and Theology

General Education

Professional Core

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.

## Associate of Arts in Business Leadership (60 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
College Success	2
Information Literacy	1
English Composition I	3
Social/behavioral science elective*	3
Introduction to Business	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Natural science/mathematics elective*	3
Accounting I	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Bible Study Methods	3
Prevailing Contemporary Worldviews	3
Principles of Marketing	3
General electives	6
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Bible elective	3
Sophomore Seminar	1
Humanities/fine arts elective	3
Business Ethics	3
General elective	2
<b>Total</b>	<b>15</b>

\*Students who plan to pursue a BA in Business Leadership should take General Psychology and College Algebra.

Bible and Theology

General Education

Professional Core

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.

## Business Leadership – Sport Management Major

### Program Objectives

Upon graduation from the BA in Business Leadership program with the sport management major, students will be able to

1. Explain, integrate, and apply foundational business knowledge in a work environment
2. Exhibit proficiency in critical thinking and decision making by applying appropriate solutions to strategic and organizational challenges
3. Communicate effectively by producing appropriate, professional-quality business documents and delivering oral and written presentations and reports using appropriate technologies
4. Demonstrate effective collaborative skills, both as leader and team member, exhibiting strong interpersonal relationship abilities and an understanding of group and individual dynamics within a business setting
5. Apply appropriate leadership principles while working with people and processes within profit and not-for-profit organizations.
6. Display a basic understanding of the worldwide appeal and importance of the sport management field
7. Demonstrate understanding of moral and ethical implications of sport policy and strategies.

### Criteria for Entering the BA in Business Leadership Program with Sport Management Major

Students desiring to enter the BA in Business Leadership degree program with a sport management major must apply after completing at least 57 hours. The following requirements must be met:

- Cumulative GPA of at least 2.0
- Successful completion of Introduction to Business, Foundations of Sport Management, Accounting I, and Business Ethics. GPA for those classes must be at least 2.5. These are the only classes within the Professional Core of the program that students may take before entering the program.

If student doesn't meet criteria, a provisional acceptance may be granted at the discretion of the Program Director.

### Portfolio Requirement

Business Leadership students are expected to maintain a portfolio of written work throughout the program, with a section which includes samples of business communications, reports, etc.

## Bachelor of Arts in Business Leadership – Sport Management Major (120 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
College Success	2
Information Literacy	1
English Composition I	3
General Psychology	3
Introduction to Business	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Natural science/mathematics elective	3
Accounting I	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Bible Study Methods	3
Prevailing Contemporary Worldviews	3
Communications elective	3
Humanities/fine arts elective	3
Foundations of Sport Management	3
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Humanities/fine arts elective	3
College Algebra	3
Principles of Sociology	3
Business Ethics	3
<b>Total</b>	<b>15</b>

Junior Year Fall Semester	
Course	Hours
Introduction to Leadership	3
Principles of Macroeconomics	3
Sport Marketing and Facilities Mgmt.	3
Human Resource Management	3
General elective	3
<b>Total</b>	<b>15</b>

Junior Year Spring Semester	
Course	Hours
Negotiation and Conflict Resolution	3
Statistics	3
Sport Leadership	3
Business Law	3
Organizational Behavior	3
<b>Total</b>	<b>15</b>

Senior Year Fall Semester	
Course	Hours
Theology of Holiness	3
Strategic Management	3
Principles of Marketing	3
Sport Ethics	3
Professional Communication	3
<b>Total</b>	<b>15</b>

Senior Year Spring Semester	
Course	Hours
Apologetics	3
Bible elective	2
Senior Seminar	1
Sport Law	3
Internship	6
<b>Total</b>	<b>15</b>

Bible and Theology

General Education

Professional Core

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.

## Associate of Arts in Business Leadership – Sport Management Major (60 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
College Success	2
Information Literacy	1
English Composition I	3
Social/behavioral science elective*	3
Introduction to Business	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Natural science/mathematics elective*	3
Accounting I	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Bible Study Methods	3
Prevailing Contemporary Worldviews	3
Foundations of Sport Management	3
General electives	6
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Bible elective	3
Sophomore Seminar	1
Humanities/fine arts elective	3
Business Ethics	3
General elective	2
<b>Total</b>	<b>15</b>

\*Students who plan to pursue a BA in Business Leadership should take General Psychology and College Algebra.

Bible and Theology

General Education

Professional Core

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.



# Elementary Education

## Program Objectives

Upon graduation from the BA in Elementary Education program with the youth ministry major, students should be able to

1. Develop and articulate a personal, Christian philosophy of education
2. Effectively plan instruction using the skills and requisite knowledge they have gained
3. Manage classroom situations using the skills and tips learned
4. Demonstrate proficiency in the use of educational technology and media
5. Make an informed decision about certification and develop a plan based on that decision\*

## Criteria for Entering the BA in Elementary Education Program

Students desiring to enter the BA in Elementary Education degree program must apply after completing at least 57 hours. The following requirements must be met:

- Cumulative GPA of at least 2.0
- Completion of English Composition I, English Composition II, and Speech with a B or higher in each course
- Successful completion of Human Development, Classroom Organization and Management, Children's Literature, Educational Psychology and one semester of Education Practicum. GPA for those courses must be at least 2.5. These are the only courses within the Professional Core of the program that students may take before entering the program.

If student doesn't meet criteria, a provisional acceptance may be granted at the discretion of the Program Director.

\* This program is not designed to prepare a student for teaching in a public school setting or for state teacher certification. Students who plan to gain state certification should consider the 2+2 program with MNU or the American Board option. Details are available in the VPAA's office.

## BA in Elementary Education (120 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
College Success	2
Information Literacy	1
English Composition I	3
General Psychology	3
General elective	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Humanities/fine arts elective	3
Natural science/mathematics elective	3
Classroom Organization & Management	2
<b>Total</b>	<b>14</b>

Sophomore Year Fall Semester	
Course	Hours
Bible Study Methods	3
Introduction to Leadership	3
Prevailing Contemporary Worldviews	3
Speech	3
Educational Psychology	3
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Humanities/fine arts elective	3
Social/behavioral science elective	3
Children's Literature	3
Human Development	3
Education Practicum	1
<b>Total</b>	<b>16</b>

Junior Year Fall Semester	
Course	Hours
Bible elective	3
Foundations and Philosophy of Christian School Education	3
Art in Elementary Education	2
Math in Elementary Education	3
Methods of Teaching Children	3
Education Practicum	1
<b>Total</b>	<b>15</b>

Junior Year Spring Semester	
Course	Hours
Natural sciences/mathematics elective	3
Humanities/fine arts elective	3
Technology in Education	3
Science in Elementary Education	2
Elementary Education Practicum	1
General elective	3
<b>Total</b>	<b>15</b>

Senior Year Fall Semester	
Course	Hours
Theology of Holiness	3
Reading in Elementary Education	3
Teaching Language Arts in Elem. Ed.	2
Social Studies in Elementary Education	2
Health/PE in the Elementary School	2
Music in the Elementary School	2
Elementary Education Practicum	1
<b>Total</b>	<b>15</b>

Senior Year Spring Semester	
Course	Hours
Apologetics	3
Senior Seminar	1
Diag. & Remediation of Reading Diff.	3
Bible in Elementary Education	2
Supervised Student Teaching	6
<b>Total</b>	<b>15</b>

Bible and Theology

General Education

Professional Core

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.

## General Studies

### Associate of Arts in General Studies (60 hours)

This program is designed to impart a solid base of knowledge in general education and a basic foundation of theology and biblical study, preparing the student for further academic pursuits.

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
College Success	2
Information Literacy	1
English Composition I	3
Social/behavioral science elective	3
General elective	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Natural science/mathematics elective	3
General elective	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Bible Study Methods	3
Prevailing Contemporary Worldviews	3
Bible elective	3
General electives	6
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Sophomore Seminar	1
Humanities/fine arts elective	3
General electives	8
<b>Total</b>	<b>15</b>

Bible and Theology      General Education

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.

## Religion – Biblical Studies Major

### Program Objectives

Upon graduation from the BA in Religion program with the biblical studies major, students should be able to

1. Confidently express God's calling on their lives
2. Demonstrate an understanding of the principles of effective leadership in the local church
3. Competently interpret and proclaim the Word of God
4. Trace important doctrinal themes throughout the Bible
5. Properly interpret and apply the biblical text to contemporary issues

### Criteria for Entering the BA in Religion Program with Biblical Studies Major

Students who have completed at least 57 hours will participate in an interview with the vice president of academic affairs, Bible and theology division chair, and professional studies division chair. One additional religion program instructor may also be included. The purpose of this interview is to review the student's experience to this point and to explore avenues for future academic and ministerial success.

## BA in Religion – Biblical Studies Major (120 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
Introduction to Leadership	3
College Success	2
Information Literacy	1
English Composition I	3
Social/behavioral sciences elective	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Natural science/mathematics elective	3
Evangelism and Discipleship	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Hermeneutics	3
Prevailing Contemporary Worldviews	3
Bible elective	3
Speech	3
Fundamentals of Greek I	3
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Social/behavioral sciences elective	3
Humanities/fine arts elective	3
Homiletics	3
Fundamentals of Greek II	3
<b>Total</b>	<b>15</b>

Junior Year Fall Semester	
Course	Hours
Essential Doctrines I	3
Bible electives	6
Introduction to Biblical Hebrew	3
Principles of Church Growth	3
<b>Total</b>	<b>15</b>

Junior Year Spring Semester	
Course	Hours
Essential Doctrines II	3
Bible electives	6
Natural science/mathematics elective	3
Humanities/fine arts elective	3
<b>Total</b>	<b>15</b>

Senior Year Fall Semester	
Course	Hours
Theology of Holiness	3
Bible elective	3
Research Methodology	3
Professional Communication OR Conflict Management	3
Introduction to Christian Worship	3
<b>Total</b>	<b>15</b>

Senior Year Spring Semester	
Course	Hours
Apologetics	3
Bible elective	3
Senior Seminar	1
Church History	3
Research Project	3
General elective	2
<b>Total</b>	<b>15</b>

Bible and Theology

General Education

Professional Core

- At least 8 credit hours of the Bible electives must be New Testament courses

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.

## AA in Religion – Biblical Studies Major (60 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
Introduction to Leadership	3
College Success	2
Information Literacy	1
English Composition I	3
Social/behavioral sciences elective	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Introduction to Biblical Hebrew	3
Evangelism and Discipleship	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Hermeneutics	3
Prevailing Contemporary Worldviews	3
Bible elective	3
Speech	3
Fundamentals of Greek I	3
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Apologetics	3
Bible elective	5
Sophomore Seminar	1
Natural science/mathematics elective	3
Homiletics	3
<b>Total</b>	<b>15</b>

Bible and Theology

General Education

Professional Core

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.

## Religion – Missions Major

### Program Objectives

Upon graduation from the BA in Religion program with the missions major, students should be able to

1. Confidently express God's calling on their lives
2. Demonstrate an understanding of the principles of effective leadership in the local church
3. Competently interpret and proclaim the Word of God
4. Articulate the biblical and theological bases for cross-cultural evangelism
5. Reflect missiologically on one's personal ministry both locally and globally

### Criteria for Entering the BA in Religion Program with Missions Major

Students who have completed at least 57 hours will participate in an interview with the vice president of academic affairs, Bible and theology division chair, and professional studies division chair. One additional religion program instructor may also be included. The purpose of this interview is to review the student's experience to this point and to explore avenues for future academic and ministerial success.

