2019-2020 ACADEMIC CATALOGUE

PUBLISHED BY THE OFFICE OF ACADEMIC AFFAIRS

EMMAUS UNIVERSITY
August 2019

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1.0 UNIVERSITY PROFILE

1.1 MISSION & VISION

Emmaus University exists to train Christ-like redemptive leaders for the transformation of Haiti, the Caribbean, and beyond. We do this through:

- higher education rooted in Christian orthodoxy.
- continuing education in response to the theological and educational needs of the global church in the developing world.
- ACADEMICS—the renewing of the mind, SPIRITUAL FORMATION— deepening the spiritual life, and SERVICE—developing effective ministry and leadership abilities across a variety of disciplines.

Our vision is that Emmaus University will be a world-class evangelical Christian university for the Caribbean and beyond with students, staff, and graduates bringing transformational change to their communities.

1.2 STATEMENT OF FAITH

Scripture. The Bible is the fully and uniquely inspired, written Word of God. Without error in the original documents, it is our sufficient and final authority for faith and practice.

God. The one true and living God is the Creator, sovereign ruler and preserver of all things whether visible or invisible.

Jesus Christ. Jesus Christ is the second person of the triune godhead. Conceived by the Holy Spirit and born of the virgin Mary, Jesus was fully God and fully man. His sinless life and death on the cross paid the penalty for our sins. He arose bodily from the grave and is now enthroned at the right hand of the Father in heaven.

Holy Spirit. The Holy Spirit is the third person of the triune godhead, equal in substance with the Father and the Son, whose ministry is to glorify Jesus Christ, convict the world of sin, regenerate those who repent and believe and sanctify and empower true believers for godly living and service.

Man, Free Will, and Sin. God created man in His own image with the ability to choose between right and wrong. By his free choice, Adam rebelled against God, fell from his original state and received a sinful nature that each succeeding generation has inherited. Through Jesus Christ, God freely offers grace to all mankind, enabling all who turn to Him to receive pardon and cleansing from sin.

Atonement. Jesus Christ made a full payment for the sins of the whole world by shedding His own blood upon the cross as a perfect and sufficient sacrifice.

New Birth. When people respond to the convicting work of the Holy Spirit and trust in Christ for salvation, they experience the new birth, a spiritual birth. The believer becomes a new creature in Jesus Christ and receives the Holy Spirit as his helper and witness.

Fullness of the Spirit. The fullness of the Spirit is a biblical term used to describe that work of grace in the heart of the believer subsequent to the new birth. This infilling of the Spirit is a definite experience of cleansing and empowering, which is referred to as sanctification. The progressive aspect of sanctification is that process of growth in Christian maturity, Christ likeness and practical godliness which results from walking obediently in the light.

Resurrection, Heaven and Hell. There will be a resurrection of the body for both the saved and unsaved dead. For those who are saved, they will be in the immediate presence of God. For those who are not saved, they will be cast into the lake of fire or hell.

The Church and Its Unity. The Church is the universal body of Christ composed of all true believers in Christ, with Christ as its head. All true Christians are members of one another and should love one another, build each other up in the faith and obey Christ's Great Commission by reaching the whole world with the Gospel of Jesus Christ.

1.3   ETHICS STATEMENT

Emmaus University is a leading Christian university in the Caribbean with its main campus in Cap-Haitian, in addition to a virtual campus. Values of honesty, fairness, mutual respect and holy love underpin everything we do at Emmaus. Positive holy living and its values are emphasized at all times. This means that core to our education and research is a focus on making the Kingdom of God visible in the world and fostering an atmosphere of Christian ethics.

As such, our moral stances are derived from the Bible, and we strive to follow them and live up to them. We realize that all people are fallible, and our practice is such that when we transgress God's laws, we confess and repent of our sins in order to continue to walk in fellowship with Him.