## BA in Religion – Missions Major (120 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
Introduction to Leadership	3
College Success	2
Information Literacy	1
English Composition I	3
Social/behavioral sciences elective	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Natural science/mathematics elective	3
Evangelism and Discipleship	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Hermeneutics	3
Prevailing Contemporary Worldviews	3
Bible elective	3
Speech	3
Cultural Diversity	3
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Social/behavioral sciences elective	3
Homiletics	3
Introduction to Missions	2
Biblical & Theological Found. of Missions	2
General elective	2
<b>Total</b>	<b>15</b>

Junior Year Fall Semester	
Course	Hours
Essential Doctrines I	3
Bible elective	3
Humanities/fine arts elective	3
Principles of Church Growth	3
Cross-Cultural Communication	3
<b>Total</b>	<b>15</b>

Junior Year Spring Semester	
Course	Hours
Essential Doctrines II	3
Bible elective	3
Natural science/mathematics elective	3
Practice of Mission	2
World Religions	3
<b>Total</b>	<b>14</b>

Senior Year Fall Semester	
Course	Hours
Theology of Holiness	3
Bible elective	3
Professional Communication OR Conflict Management	3
Introduction to Christian Worship	3
Internship	3
<b>Total</b>	<b>15</b>

Senior Year Spring Semester	
Course	Hours
Apologetics	3
Bible elective	3
Senior Seminar	1
Church History	3
Teaching the Christian Faith	3
Internship	3
<b>Total</b>	<b>16</b>

Bible and Theology

General Education

Professional Core

- At least 8 credit hours of the Bible electives must be New Testament courses

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.



## AA in Religion – Missions Major (60 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
Introduction to Leadership	3
College Success	2
Information Literacy	1
English Composition I	3
Social/behavioral sciences elective	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Natural science/mathematics elective	3
Evangelism and Discipleship	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Hermeneutics	3
Prevailing Contemporary Worldviews	3
Bible elective	3
Speech	3
Cultural Diversity	3
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Bible elective	2
Sophomore Seminar	1
Homiletics	3
Introduction to Missions	2
Biblical & Theological Found. of Missions	2
Practice of Mission	2
<b>Total</b>	<b>15</b>

Bible and Theology

General Education

Professional Core

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.

## Religion – Pastoral Ministry Major

### Program Objectives

Upon graduation from the BA in Religion program with the pastoral ministry major, students should be able to

1. Confidently express God's calling on their lives
2. Demonstrate an understanding of the principles of effective leadership in the local church
3. Competently interpret and proclaim the Word of God
4. Articulate a broad perspective on Christian life as ministry
5. Explain the biblical purpose of the local church and the role of the pastor within the local church

### Criteria for Entering the BA in Religion Program with Pastoral Ministry Major

Students who have completed at least 57 hours will participate in an interview with the vice president of academic affairs, Bible and theology division chair, and professional studies division chair. One additional religion program instructor may also be included. The purpose of this interview is to review the student's experience to this point and to explore avenues for future academic and ministerial success.

## BA in Religion – Pastoral Ministry Major (120 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
Introduction to Leadership	3
College Success	2
Information Literacy	1
English Composition I	3
General Psychology	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Natural science/mathematics elective	3
Evangelism and Discipleship	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Hermeneutics	3
Prevailing Contemporary Worldviews	3
Speech	3
Introduction to Counseling	3
Fundamentals of Greek I	3
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Bible elective	3
Social/behavioral sciences elective	3
Humanities/fine arts elective	3
Homiletics	3
<b>Total</b>	<b>15</b>

Junior Year Fall Semester	
Course	Hours
Essential Doctrines I	3
Bible elective	3
Humanities/fine arts elective	3
Principles of Church Growth	3
Introduction to Christian Worship	3
<b>Total</b>	<b>15</b>

Junior Year Spring Semester	
Course	Hours
Essential Doctrines II	3
Bible elective	3
Natural science/mathematics elective	3
Local Church Administration	3
Expository Preaching/Lab	3
<b>Total</b>	<b>15</b>

Senior Year Fall Semester	
Course	Hours
Theology of Holiness	3
Bible elective	3
Pastoral Role in Ministry	3
Professional Communication OR Conflict Management	3
Internship	3
<b>Total</b>	<b>15</b>

Senior Year Spring Semester	
Course	Hours
Apologetics	3
Bible elective	3
Senior Seminar	1
Church History	3
Internship	3
General elective	2
<b>Total</b>	<b>15</b>

Bible and Theology

General Education

Professional Core

- At least 8 credit hours of the Bible electives must be New Testament courses

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.

## Religion – Youth Ministry Major

### Program Objectives

Upon graduation from the BA in Religion program with the youth ministry major, students should be able to

1. Confidently express God's calling on their lives
2. Demonstrate an understanding of the principles of effective leadership in the local church
3. Competently interpret and proclaim the Word of God
4. Articulate a biblical philosophy of youth ministry
5. Organize and administer a comprehensive ministry to youth

### Criteria for Entering the BA in Religion Program with Youth Ministry Major

Students who have completed at least 57 hours will participate in an interview with the vice president of academic affairs, Bible and theology division chair, and professional studies division chair. One additional religion program instructor may also be included. The purpose of this interview is to review the student's experience to this point and to explore avenues for future academic and ministerial success.

## BA in Religion – Youth Ministry Major (120 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
Introduction to Leadership	3
College Success	2
Information Literacy	1
English Composition I	3
General Psychology	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Natural science/mathematics elective	3
Evangelism and Discipleship	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Hermeneutics	3
Prevailing Contemporary Worldviews	3
Speech	3
Introduction to Counseling	3
Philosophy & Theology of Youth Ministry	3
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Bible elective	3
Social/behavioral sciences elective	3
Humanities/fine arts elective	3
Homiletics	3
<b>Total</b>	<b>16</b>

Junior Year Fall Semester	
Course	Hours
Essential Doctrines I	3
Bible elective	3
Humanities/fine arts elective	3
Principles of Church Growth	3
Introduction to Christian Worship	3
<b>Total</b>	<b>15</b>

Junior Year Spring Semester	
Course	Hours
Essential Doctrines II	3
Bible elective	3
Natural science/mathematics elective	3
Introduction to Youth Ministry	3
Youth Programming	3
<b>Total</b>	<b>15</b>

Senior Year Fall Semester	
Course	Hours
Theology of Holiness	3
Bible elective	3
Contemporary Issues in Youth Ministry	3
Professional Communication OR Conflict Management	3
Internship	3
<b>Total</b>	<b>15</b>

Senior Year Spring Semester	
Course	Hours
Apologetics	3
Bible elective	3
Senior Seminar	1
Church History	3
Internship	3
General elective	2
<b>Total</b>	<b>15</b>

Bible and Theology

General Education

Professional Core

- At least 8 credit hours of the Bible electives must be New Testament courses

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.

## AA in Religion – Youth Ministry Major (60 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
Introduction to Leadership	3
College Success	2
Information Literacy	1
English Composition I	3
Social/behavioral sciences elective	3
<b>Total</b>	<b>15</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Natural science/mathematics elective	3
Evangelism and Discipleship	3
<b>Total</b>	<b>15</b>

Sophomore Year Fall Semester	
Course	Hours
Hermeneutics	3
Prevailing Contemporary Worldviews	3
Bible elective	3
Speech	3
Philosophy & Theology of Youth Ministry	3
<b>Total</b>	<b>15</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Bible elective	2
Sophomore Seminar	1
Homiletics	3
Church History	3
Introduction to Youth Ministry	3
<b>Total</b>	<b>15</b>

Bible and Theology

General Education

Professional Core

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.

## Worship Ministry

### Program Objectives

The goal of the Worship Ministry program is to provide a basic foundation that enables students to minister musically in the local church. Upon graduation from the AA in Worship Ministry program, students should be able to

1. Serve effectively in the local church music program
2. Lead or assist in leading the local congregation in worship after responsible and prayerful preparation each week
3. Collaborate with the pastor and other musicians to provide opportunities for members of the local church to use their musical gifts in Christian ministry – individually, in ensembles, and corporately
4. Select music that is meaningful and appropriate for the worship of God, that exhibits a solid biblical philosophy, and that shows good aesthetic judgment

## AA in Worship Ministry (63 hours)

Freshman Year Fall Semester	
Course	Hours
Old Testament Survey	3
College Success	2
Information Literacy	1
English Composition I	3
Social/behavioral sciences elective	3
Music Theory I with Lab	4
<b>Total</b>	<b>16</b>

Freshman Year Spring Semester	
Course	Hours
New Testament Survey	3
Principles of the Christian Life	3
English Composition II	3
Worship Ministry Skills	2
Hymnology and Church Music	2
Choral & Instrumental Methods/Church	2
Music Organization	1
<b>Total</b>	<b>16</b>

Sophomore Year Fall Semester	
Course	Hours
Bible Study Methods	3
Prevailing Contemporary Worldviews	3
Introduction to Music History and Literature	2
Introduction to Christian Worship	3
Administration and Philosophy of Church Music	2
Piano OR Guitar	1
Voice	1
Music Organization	1
<b>Total</b>	<b>16</b>

Sophomore Year Spring Semester	
Course	Hours
Christian Beliefs	3
Sophomore Seminar	1
Natural science/mathematics elective	3
Humanities/fine arts elective	3
Piano OR Guitar	1
Voice	1
Music Organization	1
Worship Practicum	2
<b>Total</b>	<b>15</b>

Bible and Theology

General Education

Professional Core

- Students are required to take a music theory matriculation exam. Students who fail to achieve an 85% or higher score on this exam will be required to successfully complete Fundamentals of Music Theory or receive permission from the instructor before enrolling in Music Theory I.
- Students are required to take at least two semesters of **either** piano or guitar. Students may choose to study the other instrument as well but are not required to do so.

### MINISTRY FORMATION

Students are required to participate in a ministry formation activity each semester they are enrolled.



## Online Degree Programs

Courses and programs listed in this catalog are subject to change through normal academic channels. New programs, courses, and changes in existing course work are initiated by the faculty, and approved by the appropriate division head, the academic committee, and the vice president of academic affairs. Information concerning changes may be obtained by contacting the vice president of academic affairs or the registrar.

## Business

### Bachelor of Arts in Business (120 hours)

#### Bible and Theology (30 hours)

Old Testament Survey	3 hours
New Testament Survey	3 hours
Theology of Holiness	3 hours
Marketplace Ministry	3 hours
Life of Christ	3 hours
Business Ethics	3 hours
Biblical Theology of Leadership	3 hours
Knowing God	3 hours
Bible or theology electives	6 hours

#### General Studies (30 hours)

English Composition I	3 hours
English Composition II	3 hours
Speech	3 hours
General Psychology	3 hours
Humanities or fine arts electives	6 hours
Math or science elective	3 hours
Social or behavioral science elective	6 hours
Technology and Information for College OR Research and Concept Development	3 hours

#### Professional Studies (30 hours)

Accounting Methods	3 hours
Organizational Leadership	3 hours
Working with Teams	3 hours
International Issues in Business	3 hours
Finance and Budgeting for Managers	3 hours
Personnel Development	3 hours
Management of Information Systems	3 hours
Operations Management	3 hours
Strategic Management	3 hours
Senior Portfolio	3 hours

#### General Electives (30 hours)

General academic electives	30 hours
----------------------------	----------

## Associate of Arts in Business (66 hours)

### Bible and Theology (12 hours)

Old Testament Survey	3 hours
New Testament Survey	3 hours
Bible elective	3 hours
Theology elective	3 hours

### General Studies (30 hours)

English Composition I	3 hours
English Composition II	3 hours
Speech	3 hours
General Psychology	3 hours
Humanities or fine arts electives	6 hours
Math or science elective	3 hours
Social or behavioral science electives	6 hours
Technology and Information for College	3 hours

### Professional Studies (24 hours)

Introduction to Leadership	3 hours
Fundamentals of Business	3 hours
Personal Finance	3 hours
Introduction to Finance	3 hours
Accounting Methods	3 hours
Fundamentals of Business Law	3 hours
Global Issues in Business	3 hours
Business Case Study	3 hours

## Leadership and Ministry

### Bachelor of Arts in Leadership and Ministry (120 hours)

#### Bible and Theology (30 hours)

Old Testament Survey	3 hours
New Testament Survey	3 hours
Theology of Holiness	3 hours
Redemption in the Old Testament	3 hours
Life of Christ	3 hours
Letters of Paul	3 hours
Biblical Theology of Leadership	3 hours
Knowing God	3 hours
Bible or theology electives	6 hours

#### General Studies (30 hours)

English Composition I	3 hours
English Composition II	3 hours
Speech	3 hours
General Psychology	3 hours
Humanities or fine arts electives	6 hours
Math or science elective	3 hours
Social or behavioral science elective	3 hours
Spiritual Formation	3 hours
Technology and Information for College OR Research and Concept Development	3 hours

#### Professional Studies (30 hours)

Principles of the Christian Life	3 hours
Organizational Leadership	3 hours
Working with Teams	3 hours
Marketplace Ministry	3 hours
Personal and Social Ethics	3 hours
Teaching and Preaching	3 hours
The Mobilization of Volunteers	3 hours
Pastoral Care	3 hours
Biblical Counseling	3 hours
Senior Portfolio	3 hours

#### General Electives (30 hours)

General academic electives	30 hours
----------------------------	----------

## Associate of Arts in Leadership and Ministry (63 hours)

### Bible and Theology (12 hours)

Old Testament Survey	3 hours
New Testament Survey	3 hours
Bible elective	3 hours
Theology elective	3 hours

### General Studies (30 hours)

English Composition I	3 hours
English Composition II	3 hours
Speech	3 hours
General Psychology	3 hours
Humanities or fine arts electives	6 hours
Math or science elective	3 hours
Social or behavioral science electives	3 hours
Spiritual Formation	3 hours
Technology and Information for College	3 hours

### Professional Studies (21 hours)

Introduction to Leadership	3 hours
Sharing and Defending the Christian Faith	3 hours
Communication for Leaders	3 hours
Discipling and Mentoring in the Christian Faith	3 hours
Personal Finance	3 hours
Issues in Christian Leadership	3 hours
Leadership and Ministry Capstone	3 hours

# Course Descriptions

## Division of Bible and Theology

Division Chair, Dr. Gordon Snider

The objective of the Division of Bible and Theology is to provide systematic and comprehensive training in the Word of God and other subjects related to effective Christian service. In order to accomplish this purpose, its aim is to

1. Lead all students to develop a Christian worldview.
2. Provide all students with an adequate foundation of Bible truth and doctrine.
3. Provide the student with the requisite knowledge and skills to be an effective Christian witness in this present world.
4. Foster a commitment to a life of personal piety and ever-deepening devotion to God.

## Bible

### BIB1103 Introduction to the Bible

Designed to bring students to the proficiency level of the beginning Old Testament/New Testament Literature survey classes. Emphasis will be on the basic structure of the Bible, with particular attention given to the major events and people of the Bible. (3 hours)

### BIB1233 New Testament Survey

Provides essential historical and cultural background information and examines the content of each book in the New Testament. The survey course includes events in the life of Christ, the development of the early church, and the apostolic teachings on living a Christian life. (3 hours)

### BIB1343 Old Testament Survey

Explores the historical, poetical, and prophetic books of the Old Testament. The course examines the purpose, message, structure, and major themes of each book in the Old Testament, with attention given to the formation of the nation of Israel and its history as recorded in the Old Testament. (3 hours)

### BIB2113 Bible Study Methods

This course is an introduction to the principles of interpreting the Bible. Students will learn both general and specific principles required to interpret and apply the Bible accurately. Focus is given to applying these principles to personal study and to the teaching of others. (3 hours)

BIB2123 Hermeneutics

A study of the methods and principles used in properly interpreting the Bible. Special focus is placed on the history of, and processes involved in, interpreting doctrinal, parabolic, typical, prophetic, narrative, apocalyptic, and devotional passages. Emphasis is given to a model of interpretation which will assist in sermon preparation, Bible teaching, and personal witnessing. (3 hours)

BIB2203 Life of Christ

This course provides a study of the earthly life and ministry of the Lord Jesus Christ. Special attention will be given to the interpretation of key events and discourses and their practical application. It enables the student to teach about Christ with greater understanding and effectiveness, and it challenges him or her to follow Christ personally with greater dedication and stronger devotion in service to Him. (3 hours)

BIB2213 The Acts of the Apostles

A study of the development of the early church as recorded by Luke. Special emphasis is placed on the culture and geography of the Roman world and the Christian impact on it. The doctrines of the Holy Spirit, the Church, and evangelism are related to the study of Scripture itself. Students will develop a reliance on the Holy Spirit, love for the church, and be able to translate principles into ministry and missionary settings. (3 hours)

BIB2303 Pentateuch

A thorough study of the first five books of the Bible, Genesis through Deuteronomy, with special emphasis on God's redemptive purpose in the call of Abraham. The subsequent establishment of Israel as the chosen people receives specific treatment. These books are viewed in their cultural and historical settings. (3 hours)

BIB2312 Historical Books I

This is a study of the narrative and historical data in the books of Joshua through Ruth. The first section covers the period of the conquest and the period of the judges as presented in the books of Joshua, Judges and Ruth. (2 hours)

BIB2322 Historical Books II

A continuation of Historical Books I. This is a study of the narrative and historical data found in the books of First Samuel through Esther. This section covers the single monarchy, the divided kingdom, the captivity, and the return of the Jews. The relationship between the prophets and the kingdoms of Israel and Judah is noted. (2 hours)

BIB3203 Romans

An exegetical study of the book of Romans. Stress is given to the content and doctrines seen in the epistle, especially the doctrines related to justification, sanctification, and eschatology. Practical theology is also given attention. Prerequisite: BIB2123 or BIB2113. (3 hours)

BIB3303      Minor Prophets

A careful study of the twelve shorter prophetic books of the Old Testament, Hosea through Malachi. The historical background and significance of these writings in the redemptive history of God's chosen people is examined, and contemporary applications are set forth. Prerequisite: BIB2123 or BIB2113. (3 hours)

BIB3313      Major Prophets

A study of the Old Testament major prophets (Isaiah through Daniel) with an emphasis on historical setting, message, purpose, genre, structure, dates, theological emphasis, and application of these books. (3 hours)

BIB4003      Biblical Research Methodology

Designed to help students develop research and writing skills that will allow them to participate in the discourse of biblical studies. Special attention will be given to the appropriate and defensible construction of bibliographies, the development of bibliographic control, the process of preparing good research papers in biblical studies, and address some basic questions and methodologies in the discipline of biblical studies. The course is a prerequisite and preparation for the Research Project. The course will culminate in a working outline and bibliography for the final research project. (3 hours)

BIB4013      Research Project

The research project is the final product of the Biblical Research Methodology course. The final paper may take the form of a research paper or an exegetical paper depending on the topic and intended outcomes of the work. (3 hours)

BIB4203      Hebrews

A textual study of Hebrews in the light of a spiritual interpretation of Leviticus. Emphasis is placed on the preeminence of the Lord Jesus Christ, His deity, and His high priestly ministry as a fulfillment of Old Testament theology. Focus is made on the "better things" Christ offers the believer. Prerequisites: BIB2123 or BIB2113. (3 hours)

BIB4302      Psalms

A study of the Hebrew poetry as given in the Psalms. In addition to examining the various types of psalms and historical settings, emphasis is placed on the devotional benefit of the Psalms. Prerequisite: BIB2123 or BIB2113. (2 hours)

BIB4312      Wisdom Literature

A careful survey of the books of Job, Proverbs, Ecclesiastes, and the Song of Solomon. Included is a study of the literary styles as well as the topical backgrounds and messages of the various writers. Practical application to contemporary life is made. Prerequisite: BIB2123 or BIB2113. (2 hours)



## Church History

### HIS3003 Church History

A general survey of the history of the Christian church from its founding at Pentecost to the present era. Focus will be on the major eras of church history and significant people, places, and events during those eras. Also included will be discussion of the development of Christian doctrine through history. Learning from the past is important as the past contributes to the present offering lessons to be learned. Thus, the course will explore how experiences and insights from the Christian past inform contemporary faith and practice. (3 hours)

## Leadership

### LEA263 Introduction to Leadership

This course provides an overview of the basics of leadership with application in both a personal and organizational context. Creating and communicating the vision, empowering others and recognizing their contributions, challenging the status quo and leading change, and celebrating team and organizational success are all key ideas addressed in this course. Moreover, students will be asked to evaluate their own personal leadership practices according to these concepts. (3 hours)

## Biblical Languages

### LNG203 Fundamentals of Greek I

This course is the first part of a two-semester introductory study of New Testament (koine) Greek introducing grammar, syntax, vocabulary, and the use of lexicons, grammars, and commentaries. The first semester covers the noun declensions and begins the verb conjugations of the present, future, imperfect and first aorist. (3 hours)

### LNG303 Fundamentals of Greek II

The semester continues the introductory study of New Testament (koine) Greek grammar, syntax, and vocabulary, covering the remaining verb conjugations. It concludes with studies in selected portions of the Greek New Testament. Prerequisite: LNG203. (3 hours)

### LNG313 Introduction to Biblical Hebrew

This course is an introduction to Biblical Hebrew including the alphabet and vowel points, verbs, nouns, pronouns, adjectives, the definite article, prepositions and conjunctions. The use of various Hebrew language tools and basic Hebrew grammar will be covered. (3 hours)

## Philosophy

### PHI233      Prevailing Contemporary Worldviews

This course explores the philosophical foundations of prevailing contemporary worldviews. Focus is provided to understand and evaluate these various belief systems in an increasingly pluralistic society. Main ideas of prevailing contemporary worldviews will be explored. Special emphasis is placed on how each worldview addresses foundational philosophical issues such as reality and the existence of God (or gods), what is a human being, the existence of evil and suffering, and morality—what is right and wrong. (3 hours)