1.4   WESLEYAN HERITAGE

Emmaus is Wesleyan-Arminian in its theological orientation and adheres strongly to the Wesleyan-Holiness Tradition, which places special emphasis on the moral transformation of the believer's heart and mind into the likeness of Christ. In similar manner as John and Charles Wesley, our education aims at producing in our students a heart fully devoted in love toward God and their neighbor. Such full devotion brings about a transformation in one's worldview, in one's affections or loves, and in one's disposition; and it is expressed in humble obedience. Our doctrinal beliefs and commitments are spelled out more specifically in our Statement of Faith and Ethics Statement

1.5   LEADERSHIP

ADMINISTRATION & FACULTY

Dr. Matt Ayars, *University President; Acting Dean of the School of Theology*
Dr. Bryan Easley, *Executive Vice-President and Provost*
Dr. Lucner Pierre, *Vice-President of Enrollment and Advancement*
Lemé Jean-Marie, *Vice-President of Campus Operations*
Carol Folkeringa, *Chief Financial Officer*
Rob McGhee, *Chief Information Officer*
Enoch Firmin, *Associate Vice-President of Enrollment*
Dr. Ray Easley, *Dean of the School of Leadership / School of Education (interim)*
Dr. Guenson Charlot, *Associate Dean, School of Theology; Professor of Theology*
Dr. Fanfan Joseph, *Assistant Vice-President for Academic Affairs*
Dr. Gail Longbotham, *Professor of Leadership*
Dr. Steven Tsoukalas, *Professor of Theological Studies*
Bill Edler, *Registrar, Professor of Theology*
Stacey Ayars, *Director of Marketing; Professor of English*
Elizé Alphonse, *Associate Professor of Christian Ministry*
Dr. Gail Longbotham, *Professor of Leadership*

BOARD OF TRUSTEES

Dr. Brent Sleasman, *Chair*	Robert Sunderland
Dr. Philip Richardson, *Secretary*	Dr. Childeric Presumé
Jim Baker, *Treasurer*	Dr. Jeff Edwards
Dr. Charles Lake	Rev. Jerome Lewis
Dave Graffenberger	Jeff Mansell
Brandy Veatch	Vernon Henricks
Jon Crouse	

1.6   ACCREDITATION

Emmaus is fully accredited by the Haitian national government and by the Caribbean Evangelical Theological Association, one of the five regional members of the International Council of Accrediting Agencies for evangelical theological education. This Council operates under the sponsorship of the Theological Commission of the World Evangelical Fellowship. Emmaus University has been accredited by the Evangelical Council for Financial Accountability (ECFA), an accreditation agency that enhances trust in Christ-centered churches and ministries by establishing and applying Seven Standards of Responsible Stewardship™ to accredited organizations.

1.7   HISTORY

Emmaus was founded as the Emmaus Vocational Bible School in the 1967 by OMS International (now called One Mission Society). After many years of successful training of Haitians for bi-vocational ministry, EVBS closed as a vocational school in 2001. It reopened the next year in August 2001 as Emmaus Biblical Seminary and focused exclusively on theological education. Dr. Bill Cooper was appointed as the newly-renamed Seminary's first president.

In 2006, land was purchased in Acul du Nord and construction began on a new seminary campus. Construction was completed in 2009 and the new campus was officially dedicated in January of 2010, the Monday before the earthquake that struck Port-au-Prince. Classes began to be held on the new campus later that spring. Dr. Bryan Easley was appointed president beginning July of 2010. Dr. Matt Ayars, who had served as Seminary Vice-Rector, followed as the seminary's president in July of 2012.

In 2015, the Seminary, in partnership with Indiana Wesleyan University, offered its first graduate degree, the Master of Christian Education.

In 2017, the Seminary's enrollment topped 100 theological students for the first time. After several years of self-study and strategic development, EBS applied for full accreditation to the Caribbean Evangelical Theological Association, the regional arm of the International Council on Theological Education, a globally recognized accrediting agency for international Christian theological education. The Seminary became fully accredited with CETA in January of 2018.

In November 2018, the Seminary board approved the change of name to Emmaus University and the institution was restructured into 3 different schools: School of Theology and Ministry, School of Leadership and Entrepreneurship, and School of Education.

2.0 ADMISSIONS

Emmaus University seeks to disciple and mentor students to become holy leaders in the image of Christ through a commitment of excellence to *academics*– the renewing of the mind, *spiritual formation* – deepening the spiritual life, and *service* – developing effective ministry abilities. To this end, EU seeks to recruit and admit quality students of good character who are academically prepared and eager to embrace these three core commitments.

2.1   HOW TO APPLY

The Emmaus University Office of Admissions receives and processes applications for all programs of the University. Students may apply online or by completing a paper application at the University Admissions Office. Application fees depend on the program and country of residence of the applicant. For more information, call the university office at 509-42961225 (Haiti) or 785-340-3266 (USA). Applications will be considered for acceptance based on enrollment criteria and application documentation. Early application is strongly recommended.