## Spiritual Formation

### MIN1203      Principles of the Christian Life

This course focuses on the meaning of the lifestyle of biblical Christianity. Attention will be given to the role of the spiritual disciplines in spiritual development. Students will gain knowledge, abilities and skills that will help them to understand themselves as Christians and to become more effective ministers who would teach and nurture others. (3 hours)

### SSS221      Sophomore Seminar

A writings class designed to focus on philosophy of ministry; personal values; professional, spiritual, and academic life goals; application of practical theology; development of a plan to accomplish goals and a method for evaluating progress. (1 hour)

### SSS421      Senior Seminar

A writings class designed to focus on philosophy of ministry; personal values; professional, spiritual, and academic life goals; application of practical theology; development of a plan to accomplish goals and a method for evaluating progress. Required work includes a biblical worldview paper, a worldview assumptions paper, a Bible knowledge test and a Wesleyan/Arminian theology test. Materials fee. (1 hour)

## Theology

### THE2103      Christian Beliefs

An elementary study of the principles underlying the Christian faith. Doctrines such as the inspiration of Scripture, sin, redemption, sanctification, and eschatology are treated with special attention. In addition, a study of Christian ethics is included. (3 hours)

### THE2132      Biblical and Theological Foundations for Missions

This course begins with the belief that the God of the Bible is a missionary God, and seeks to find in the Old and New Testaments a mandate for missions; a purpose for missions, and methods to be employed

in missions. The course further seeks to determine how each member of the Trinity is involved in the task of world evangelization. (2 hours)

### THE2133      Philosophy and Theology of Youth Ministry

A theological and philosophical foundation provides an undergirding and strength for youth ministry programming. Therefore, this course is concerned with the examination of the theological, cultural, historical, and philosophical foundations, which shape evangelical youth ministry. Attention will be given to how adolescent faith is matured. The course will enable students to understand and reflect on contemporary youth ministry within a theological and philosophical framework. The course will also consider the historical development of youth ministries. (3 hours)

### THE3003      Essential Doctrines I

An intensive study of the essential doctrines of the Christian faith from a Wesleyan-Holiness perspective. With the inspiration and authority of Scripture as a foundation, the following doctrines will be explored: the being and nature of God, creation and providence, and humanity and sin. (3 hours)

### THE3013      Essential Doctrines II

A continuation of Essential Doctrines I, further exploration in the essential doctrines of the Christian faith from a Wesleyan-Holiness perspective. The following themes will be explored: the Person and Work of Christ, the Doctrine of the Holy Spirit, the New Testament Church, the work of God's people, and eschatology. (3 hours)

### THE3023      Theology of Holiness

The basics of the doctrine of entire sanctification as taught by the Wesleyan theologians. Scriptural and theological statements are integrated with experiential insights for the purpose of clarification. (3 hours)

### THE4103      Apologetics

A study of the evidences of Christianity, including the proofs for God's existence, the reliability and inerrancy of the Bible, the deity of Christ, and the problem of evil. Practical methods of relating these to the non-Christian are given special attention. Prerequisite recommended (but not required): PHI313. (3 hours)

## Division of General Education

Division Chair, Harold Carpenter

The objective of the Division of General Education is to ensure that each program of study has an adequate foundation in the liberal arts. In order to accomplish this purpose, its aim is to

1. Provide all students with a broad base in general education.
1. Equip the student with an understanding of culture and the problems of our age.
2. Prepare students to pursue further studies in their related fields.

### English

#### ENG102      Accelerated Learning Program (ALP) for English Composition I

This is a course devoted to improving the student's writing and critical reading. The ALP section of this course provides intensive instruction and practice in writing coherent paragraphs and essays for specific audiences. The course includes the process of drafting, revising, and editing. This section is part of an Accelerated Learning Program (ALP), which enables the student to complete ENG113 and ENG102 in the same semester. This program enables the student to develop writing skills more quickly than with the typical sequential approach to these classes. This course may only be taken concurrently with ENG113. (2 hours)

#### ENG113      English Composition I

A concentrated review of English grammar, with a focus on developing competence through expressive and explanatory writing of non-fiction prose, primarily within the context of the student's experiences. Provides experience in a variety of writing tasks, and includes strategies for discovering ideas, gathering information, planning and organizing, drafting, revising and editing. Must attain a grade of C or better to allow enrollment in ENG123. (3 hours)

#### ENG123      English Composition II

A focus on the development of competency in expository, evaluative, and persuasive essays, as well as in comprehending, evaluating and synthesizing information from various sources for research writing. Must attain a grade of C or better to graduate from Kansas Christian College. Prerequisite: ENG 113. (3 hours)

#### ENG151, 152, 153, 161, 162, 163      Publications (humanities/fine arts elective)

Academic credit will be given to students who are regular staff members of the campus yearbook. Includes experience in editing, proofreading, computer layout and design, planning, photography, and cropping pictures. Flexible credit. (1, 2 or 3 hours)

### ENL213 Introduction to Literature (humanities/fine arts elective)

An introduction to literature as a humane art, which develops skills for reading and responding to literature from a variety of time periods and genres, using a diversity of critical approaches. (3 hours)

### ENS113 Speech

A study of the principles and types of speech designed to develop verbal and non-verbal communication skills through outlining and delivering speeches in class. (3 hours)

### ENS171, 172, 173 Dramatic Arts (humanities/fine arts elective)

Provides experience in acting, design and construction of a set, stage makeup and costuming, lighting and sound, and a full-scale production. Credit value is flexible. (Materials fee) (1,2, or3 hours)

### ESL003, 013, 023, 033, 053 Integrated ESL I-V

The Integrated Skills course is designed for students who want to develop their skills in grammar, writing, reading, speaking, and listening. Integrated ESL is offered in novice through advanced levels using a standardized curriculum. (3 hours)

### ESL083 ESL Writing & Grammar

These courses will help students to improve their writing skills and learn correct English grammar. Students will learn correct English grammar rules and use them to create clear, comprehensible writing. They will work with sentences at the first level and move on to work with paragraphs and essays at the more advanced levels.

## Information Literacy

### LIB101 Fundamentals of Information Literacy - Academics

The purpose of this class is to focus on rudimentary information literacy skills. The course is comprised of instructional lectures, class discussions, practical activities and engaging exercises on how to properly and effectively discover, retrieve and apply information and critically evaluate information and its sources. (1 hour)

## Mathematics

### MAT113 Modern Mathematics (natural science/mathematics elective)

Covers topics of elementary mathematics such as sets, logic, systems of numeration, whole numbers, integers, rational numbers, real numbers, and informal geometry. Suited for those preparing for teaching. (3 hours)

MAT123      Intermediate Algebra (natural science/mathematics elective)

Fundamental operations, graphs, linear and quadratic equations, logarithms. Prerequisite: one unit of high school algebra. Materials fee. (3 hours)

MAT143      College Algebra (natural science/mathematics elective)

A survey of fundamental concepts of algebra; algebraic equations and inequalities, functions and graphs; zeros of polynomial functions; exponential and logarithmic functions; systems of equations and inequalities. Prerequisite: MAT 123 or one and one-half units of high school algebra. Materials fee. (3 hours)

## Music

MOR101      Chapel Worship Ministry (humanities/fine arts elective)

Open by audition to students who are interested in assisting with planning and leading worship for chapel. Instructor permission. (1 hour)

MOR151, 161 College Ensemble (humanities/fine arts elective)

Mixed group of select voices (by audition). Public appearances. The college small ensembles will be formed from students enrolled in College Ensemble. (Materials fee) (1 hour)

MTH113      Introduction to Music Theory (humanities/fine arts elective)

A fundamental course in basic music theory designed for students who need remedial studies. The course studies the basic concepts of music. (3 hours)

MTH124      Music Theory I with Lab (humanities/fine arts elective)

The first semester of an integrated two-year theory sequence that examines the harmonic, melodic, rhythmic, and formal organization of music while developing critical listening and keyboard skills. Prerequisite: MTH113 or successful completion of matriculation exam or consent of instructor. (4 hours)

MUS122      Hymnology and Church Music (humanities/fine arts elective)

A study of the historical development of church music from Old Testament times to the present. Of particular interest are the rise of evangelistic music from the latter 19th century to the present and the current music styles of the church, as well as the textual and musical analyzation of Christian music. (2 hours)

MUS212      Introduction to Music History and Literature (humanities/fine arts elective)

Brief overview of the music developments from antiquity to the present, featuring composers and works which are representative of various periods of music. (2 hours)

## Philosophy

### PHI243 Business Ethics

This course is designed to highlight the importance of ethics in business. Students further develop their own personal value systems and subsequently see how their worldview impacts organizational values. Special emphasis is placed on application of Christian principles and the biblical background for ethical practices. (3 hours)

### PHI313 Introduction to Philosophy (humanities/fine arts elective)

A study of the major issues of philosophy as stated by the leading philosophers. Special emphasis is given to the theistic proofs and a Christian evaluation of philosophical issues. (3 hours)

## Physical Education

### PHY111 Lifetime Wellness

To provide the knowledge and skills necessary to develop a lasting interest in lifetime participation and to increase the student's level of physical fitness and knowledge of life-long health. Students will be able to describe the physical, psychological, and socio-cultural factors and human behaviors that influence human wellbeing and affect the major health problems of our society; understand the components of health-related physical fitness and their relationship to personal health and wellbeing; and develop and enhance physical fitness or lifetime sport psychomotor skills. This course will include both lecture and physical activity participation. (1 hour)

## Psychology

### PSY113 General Psychology

A study of biological aspects of behavior, the brain, learning and memory consciousness, sensation and perception, motivation and emotion, health, stress, coping, mental health, personality, and social behavior. Attention will be given to the relationship between psychology and Christianity with selected application for life and ministry. (3 hours)

### PSY313 Human Development (social/behavioral sciences elective)

Covers the development of humans from conception through death and dying. The physical, intellectual, emotional, and social changes of the individual are all considered. Prerequisite: PSY113 (3 hours)

### PSY323 Introduction to Counseling (social/behavioral sciences elective)

An introduction to the basic principles and practices of pastoral counseling. A brief look is taken at some of the various theories, both secular and Christian. A second component of the class emphasizes the practical side of counseling by giving the student actual in-class practice of the component skills of the

counseling process (active listening skills, empathy, goal setting, strategies, etc.). Prerequisite: PSY113 (3 hours)

### PSY333 Educational Psychology (social/behavioral sciences elective)

Addresses various issues that apply theories of psychology to the educational environment. Themes include cognitive processes, relevance, classroom climate, challenge, expectations, diversity, interaction, principles of learning, and the psychology of motivation. Prerequisite: PSY113 (3 hours)

## Science

### SCI113 General Biology (natural science/mathematics elective)

An introductory course for the non-science major. Basic study of biological molecules, cells, genetics, the structure and classification of plants and animals, and human physiology. (3 hours)

### SCI143 Physical Science (natural science/mathematics elective)

An introductory course designed to allow students to explore the basic concepts of physical science. The course includes an introduction to the fundamental concepts of physics, chemistry, astronomy and earth science. Students will be encouraged to explore the relationship between science and everyday life. Part of this course is committed to reviewing historical developments of scientific thought, examining the perceived conflict between science and Christianity, and analyzing evidence for a creator from scientific discoveries. (3 hours)

## Social Sciences

### SSG233 Cultural Geography (humanities/fine arts elective)

Cultural geography is concerned with making sense of people and the places they occupy through analyses of cultural processes, cultural landscapes, and cultural identities. The course introduces culture from a geographical perspective, focusing on how cultures work in place and how they are embedded in everyday life, and the changing and multifaceted relationships between people and the environments in which they reside. (3 hours)

### SSH113 World Civilizations to 1700 (humanities/fine arts elective)

An introduction to the study of history. The course will expose the student to the major issues and methods of historical study through the survey of the historical period from creation to 1700 AD. Attention will be given to the various theories of origins from a Christian perspective. In the study of this period, the student will be introduced to schemes of interpretation, will be taught to read critically and analyze those readings, will be instructed in the use of primary sources, and will learn to evaluate evidence. (3 hours)



SSH213 American History to 1877 (humanities/fine arts elective)

A survey course examining America's early social, political, religious, and economic beginnings from the discovery of the New World through 1877. The course covers factors that have contributed to the growth of capitalism, free enterprise, nationalism, and the Christian faith. (3 hours)

SSH223 American History Since 1877 (humanities/fine arts elective)

An analysis and interpretation of developments and trends in American society from the 1870's to the twenty-first century. Topics will include the Reconstruction era, industrialization, immigration, reform movements, World Wars I and II and various military involvements since 1950, social and cultural trends, and foreign policy. (3 hours)

SSS122 College Success

College Success is designed as an introductory course to the college experience. The course will focus on topics that will help ensure a successful college experience for students such as academic study skills, relationships, using KCC's technology platforms, goal setting, and personal finance management. (2 hours)

SSS213 Principles of Sociology (social/behavioral sciences elective)

An introduction to the systematic study of society in terms of social organization, processes, institutions, and relationships among individuals and groups. This course examines methods of research in sociology, and describes the basic concepts and theories. (3 hours)

SSS233 Cultural Diversity (social/behavioral sciences elective)

This course explores the diversity and unity of human experience through the lens of cultural anthropology. Using case studies and other texts, students will develop a deeper appreciation for and a positive attitude toward other world cultures and civilizations. As they do so, they will be asked to think critically about the approach Christians should take in relation to other cultures, and the similarities and differences of these cultures with Christianity. (3 hours)

SSS343 World Religions (humanities/fine arts elective)

Involves a detailed study of the history, beliefs, and practices of Judaism, Islam, Hinduism, Buddhism, Shintoism, and Confucianism. Pre-literary societies and religions are given special emphasis. The student is taught to relate these religions to the Christian faith for the purpose of dealing evangelistically with the groups involved. (3 hours)

## Division of Professional Studies

Division Chair, Dr. Cheri Kommel

The objective of the Division of Professional Studies is to ensure that all students have adequate training in their chosen field of service. In order to accomplish this purpose, its aim is to

1. Provide students with a basic understanding of their chosen profession.
2. Equip students with the necessary knowledge and skills which are prerequisite to the duties of their profession.
3. Prepare students for their place of ministry by acquainting them with the types of people among whom they will minister.
4. Foster a sense of cooperation among those involved in the students' area of ministry and those working in other areas of ministry.

### Business Leadership

#### ACCT113      Accounting I

Explores the basic principles of financial accounting: an introduction to accounting; financial statements; mechanics of the accounting cycle; adjusting accounts and preparing financial statements; internal controls; merchandising operations and inventory; receivables; completing the operating cycle; handling of long-term assets; differences between current and long-term liabilities; reporting and analyzing equity; statement of cash flows; and financial statement analysis. (3 hours)

#### ACCT213      Accounting II

Introduces the fundamental concepts of management accounting, focusing on information needed by managers when making decisions. Topics addressed are statement of cash flow; financial statement analysis; global business and accounting; management accounting; accounting systems for measuring costs; costing and the value chain; cost-volume-profit analysis and incremental analysis; responsibility accounting and transfer pricing; operational budgeting; standard cost systems; and capital budgeting. Prerequisite: ACCT113 (3 hours)

#### BUS113      Introduction to Business

Provides students with an overview of business in an increasingly global society. Students will complete the course with knowledge of the general business environment, economic systems, business ethics, operations and project management, and technology and information systems. In addition, students will learn the fundamentals of economics, business ownership, entrepreneurship, finance, management and marketing. Key themes woven throughout the course include exploration of career options and development of business problem-solving skills. (3 hours)

### BUS123 Principles of Marketing

A middle-management (supervisory) approach to the study of marketing as it relates to the concepts of product, place, promotion and price. (3 hours)

### BUS313 Business Law

Introduces the ethics and legal framework of business with an emphasis on contracts, negotiable instruments, the Uniform Commercial Code, and the court system. Topics covered include introduction to the law, business crimes and torts, contracts, defective agreements, illegal agreements, the written contract, third party contracts, termination of contracts, consumer protection, property law, and the nature of personal property. (3 hours)

### BUS323 Human Resource Management

This course provides an introduction to human resource management, its purpose, and how it functions within a business setting to address the issues related to staffing; workforce planning and employment; human resource development; compensation and benefits; employee and labor relations; occupational health, safety, and security; and managing the diverse workforce. (3 hours)

### BUS333 International Business

Explores the dynamics of the emerging global market by examining the challenges of managing a culturally diverse work force and market place. Additional areas of study include international economics and the theory of internal trade, commercial policy, balance of payments, exchange rate determination, and free trade zones. International finance topics such as the function of foreign exchange markets, international portfolio diversification, multinational capital budgeting, import-export financing, direct foreign investment, and international banking are also part of this course. Finally, consideration is given to international marketing and the impact of changing economic political, legal, social, and cultural environments on management decision making. (3 hours)

### BUS343 Statistics

This course is designed to introduce students to management applications of essential analytical and quantitative concepts. Probability, forecasting and implementation of quantitative analysis are discussed in the context of a business environment. Students will be able to evaluate charts, graphs, and other numerical and statistical presentations of data and to understand and communicate quantitative and statistical data. (3 hours)

### BUS436 Internship

(If the experience is split between two organizations, BUS413 and BUS423)

An internship enhances academic experiences by facilitating exposure to a career field and enabling the student to gain direct experience in a professional setting. Interns may also discover whether or not a desired career path is an appropriate fit. Participating in an internship allows you to gain a better perspective of post-graduation employment by applying the principles and theories you have developed

in the classroom. This practical application creates an easier transition for you from the classroom to the working world. May be divided between two different businesses/organizations. (6 hours)

#### BUS443      Financial Planning and Control Systems

This course teaches students to know about the fundamentals of designing planning & control (P&C) systems to support the steering and management processes of different organizations. This includes the financial planning process, data gathering, approaches to financial planning, analysis of financial statements. (3 hours)

#### ECON213      Principles of Macroeconomics

This course is an overview of macroeconomic theories and policy. The course focuses on the analysis of the current national economic environment and its effects on business operations. Prerequisite: Sophomore standing or consent of instructor; MAT143 or successful completion of an algebra placement exam (3 hours)

#### ECON223      Principles of Microeconomics

An overview of microeconomic theory as it relates to the individual business. Microeconomics introduces the student to the overall environment in which business functions. Economic analysis explains the uses and limits of opportunity cost, marginal analysis, and market structure in managerial strategy. The continuation of Principles of Macroeconomics with emphasis placed on the study of the ways economic problems should be solved by individual economic units such as farms, consumers, and industries. Prerequisite: ECON213 (3 hours)

#### PHI403      Sport Ethics

This course addresses a wide range of moral and ethical issues in sports. Topics include values, principles, racial and gender equity, coaching, commercialization, enhancing stimulants and ergogenic aids, eligibility, violence, sportsmanship and Code of Ethics in sports. Examines current and historical events, rules, laws and governing organizations. (3 hours)

#### SPRT203      Foundations of Sport Management

An introduction to concepts and practices in the area of sport management. The course addresses the substantive aspects of the sports management profession by presenting both the theoretical foundations and subsequent applications of these principles. The course presents a broad overview of the sport management profession including sections on the fundamentals of sport management, human resources management, issues of policy, facility management, marketing, and the economics and finance of the sport management industry. (3 hours)

#### SPRT303      Sport Marketing/Facility Management

This course is designed for the student preparing for a career in sport management. Emphasis is placed on theories, principles and practices of sport marketing and facility management. Prerequisite: SPRT203 (3 hours)

### SPRT313 Sport Leadership

A study of the challenges and problems associated with sport management leadership to include sport operations; management/event and venue management; sport marketing and communication; principles of sport finance; and strategic management/policy. Prerequisite: SPRT203 (3 hours)

### SPRT403 Sport Law

Provides each student with a broad analysis of the United States' legal system and to the major cases and laws that make up the legal aspects of sport, recreation, and physical activity. Particular attention will be paid to proactive risk management strategies for teachers, coaches, and administrators that will minimize their organizations' legal liability. Topics include: an overview of the legal system, negligence, intentional torts, risk management, contracts, constitutional law, and intellectual property law. (3 hours)

## Elementary Education

### EDE211, 221 Education Practicum

All education students who are sophomores or juniors are required to spend two hours each week in the Overland Christian School. Students are assigned to different classrooms each semester and are to act as para-professionals. (1 hour)

### EDE311, 321 Elementary Education Practicum

All elementary education students who are juniors are required to spend two hours each week in the grade school department. Students are assigned to different classrooms each semester and are to act as para-professionals. This is a preparatory class for student teaching. (1 hour)

### EDE322 Science in Elementary Education

Principles of science commonly developed on the elementary level. Emphasis is placed on materials, field trips, experiments, and other activities. Prerequisite: At least one science class. (2 hours)

### EDE323 Methods of Teaching Children

An examination of the characteristics of the child as a learner along with appropriate teaching techniques. Special consideration given to behavior management of children within a group context. (3 hours)

### EDE332 Music in the Elementary School

A course in objectives, methods, and materials for use in the elementary general music class. Developing a Biblical philosophy of music education will be emphasized. Prerequisite: Permission of the instructor. (2 hours)

EDE333      Reading in Elementary Education

A developmental sequential approach to the teaching of reading dealing with principles of reading readiness, directed reading lesson methods, comprehension and word perception teaching skills, elective evaluation, and the grouping of students in the classroom. (3 hours)

EDE342      Social Studies in Elementary Education

The methods of teaching social studies in the elementary school for fostering the growth and development of the child. The students will also prepare lesson plans and teach a class. (2 hours)

EDE352      Bible in Elementary Education

This course presents materials and methods for instruction in God's Word for the elementary school-age child. Students will explore the ways children learn, investigate curricula and other resources that enhance their teaching skills and abilities, and gain experience in opening up the Bible's message and truths to the elementary school-aged child. (2 hours)

EDE353      Math in Elementary Education

An introduction to the purposes, methods, and materials of the elementary school mathematics class. (3 hours)

EDE362      Art in Elementary Education

Experience with art materials and a study of the types of art activities related to the various interest levels for the elementary child. Materials fee. (2 hours)

EDE373      Children's Literature

Includes a brief history of children's literature and a study of authors and illustrators of children's books from preschool through junior high. Students will gain experience in teaching and evaluating books for these age levels. (3 hours)