2.2   GENERAL REQUIREMENTS

Undergraduate applicants must be at least 16 years of age and have completed a high school diploma (both Reto and Philo in Haiti) or its equivalent. Graduate applicants must hold an earned bachelor's degree (or equivalent) from a recognized school.

All applicants are expected to be of high moral character and integrity. An applicant with a past criminal record or conviction is required to submit a written letter of appeal and complete a personal interview with an admissions representative or program dean prior to an admission decision. The University reserves the right to monitor an applicant's social media content as a part of the decision process. EU also reserves the right to revisit or revoke an admissions decision if content is discovered that violates the University's ethics and ethos statements.

After the applicant has met the entrance requirements, the Admissions office will issue a formal letter regarding admittance to the University. Initial admittance to Emmaus University does not imply automatic admission in future semesters. Any student admitted by giving false information or by withholding needed information may be dismissed or retained on probation, after consultation with appropriate school administration.

Upon receipt and review by the Admissions Committee of all information required for consideration of admission or readmission, the University reserves the right to refuse admission/readmission to any student or applicant based upon a determination that such admission/readmission would not be consistent with the purpose of the University. An applicant may appeal a decision made by the Admissions Committee by submitting a letter of appeal to the Admissions Committee. Each case will be considered separately, taking into consideration the student's complete application file, context, and special circumstances that might relate to the student's ability to be successful at Emmaus University.

2.2.1 Official Documents

1. Undergraduate applicants must provide original official documentation of having earned a high school diploma or its equivalent (both *Reto* and *Philo).*

2. Transcripts are required of all previous academic work undertaken at any other college or university.

3. Two recent photos.

4. A written testimony detailing the applicant's conversion story.

5. Certificate of Good Health.

6. Background check.

7. One copy of a valid government issued ID (passport, driver's license, military ID, etc.)

8. Additional documents may be required depending on the degree program selected.

2.2.2   Reference Forms

References are an important, required component of the application process. Applicants must have a minimum of three references from individuals of good reputation who can hold the student accountable for their Christian walk, their academic careers, and their call to ministry. References must be filled out and submit the form provided by the University admissions department. Insufficient reference forms submitted on behalf of the applicant will result in the application packet being considered incomplete.

2.2.3   Entrance Exams

For admission into the University, all students must take entrance exams. Students must pass the entrance exams in order to be admitted into the desired program. Specific exams and examination requirements vary by school and program. See the sections on Academics for the specific school or program.

2.2.4   Proof of Financial Support

Upon application, students must provide proof that they are able to pay all University fees and expenses. If the student meets all admissions requirements yet is unable to provide proof of financial support for participating in the program, the student may be temporarily admitted into the program with the provision that the student request a meeting with the Financial Aid Committee *within one week* of acceptance into the program.

2.2.5   Interview

All applicants are required to participate in an interview with the University Admissions Committee. During the interview, the admissions committee conducting the interview typically make inquiries regarding the following: (1) ability to perform academically, (2) spiritual life, morality, and maturity and (3) vocational call and theological training.

2.2.6   Ethics Statement

All members of the Emmaus community are expected to live a life committed to the Lordship of Jesus Christ. This commitment is evidenced through behavior that harmonizes with the Christian code of ethics for believers detailed in the Scriptures. This includes honesty, purity, and love towards others. Furthermore, all members of the community are expected to abstain from extramarital sexual relations,

homosexual practice, the use of tobacco, alcohol, and illegal substances. It is also important that the dress and personal appearance of all members of the community are glorifying to Christ and testifies to his transforming power in the life of the individual.

It is also expected that all members of the community demonstrate deep respect for the institution and willingly participate in in the life, programs, and activities of the University with enthusiasm. This includes a generous and gracious attitude towards others and the embrace of the university's mission statement, its code of ethics, and its profession of faith. This also translates into active participation in chapel services, prayer services, and other university activities.

2.3   COHORTS

Emmaus uses a cohort system for all of its degree programs. A cohort is a group of students who entered the program together and will progress through a given program together (e.g., Freshmen, Sophomores, Juniors, Seniors). While there are multiple points of entry into various programs, each student that enters a program is joined to a cohort. This model not only helps motivate students to keep going; it creates a spiritual and relational bond with fellow students moving through the degree program, allowing students to rejoice and struggle together and to be accountable to one another.

2.4   TRANSFER CREDITS

Emmaus University accepts transfer of applicable courses from accredited universities or colleges.
1. Emmaus University only transfers degree credit from official documentation. Emmaus does not award credit based on any transfer credit, advanced or institutional credit listed as awarded on other university transcripts.
2. Transcripts showing courses still in progress are not considered final official transcripts.
3. The student must have earned a minimum of a 3.0 GPA (or equivalent) to be eligible for transfer.
4. A maximum of thirty (30) credit hours may be accepted by transfer from all sources combined.