EDE382      Teaching Language Arts in Elementary Education

A course in the methods of teaching elementary school children to speak and write effectively. This will include acceptable English grammar, spelling, handwriting, creative writing, and the problem of the linguistically different child. (2 hours)

EDE392      Health/Physical Education in the Elementary School

The organization, planning, and administration of the elementary physical education program. The growth and development patterns and their effect on movement, motivation, and safety in conduct in the program is important. (2 hours)

EDE463      [Diagnosis and Remediation of Reading Difficulties](#)

Emphasizes study skills, corrective and critical reading, evaluation, diagnosis, and reading and oral interpretation and motivation. Each week, three hours of classroom work is required plus one hour of lab work. Prerequisite: EDE 333 (3 hours)

EDG252      [Classroom Organization/Management](#)

A study of teaching methods and materials, the writing of objectives for teaching, the preparation of lesson plans, and classroom management. (2 hours)

EDG313      [Technology in Education](#)

An introduction to basic computer use for the teacher, explaining the hardware, software, and programs for multimedia applications, word processing, keeping records, computing grades, planning, and aiding in personnel management. The class will also explore ways to incorporate technology in the classroom and blend online learning with a traditional teaching format. (3 hours)

EDG323      [Foundations and Philosophy of Christian School Education](#)

A survey of some critical issues in Christian education, including the historical, philosophical, psychological, legal, and financial foundations. This course provides guidelines for formulating a personal philosophy of Christian education. (3 hours)

EDG333      [Educational Psychology](#)

The study of student motivation, learning principles, classroom management, and contemporary educational trends. Prerequisite: PSY 113 (3 hours)

EDG416      [Supervised Student Teaching](#)

Observation, participation, and actual teaching under supervision of qualified teachers for senior-level students. Student teachers will be evaluated on their classroom management and their use of current methods of teaching and planning. Students are required to apply for Supervised Student Teaching and must have a cumulative GPA of at least 2.0 and a GPA of at least 2.5 in their major area. (6 hours)

## [Leadership Studies](#)

LEA313      [Organizational Behavior](#)

This course focuses on the study of organizational theory and application. The managerial functions of planning, controlling, staffing, directing, and motivating are explored in the context of both individual and group behavior. Prerequisites: PSY113, SSS213 (3 hours)

### LEA323      Management and Leadership

This course provides an introduction to management and leadership styles, strategies, and applications for planned change within global organizations today. Students will apply critical thinking skills to evaluate appropriate interventions for organizational challenges in structure, control, and culture. Students will create an ethical strategy and standard for leadership during decision-making and problem solving based on Christian values. Prerequisite: LEA263 (3 hours)

### LEA423      Strategic Management

This course introduces the key concepts, tools, and principles of strategy formulation and competitive analysis. It is concerned with managerial decisions and actions that affect performance and survival of business enterprises. Additionally, it focuses on information, analyses, organizational processes, and skills and business judgments required of managers when devising strategies, allocating resources, defining borders, and maximizing long-term profits in a changing business environment. A mastery of the principles of accounting, economics, finance, marketing, organizational behavior, and statistics is imperative to the successful completion this course. Prerequisite: LEA263 (3 hours)

### LEA433      Negotiation and Conflict Resolution

This course focuses on the development of the communication and management skills essential for successfully resolving conflict situations involving both labor and management practices and the structural dysfunctions of organizations. Prerequisite: LEA263 (3 hours)

### LEA443      Professional Communication

This course emphasizes professionalism in all types of communication. In addition to speaking and writing skills, listening skills, interpersonal communication, and presentation skills will comprise the areas of emphasis. Prerequisites: ENG113, ENG123 (3 hours)

### LEA463      Conflict Management

This course focuses on developing communication and management skills necessary for successful conflict resolution. A conflict resolution mindset will be emphasized, a proactive model for conflict resolution will be developed, effective conflict resolution techniques will be demonstrated, and the impact of ethical, distinctly Christian negotiation and conflict resolution will be seen. The principles of conflict management will be applied to professional and personal situations. Prerequisite: PSY113 (3 hours)

## Music

### MAPG111, 121      Applied Instrument – Guitar, Non-Performance

Applied guitar lessons. Lesson fee. (1 hour)



MAPP111, 121      Applied Instrument – Piano, Non-Performance

Applied piano lessons. Lesson fee. (1 hour)

MAPV111, 121, 131, 141      Applied Instrument - Voice, Non-Performance

Applied voice lessons. Lesson fee. (1 hour)

MUSP242      Choral and Instrumental Methods for the Church

A practical study of choral and instrumental methods and literature for the local church. Includes training in basic conducting technique. Philosophy, organization, and techniques for implementation of the choral and instrumental programs are discussed. Prerequisite: MTH124 (2 hours)

## Practical Ministries

MIN1233      Evangelism and Discipleship

Christians should be simultaneously a disciple and a discipler. This course is a study in various approaches to evangelism, specifically personal/individual evangelism consistent with a biblical approach and methods. A variety of methods will be explored. The second part of the course will focus on how to nurture and disciple a new convert or those wishing to grow in their faith and walk with Christ. The course includes modelling Christ-like character and leadership and building healthy relationships for personal accountability paradigms. (3 hours)

MIN2003      Introduction to Christian Worship

This course is designed to acquaint the student with the various forms and functions of both traditional and contemporary worship within the church. The student will be introduced to a wide variety of the possible elements that can be incorporated into the liturgy of worship. Primary emphasis will be placed on helping the student gain an understanding of the biblical and theological concepts of worship. (3 hours)

MIN2112      Practice of Mission

An introduction to the practical issues of a new missionary's preparation, life on the field, and ministry. Lectures, activities, and reading will serve as a necessary orientation to prepare the student for missionary service. (2 hours)

MIN2113      Principles of Church Growth

This course is a survey of the various principles advocated by the church growth movement. Special attention is given to theological, anthropological, and indigenous elements which affect the rate and patterns of church growth. (3 hours)

### MIN2122 Introduction to Missions

An in-depth consideration of the theological and biblical basis of missions, the call, personal qualifications, and the selection of missionary personnel. Attention is focused also on the nature and objectives of the missionary task as well as the missionary outreach of the local church. (2 hours)

### MIN2203 Homiletics

An introductory course which considers the development and delivery of sermons. The textual, topical, and expository methods of development will be examined carefully with extended attention given to exposition. Such elements as form, control factors, progression of thought, and illustrative techniques are given special attention. Students are given practice in actual sermon delivery which is followed by evaluation against objective standards. \*Biblical Studies majors will be required to develop presentations such as Bible studies or Sunday School lessons which they will present to the class in place of sermons. Prerequisites: ENS 113, BIB2123 (3 hours)

### MIN2213 Introduction to Youth Ministry

Students will focus on the physical and emotional needs and characteristics of youth ages 12-18 and on learning how to design and structure youth ministry programs that effectively utilize adult sponsors and the youth themselves in ministering to individuals and groups in the church, home and community. Attention will be given to discipleship, leadership development, and program design. A variety of models of youth ministry as well as the various roles and responsibilities of youth pastors will be discussed. This course is introductory in nature and serves as a foundation for further studies or volunteering in a youth ministry. (3 hours)

### MIN3203 Introduction to Counseling

This course will discuss an overview of the change process, with brief exploration into personality structure and the origin of personal struggles, from a biblical perspective. The class will also provide a study of the modern day integration perspectives of theology and psychology (i.e., skills, empathy, goal setting, strategies, etc.). Prerequisite: PSY113 (3 hours)

### MIN3223 Contemporary Issues in Youth Ministry

Designed to help the student understand the dynamics of youth culture and formulate a strategic pastoral response to current developments within the youth culture. The course will explore the issues that face teenagers and their families in the context of contemporary culture, and how a holiness lifestyle should touch every area of a young person's life. Understanding of and reflection on contemporary issues in life and faith will enable youth ministry to go beyond programming to the development of a program that is conducive to a transformative ministry. Attention will be given to specific aspects of youth culture such as school, peer pressure, friendships, family, media, and other social issues. Community youth services and agencies in the community will also be discussed. Students should develop biblically and theologically sound ministry strategies to be implemented in current youth culture within the local church and community. (3 hours)

MIN4003, 4013      Ministry Internship I and II

The internship program in pastoral ministry is designed to help students develop the basic skills for ministry under the mentorship of ministerial staff and ordained clergy. Through exposure to church activities and structure, and consultation with professionals in the various fields of ministry, the student will gain a basic understand and experience in his/her vocation and the responsibilities it entails.

MIN4103      Cross-Cultural Communication

A careful study of the theories and practices involved in communicating to persons of other language groups. Practical applications are made. Films will be viewed which will enhance the learning process. The focus of the course will be on evangelizing the people in these groups. (3 hours)

MIN4203      Youth Programming

An overview of programming for youth in the local church. Included will be a special emphasis on Sunday School and the overall youth ministry. Students will attend a workshop in youth skills development. (3 hours)

MIN4213      Local Church Administration

A study designed to give the student an insight into the administration and leadership of local church regarding planning, activating, motivating and evaluating. Special attention is also given to a study of the parliamentary law and to the officers of the local church and the Sunday School and their duties. The student will also be introduced to resource materials for all educational levels of the Sunday School. (3 hours)

MIN4223      Pastoral Role in Ministry

This course examines the various aspects of the pastor's work, including his call, qualifications, preaching, pastoral tasks, personal life, and his relation to society. Special attention will be placed on the various duties of a pastor in the everyday life of the local church and the community. (3 hours)

MIN4233      Teaching the Christian Faith

This course is intended to equip Christian leaders with an understanding of the principles and practices of teaching the Word of God. The course will include biblical perspectives on teaching, as well as practical methods for teaching effectively. The focus will be on teaching the Christian faith, yet learned skills will apply to other fields as well. (3 hours)

MIN4243      Expository Preaching/Lab

An emphasis on Scripture analysis, background material, and expository techniques for the purpose of clearly and accurately presenting the message of the Bible. Stress is placed on effective, Spirit-anointed organization and delivery of sermon content. Actual sermon preparation and delivery, with peer evaluation, are required. Prerequisite: MIN2203 (3 hours)

## Worship Ministry

### WOR222 Administration and Philosophy of Church Music

The administrative and philosophic responsibility of the minister of music. Emphasis is placed on the development of a Bible-centered philosophy of music ministry. Concerns such as music resources in the local church and Christian school, methods, materials, and budget are treated. (2 hours)

### WOR252 Worship Ministry Skills

A study of available resources and techniques employed by the worship leader. Topics of consideration will include planning, organizing, personal spiritual preparation, sound system basics, audiovisual and software basics, decision-making, the characteristics and responsibilities of a good leader. Special emphasis will also be placed upon the many and varied roles of the worship leader, such as with the pastor, vocalists/instrumentalists, and the congregation. Prerequisite: MIN2003 (2 hours)

### WOR262 Worship Practicum

This course gives the student the opportunity to apply what has been learned in the classroom by working in a local church setting under the supervision of the pastor and/or a worship leader who acts as a mentor. This course is designed to be the culmination of the Worship Leadership program. Prerequisites: MIN2003, WOR252 (2 hours)

## Division of Adult and Online Education

Division Chair, Matt Lee

### Bible and Theology

#### OBIB1003 Bible Study Methods

This course explores and practices the basic principles of general hermeneutics (principles of interpretation). Learners will focus on learning and performing the guiding principles that lead to correctly understanding the Bible. (3 hours)