3.0   FINANCIAL INFORMATION

3.1   PAYMENT

Emmaus University does not allow students to take courses on credit. Students must pay each semester's bill in full by the designated dates set by the Emmaus Business Office. For students taking courses on campus, all bills must be paid to attend class.

3.2   FEE SCHEDULE

All students are assessed tuition and fees that must be paid before a student can attend class. Complete information related to tuition and fees, including how they are to be paid, is available from the Finance Office or the Registrar's Office. The University Fee Schedule is published separately each year upon approval by the university Board.

3.3   FINANCIAL AID

All Emmaus University students automatically benefit from financial aid that covers approximately 80% of the cost of educating the student. The published costs of being a student at EU reflect that financial assistance. There are additional limited scholarships available based on student financial need.

3.3.1   Applying

- Students are required to apply for financial aid on a semesterly basis.
- Students apply for financial aid when registering for courses for the upcoming semester. Financial aid applications can be provided by the Faculty Advisor during the academic registration process.
- Completed financial aid applications are to be submitted to the Finance Office by the end of the academic registration period.
- Students will receive a letter detailing the result of their application within two weeks of submitting a completed application form. If the student has been granted an award, they can pick up an adjusted invoice from the University Business Office

3.3.2   Mary & Harold Brown Endowed Scholarship

The Harold and Mary Brown Endowed Scholarship awards a full scholarship to an EU student based on demonstrated exceptional ecclesial leadership achievement, academic achievement, financial need, and an expressed interest in pursuing full-time ministry in Haiti. The scholarship will be awarded on an annual basis to full-time students with at least a 3.0 GPA who demonstrate passion for missions, humility in leadership, and a commitment to serving the people in Haiti. Students interested in applying should check with the Finance Office for the application deadline.

3.3.3   Women's Scholarship

A scholarship for female students is periodically available. The Women's Scholarship offers a tuition reduction of *up to* 75% depending on individual student need and qualifications. Recipients of this scholarship are expected to maintain a minimum GPA of 2.75. Applications for the Women's Scholarship can be obtained in the university Finance Office.

3.3.4   Financial Hardship and the Financial Aid Committee

Emmaus designates a limited amount of funds each semester to help students encountering financial hardship. Financial aid comes in the form of a partial tuition waiver (no more than 85% of tuition can be waived) awarded to eligible students by the Financial Aid Committee. The Financial Aid Committee determines the amount awarded to students based on (1) institutional funds available and (2) each student's financial situation. The criteria for eligibility for financial aid is as follows:

1. Must be a full-time student (minimum of 12 credit hours semester course load for undergraduate students, or 9 credit hours for graduate students)
2. Must maintain a minimum cumulative GPA of 2.0.
3. Demonstrate superior spiritual maturity, Christian work ethic, and character.

The financial aid application must be submitted two (2) weeks prior to the semester's first payment due date. After the Financial Aid Committee has considered the application, they will interview the applicants within two weeks of application submission. First year, first semester students can apply for financial aid, however, such a student will undergo a mid-semester academic and spiritual maturity evaluation that determines the continuation of financial aid awarded at the beginning of the semester.

3.4 WORK-STUDY PROGRAM

3.4.1 Overview

Full-time undergraduate students have the opportunity to receive up to 100% room and board waiver through participation in the Work-Study Program. Students may choose to participate in the program at the time of registration for the following semester. Students are free at any point to opt out of the program. However, opting out of the program results in the forfeiture of the room and board waiver for the remainder of the semester. The balance owed for the remainder of that semester will added to the student's bill. Once opting out of the program, students can only re-enter at the beginning of the following semester. Student work is evaluated daily by the Work-Study Program Director. If student work is not satisfactory, the Program Director has the right to charge the student for room and board for that day. A pattern of dissatisfactory work ethic or attitude will result in dismissal from the program.

3.4.2 Eligibility Requirements

Eligibility requirements for the WS program include:
- Must be a full-time student (minimum of 12 credit hours course load per semester)
- Must maintain a minimum cumulative GPA of 2.0.
- Must demonstrate satisfactory Christian work ethic and attitude.
- Must maintain an average score of 3.0 on Emmaus Work-Study Program Student Performance Evaluation Review.