#### OBIB1233 New Testament Survey

This course is a survey of the background and content of the New Testament with an emphasis on learning to ask questions that will give the student a deeper understanding of the Scriptures. In this course the student will examine the historical, literary and theological significance of New Testament content with an emphasis upon the practical application of this information. (3 hours)

#### OBIB1343 Old Testament Survey

This course is a survey of Old Testament literature in its historical setting. Attention is given to outstanding persons, events, and theological emphases. The aim of this course is to give direction for developing a biblical lifestyle based upon the revelation of God in the Old Testament. (3 hours)

#### OBIB3003 Redemption in Old Testament

This course will provide the learner with an overview of the Old Testament teachings and application of the doctrine of redemption for both individuals and the community of Israel. An emphasis both on the contextual relationships and the preparation for an understanding of the redemptive work of Jesus Christ will be included in this course to provide the learner with a foundational knowledge of the Christian view of redemption and give direction for developing a biblical lifestyle based upon the revelation of God in the Old Testament. (3 hours)

#### OBIB3203 Life of Christ

This course is the beginning of a two-part survey of the New Testament that covers the life of Christ found in the Gospels. In this course the student will examine the historical, literary, and theological significance of each of the gospel accounts of the life of Christ, with an emphasis upon the practical application of this information. (3 hours)

#### OBIB4213 Letters of Paul

This course examines the background and ministry of Paul, as well as the origin and purpose of each of the Pauline epistles in the context of the development of his ministry. The study will include an analysis

and synthesis of major Pauline themes, including the Pauline concept of the church and its mission. (3 hours)

#### OBUS303 Business Ethics

This course is a study of ethical theories and how they relate to contemporary issues in business. Special attention is given to the application of Judeo-Christian ethical principles, identifying basic beliefs, values, commitments, and ethical decision-making. (3 hours)

#### OLEA363 Biblical Theology of Leadership

This course provides a biblical, Christ-centered perspective of leadership ideas. Historical trends in the development of leadership thinking—both from a secular and Christian perspective—are discussed and evaluated in light of biblical truth, and students will be challenged to apply this truth to their own lives and their understanding of organizational behavior. (3 hours)

#### OMIN3003 Marketplace Ministry

The purpose of this course is to learn and live the foundational tenets of biblical Christianity in the marketplace of life; at home, at work, and in the school; in short, in the public arena. Attention will be given to the lifestyle of the believer as a statement to the non-Christian, relationship building, lifestyle evangelism, spiritual conversation with the non-Christian, and the biblical elements of conversion. (3 hours)

#### OTHE2023 Theology of Holiness

The basics of the doctrine of entire sanctification as taught by the Wesleyan theologians. Scriptural and theological statements are integrated with experiential insights for the purpose of clarification. (3 hours)

#### OTHE2123 Christian Beliefs

An elementary study of the principles underlying the Christian faith. Doctrines such as the inspiration of Scripture, sin, redemption, sanctification, and eschatology are treated with special attention. In addition, a study of Christian ethics is included. (3 hours)

#### OTHE4113 Knowing God

This course provides an in-depth study of Theology Proper, the study of God the Father. Included with this will be understanding the Trinity doctrine, with an emphasis on biblical, historical and theological dimensions of knowing God as the Father, Son and Holy Spirit. The course supports not only knowing more about God, but actually knowing God better through the application of Christian doctrine to life, worship and mission. (3 hours)

## General Studies

### OENG113 English Composition I

A concentrated review of English grammar, with a focus on developing competence through expressive and explanatory writing of non-fiction prose, primarily within the context of the student's experiences. Provides experience in a variety of writing tasks, and includes strategies for discovering ideas, gathering information, planning and organizing, drafting, revising and editing. (3 hours)

### OENG123 English Composition II

A focus on the development of competency in expository, evaluative, and persuasive essays, as well as in comprehending, evaluating and synthesizing information from various sources for research writing. (3 hours)

### OENS113 Speech

A study of the principles and types of speech designed to develop verbal and non-verbal communication skills through outlining and delivering speeches in class. (3 hours)

### OINF103 Technology and Information for College

This course introduces the adult student to necessary concepts, skills, priorities, and relationships that enable professional, spiritual, and academic development. This course provides the foundation for the development of the student's philosophy of life and ministry that enable successful adult education. (3 hours)

### OINF303 Research and Concept Development Skills

This course will assist students to develop the skills and strategies to be successful as an adult learner. Focus is on the topics of adult learning, effective team work, and discovering one's personal calling. Team dynamics, academic writing, understanding personal learning styles and personality types, as well as personal goal setting is included in these broader topics. (3 hours)

### OPHI3003 Personal and Social Ethics

This course lays the foundation for a Christian response to ethical issues arising in 21st Century Western culture. Attention is given to the biblical foundation of Christian personal and social ethics, the history of ethics, ethical decision-making, and personal character development. Application of these topics will be made to a range of contemporary issues. (3 hours)

### OPSY113 General Psychology

A study of biological aspects of behavior, the brain, learning and memory consciousness, sensation and perception, motivation and emotion, health, stress, coping, mental health, personality, and social behavior. Attention will be given to the relationship between Psychology and Christianity with selected application for life and ministry. (3 hours)

### OSCI203 Exploring God's World

This course is designed to provide a general overview of environmental science, with an emphasis on sound science, stewardship, and sustainability. Topics include basic concepts of environmental science, relationships between living and nonliving things, human impact upon the environment, and care of earth's resources to support future generations of living things. Critical thinking skills will be utilized throughout this course, as these skills underlie one's ability to carefully consider scientific concepts and their effects upon human interactions. The study of environmental science is approached with an understanding of the grave responsibilities of human beings to practice wise stewardship of God's creation. (3 hours)

### OSSH213 World Civilizations to 1700

This course will provide students with skills in historical research and analysis, a chronological understanding and factual knowledge spanning from the dawn of civilization to 1700. Emphasis is placed on the origins and achievements of the core civilizations of Asia, Africa, America, and Greco-Roman civilizations. In addition, Christian, Islamic and Byzantine cultures will be studied. The ultimate focus will be to provide students with a historical, factual, cultural, and geographical knowledge of ancient history and its relationship to the Bible. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments up to the early modern world civilizations within the interrelations of societies and cultures. (3 hours)

### OSSS123 Spiritual Formation

This course introduces the adult student to necessary concepts, skills, priorities, and relationships that enable professional, spiritual, and academic development. This course provides the foundation for the development of the student's philosophy of life and ministry that enable successful adult education. (3 hours)

### OSSS213 Principles of Sociology

An introduction to the systematic study of society in terms of social organization, processes, institutions, and relationships among individuals and groups. This course examines methods of research in sociology, and describes the basic concepts and theories. (3 hours)

### OSSS233 Cultural Diversity

This course is an exploration of cultural diversity and multiculturalism from a Christian faith perspective. This course provides a process to understand and practice cultural diversity competence. It is designed to initiate and provide ongoing preparation for effective interaction with everyone in our culturally diverse world. Growth in these skills equips individuals with the social graces needed to form bonds of mutual trust that will bridge the differences that ordinarily divide people. (3 hours)



## Professional Studies – Business

### OBUS103      Fundamentals of Business

This course provides an overview of the fundamental practices and issues involved in managing and operating a business in today's marketplace. Areas of business explored in this course include various management theories, economic concepts, management and organization, human resources, sales and marketing, and operations. The course also examines the challenges of operating in both domestic and global markets, business ethics and business strategy. (3 hours)

### OBUS203      Introduction to Finance

This course will provide opportunity to learn basic finance principles linking financial markets, institutions and investors. An overview of the flow of capital will be explored from the corporate perspective, including topics such as interest rates, stocks, bonds, risk and return, the time value of money, and the cost of capital. (3 hours)

### OBUS213      Accounting Methods

This course is an introduction to the field of accounting and the role that accounting plays in business. Students will be introduced to journals, ledgers, postings, and adjusting/closing of the books. The course emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 hours)

### OBUS223      Fundamentals of Business Law

This course provides an overview of the law as it pertains to business organizations. It will introduce the student to the legal system in its various forms and its impact on the legal environment of business. Topics include the Constitution and its historical foundation, ethics, business decision-making, alternative dispute resolution, torts, intellectual property, criminal law and cybercrimes, contracts, sales and lease, and employment law. (3 hours)

### OBUS233      Global Issues in Business

This course familiarizes students with important considerations in conducting business in an increasingly global economy. It will help prepare students for positions in organizations engaged in global business. Students will be exposed to some of the issues encountered in global business. Key topics will include cultural issues, ethical issues, and political and economic issues. (3 hours)

### OBUS243      Business Case Study

This course requires the student to utilize much of what he or she has already learned in previous courses and gives them the opportunity to apply that knowledge to the solution of an actual business issue in an organization of his or her choice. The student will identify a significant business problem or issue in an organization that they know well. The student will examine the issue using the knowledge they gained in previous courses and examine the related business literature to identify and make

appropriate recommendations to address the problem or issue. This course will culminate in a written case study exploring the identified problem, the relevant literature, and the proposed recommendations. (3 hours)

#### OBUS403 International Issues in Business

This course provides a context for understanding the global context for businesses seeking to grow internationally. Issues related to ethical and cultural differences among various countries are discussed, as well as strategies for entering the global market and competing successfully. Further, a biblical perspective on international business will be introduced. (3 hours)

#### OBUS413 Finance and Budgeting for Managers

This course will build upon basic finance concepts involving financial markets. An in-depth review of the function and use of financial statements in capital markets will be surveyed. Managerial planning and decision-making roles will be explored in topics such as capital budgeting, capital structure, leverage, and cash flow analysis. (3 hours)

#### OBUS423 Personnel Development

This course will prepare the student to integrate the various theories of learning, leadership, and motivation into a practical application of different methodologies, including needs assessment, development, and execution. Other important aspects covered include job design, coaching, mentoring, and performance management techniques. (3 hours)

#### OBUS433 Management of Information Systems

This course is an introduction to the design and use of management information systems for the business student. It presents the significant components and technologies employed in information systems, their impact on business processes, and the contribution they make to competitive advantage. Special attention is paid to the role of information systems in global, multinational businesses. Important topics reviewed include the management of information systems infrastructure and services, enhancing organizational collaboration through the use of information technology, the use of information systems to improve and manage supply chains, the development, acquisition, and securing of information systems, and ethical questions related to the use of information systems. (3 hours)

#### OBUS443 Operations Management

This course is designed to provide an understanding of the foundations of the operations function from both manufacturing and services perspectives. The course will analyze operations from both the strategic and operational perspectives and highlight the competitive advantages that operations can provide for the organization. We will cover topics in the areas of process analysis, materials management, production scheduling, quality improvement, and product design. (3 hours)

### OBUS453 Strategic Management

This course examines the art and science of formulating, implementing, and evaluating cross-functional decisions that enable an organization to achieve its objectives. The course focuses on integrating management, marketing, finance/accounting, production/operations, research and development, and information systems to accomplish organizational success in a rapidly changing global economy. (3 hours)

### OBUS463 Senior Portfolio: Business

This course serves as a capstone to previous business courses. It details the processes of internal and external business analysis, and then focuses on the processes for developing strategies for growth, diversification, and globalization. Finally, it provides students with biblical and business guidelines for implementation of these strategies in terms of organizational design and behavior, corporate governance, leadership and ethics. (3 hours)

## Professional Studies – Leadership

### OLEA103 Communication for Leaders

This course provides a general overview of basic leadership communication skills and strategies. Attention is given to listening, audience evaluation, public speaking, small work groups and business writing. Opportunities to discuss and practice leadership communication are built into the course. (3 hours)

### OLEA133 Personal Finance

This course will provide a practical introduction to personal finance management and assist the student in being a good steward of God-given resources. It addresses realistic ways to manage personal assets effectively. Topics include the development of personal financial goals, planning and budgeting; avoiding fraud and swindles; buying, insuring and financing major assets; consumer credit; banking services; investments; insurance; retirement and estate planning; and income tax. (3 hours)

### OLEA163 Introduction to Leadership

This course provides an overview of the basics of leadership with application in both a personal and organizational context. Creating and communicating the vision, empowering others and recognizing their contributions, challenging the status quo and leading change, and celebrating team and organizational success are all key ideas addressed in this course. Moreover, students will be asked to evaluate their own personal leadership practices according to these concepts. (3 hours)

### OLEA273 Issues in Christian Leadership

Issues in Christian Leadership addresses the seminal issues in Christian leadership in both the church and para-church settings, including the foundational issues of each of the five following areas: integrity, communication, leadership development, conflict management and self-care. (3 hours)

### OLEA283 Leadership and Ministry Capstone

This capstone course is a culmination of various aspects involved in developing an effective leader within a ministry setting. There is a focus on identifying potential leaders and then providing practical methods for training, coaching, and equipping those leaders to reach their full potential. Areas of discussion include integrity, vision-casting, servant-leadership, modeling, as well as current leadership principles utilized in today's local church. This course provides practical and proven guidelines for any individual involved in ministry who feels called to "equip the saints for ministry." (3 hours)

### OLEA323 Working with Teams

This course emphasizes the importance of teamwork in organizational or professional settings. In addition to reviewing the components of effective teams, the dysfunctions of teams, accountability within teams, and values will also be discussed. Success in organizations is largely dependent on teamwork. Students will become more effective team members as well as equipping them to improve team relationships. Characteristics of dynamic and thriving teams will be explored, with a special emphasis on the common dysfunctions of teams and how to avoid them. (3 hours)

### OLEA373 Organizational Leadership

This course will provide an understanding of organizational leadership from a biblical, theoretical and practical point of view. The topic of leadership will be discussed in four contexts that include intrapersonal, interpersonal relationships, organizational structure and processes, and organizational culture. The biblical approach of the covenant will be used as a unifying theme for leadership best practices within each of these contexts. (3 hours)

### OLEA413 The Mobilization of Volunteers

This course will investigate ways to mobilize and engage volunteers. It will defend the value of volunteers and their relationship within an organization. The topics examined will include: types of recruitment methods, importance of background checks, communicating organizational mission statements, goals and values, training, retention, volunteer tasks and expectations, motivation, reward systems and performance improvement for both volunteers and staff. Throughout the course, you will develop a practice scenario of organizing volunteers and staff for a specific event. (3 hours)

### OLEA473 Senior Portfolio: Leadership and Ministry

This course involves the experience to synthesize various components of the leadership and ministry program while emphasizing the principles and applications of ministry. Students will integrate learning from all course work in solving complex problems, engaging in dilemmas that incorporate biblical principles, and preparing for on-going learning practices. (3 hours)

## Professional Studies – Ministry

### OMIN1003 Sharing and Defending the Christian Faith

This course will define faith in Christ (the gospel) and will explore ways to share the gospel. Students will consider the various hindrances to the effective communication of the gospel, as well as develop strategies for answering objections to the gospel in a way that points individuals to Jesus Christ. (3 hours)

### OMIN1203 Principles of the Christian Life

This course focuses on the meaning of the lifestyle of biblical Christianity. Attention will be given to the role of the spiritual disciplines in spiritual development. Students will gain knowledge, abilities and skills that will help them to understand themselves as Christians and to become more effective ministers who would teach and nurture others. (3 hours)

### OMIN2223 Discipling and Mentoring in the Christian Faith

This course is a study in discipleship and mentoring focusing on effective discipleship models from the life of Christ and the First Century Church. Those principles will be applied into an effective design for Twenty-First Century disciple-making, with special attention given to the foundations of Christian discipleship and mentoring. This foundation includes modeling Christ-like character and leadership and building healthy relationships for personal accountability paradigms. (3 hours)

### OMIN4003 Teaching and Preaching

This course reviews the method and impact of gospel communicators, both from Scripture as well as those of historical note. It also stresses the fundamentals of gospel communication, including content, which involves study; delivery, which involves mechanics; and anointing, which involves dependence upon the Holy Spirit. This course will also stress a balance of both theory and practices in gospel communication. (3 hours)

### OMIN4203 Biblical Counseling

This course will provide an overview of counseling from a biblical perspective. This course will discuss an overview of the change process, with brief exploration into personality structure and the origin of personal struggles, from a biblical perspective. This course will also provide a study of the modern-day integration perspectives of theology and psychology. (3 hours)

### OMIN4223 Pastoral Care

This course is designed to provide students with a basic understanding of effective and ethically responsible pastoral care. (3 hours)

## Personnel

### Administration

Chad Pollard, President  
Matt Lee, Executive Vice President  
Christopher Sumpter, Vice President of Academic Affairs/Registrar  
Robert Castile, Vice President of Donor Care  
Jim Poteet, Vice President of Athletic Development  
David Carpenter, Director of Operations  
Harold Carpenter, Director of Facilities  
Johnathon Janssen, Athletic Director

### Board of Trustees

Rodney Davis, Chairman*	Ken Hubbard
Greg Wright, Vice-Chairman*	Stephen Marcel
Dwight Purtle, Secretary*	Dan Merkley
Kevin Askew	Patricia Ravenscraft
Richard Beckham	Howard Russell
Jeff Collins	Brenda Wheeler
William Cook	Ken Willard
Kyle Grabill	

*\*Executive Committee*

### Faculty

The quality of any academic institution is based upon the quality of academic instruction. The Board of Trustees at KCC has endeavored to hire and retain the best instructors obtainable. This effort has been rewarded by an excellent credit transfer status based upon a highly qualified faculty. The present faculty is no exception. The personnel presented in this catalog possess spiritual stability, excellent educational credentials, practical life experiences, and personality qualities which commend them to the high calling of Christian education.

### Professors

[Richard Holmes \(2016- \) Professor of Leadership and Counseling](#)

B.S., University of Mount Olive; M.Div., Southeastern Baptist Theological Seminary; D.Min., Regent University

[Steven Johnson \(2017- \) Professor of Religion](#)

B.S., Southern Nazarene University; M.Div., Nazarene Theological Seminary; Ph.D., Nazarene Theological College

Cheri Kommel (2016- ) Chair, Professional Studies Division; Professor of Religion

B.S., Evangel University; M.A., Global University; M.A., Trinity Theological Seminary; D.Min., Columbia Evangelical Seminary

Jim Poteet (2017- ) Professor of Sport Management

B.A., Point Loma Nazarene University; M.A., Los Angeles State College; Ed.D., Oklahoma State University

Crystal Sears (2016- ) Professor of English and Communication

B.S. and M.A., Eastern Michigan University; M.A., Liberty University; Ph.D. Wayne State University

Gordon L Snider (2011- ) Chair, Bible and Theology Division; Professor of Religion

B.A., Kansas City College & Bible School; B.Th., Ozark Bible College; M.A., Columbia International

## Associate Professors, L2

Padma Bogard (2019- ) Associate Professor of Psychology

B.A. and M.A., University of Pune; Post-graduate diploma, Institute for Psychotherapy and Management Services

David Carpenter (2011- ) Associate Professor of Philosophy

B.S., Indiana Wesleyan University; M.A., MidAmerica Nazarene University; M.A., Biola University

Lisa Christensen (2016- ) Associate Professor of Leadership

B.A., INSTE Bible College; M.A., Barclay College; doctoral candidate, Johnson University

William Duckworth (2016- ) Associate Professor of Business

B.S., Washburn University; M.B.A., University of St. Mary

Dennis Knight (2016- ) Associate Professor of English

B.A., York College; M.S., Pepperdine University; M.A., Florida International University

Antoine Lee (2018- ) Associate Professor of Business

B.A. and M.B.A., Park University; M.Div., Central Baptist Theological Seminary

Theresa Mercer (2017- ) Associate Professor of Education and ESL

B.A., Spring Arbor College; M.A., University of Alaska Anchorage

Dorie E. Scofield (2010- ) Head Librarian, Associate Professor of Counseling

B.A., MidAmerica Nazarene College; M.A., Azusa Pacific University; M.L.S., Emporia State University

Louise Strickland (2019- ) Associate Professor of College Success

B.A., Truman State University; M.A., University of Kansas; doctoral candidate, Midwestern Baptist Theological Seminary

## Associate Professors, L1

Aimee Askew (2016- ) Associate Professor of Education

B.A., Kansas City College & Bible School; M.A., Webster University

Darryl Barton (2016- ) Associate Professor of Biblical Languages

B.A., University of Texas at Arlington; M.Th., Dallas Theological Seminary

Harold Carpenter (1995- ) Chair, General Studies Division; Associate Professor of Education

B.A. and B.R.E., God's Bible School and College; M.Ed., MidAmerica Nazarene University

Robert Castile (2018- ) Associate Professor of Spiritual Formation

B.A., Fort Lewis College; M.Div., Nazarene Theological Seminary

Laura Gallagher (2016- ) Assistant Professor of Religion and Spiritual Formation

B.A., Bethel University; M.A. Midwestern Baptist Theological Seminary

Steven Kelso (2016- ) Associate Professor of Religion

B.A., Kansas City College & Bible School; M.A., Indiana Wesleyan University

Matthew Lee (2012- ) Vice President of Adult & Online Education; Associate Professor of Counseling

B.A., Kansas City College and Bible School; M.A., MidAmerica Nazarene University



Fritz Nabwayo (2018- ) Associate Professor of Science

B.S., Kansas State University; M.A., Southwestern Christian University

Chad Pollard (2010- ) Associate Professor of Religion

B.A., Kansas City College & Bible School; M.A., Indiana Wesleyan University

Christopher Sumpter (1999-2003, 2007-2008, 2016- ) Vice President of Academic Affairs;  
Registrar

B.A., MidAmerica Nazarene College; M.A., Nazarene Theological Seminary

## Assistant Professors

Amber Calhoun (2018- ) Assistant Professor of Mathematics

B.S. and M.A., Truman State University

## College Instructors

Marla Cook (2012- ) Instructor of Dramatic Arts

B.A., Kansas City College and Bible School

Guilherme Fadlalla (2018- ) Instructor of Discipleship

B.A., Spring Arbor University; M.A., Liberty University

Anthony Hurla (2019- ) Instructor of Sport Management

B.A. and M.A., Ottawa University

## Teaching Assistant

Elaine Simpson (2012- ) Publications Teaching Assistant