Students will receive probationary status in the program the first-time eligibility requirements are not met. Students dismissed from the WS program because of not meeting eligibility requirements will be expected to pay full room and board costs beginning at the time of dismissal.

4.0 STUDENT AND CAMPUS LIFE

4.1 COMMUNICATION

An Emmaus University email address is the official means of communication between students, office representatives, and faculty at Emmaus University. An Emmaus email account will be created for all University personnel and students; the required login identifies communications as being from the student. Students are responsible for reviewing and responding to emails in a timely manner. Students should pay close attention to email from the representatives of Emmaus University offices.

4.2   HOUSING & CAFETERIA

Limited on-campus housing is available for unmarried undergraduate students. Dorm life at Emmaus is an important part of Christian fellowship that encourages spiritual growth and maturity in the university community. Full-time undergraduate students are therefore encouraged, though not required, to stay in the university dormitory. Students are not allowed to have visitors stay over-night in the dormitories. Just as Emmaus maintains a high standard of spiritual maturity and leadership of its students, this is especially true for dorm life. All students are expected to act in a Christ-centered and respectful way to those sharing living space and to Emmaus property. Unacceptable behavior will result in students being put on spiritual probation for the remainder of the semester, which may result in the forfeiture of work study, scholarship support, or dormitory housing. Emmaus University does not have facilities to house student spouses or family members.

The university has a full-service dining hall and sharing meals together is a valuable part of the Emmaus community experience. A 3-meal per day meal plan is include in tuition fees for residential undergraduate students. Graduate students staying on campus during graduate intensives may pay an additional daily fee for room and board during their stay.

All students are expected to arrive on-time for meals. If a student arrives outside of the designated serving times, they will not be served (even if they worked/will work or paid for the meal). If you have a special case where you cannot arrive on time but still plan on eating, you must inform a Student Life Department Representative at least 5 hours prior to the posted meal time so that food will be held.

Students are also expected to understand that the cafeteria is not a restaurant and should not be treated as such. Student attitudes and postures during meal times are to be in line with the Emmaus University Code of Ethics as well as demonstrating appropriate manners and politeness.

Students unable to consume certain foods due to dietary problems must submit an exemption request for a specialized meal plan to the Student Life office with a written medical reason and formal diagnosis from a medical doctor indicating requirements for a different diet. The dining hall may not be able to accommodate every request depending on the nature of the requirements.

4.3   CHAPEL ATTENDANCE

Full-time undergraduate students are permitted six (6) unexcused absences from chapel each semester. Part-time students (less than 12 credit hours of enrollment that semester) are permitted nine (9) unexcused absences per semester. A student will be issued a one-third absence for any of the following behavior during chapel: sleeping, overt inattentiveness, coming to chapel more than five minutes late, leaving chapel more than five minutes early. If a student accrues more than the allotted amount of unexcused absences from chapel, they will be placed on disciplinary probation.

4.4   CHURCH ATTENDANCE

Participation and service in a local church body is a critical part of student spiritual life development. Because of this, all Emmaus University students (full and part-time) are required to worship a local church each Sunday. Failure to fulfill the church attendance policy results in ineligibility for graduation.

4.5   LANGUAGES

Emmaus students have the unique challenge of studying theology in Haiti in the 21st century. English and French languages play an important part in university programs. Because the vast majority of contemporary (Protestant evangelical) resources for biblical and theological studies are written in English, students at Emmaus must always be working towards a mastery of a reading and writing level of English. Furthermore, because French is one of two official languages of Haiti, and in particular because of its importance in the domain of education, a mastery of French is also required for success in the undergraduate program.

Students at EU are not discouraged in any way from using Haitian Creole; however, they are strongly encouraged to practice both English and French as often as possible while members of the university community. This includes practicing French and English in both formal (classroom, chapel) and informal (dormitory, cafeteria) capacities.

The undergraduate program requires both French and English competency. In addition to formal coursework, Emmaus also offers extra-curricular learning resources and opportunities for students to supplement and strengthen their language learning. Professor Elizé Alphonse teaches Academic French and holds regular office hours for tutoring students, as well as offers regular seminars on particular topics related to French. Professor Alphonse can also assist students in writing assignments in French for all courses.

Concerning English, the university computer lab is equipped with the Cambridge Interchange Learning program that comes with the text books used in each of the four levels of English. The Computer Lab is also equipped with Rosetta Stone comprising English Levels 1-4. These resources are available for student use at any time of the duration of their careers as students. The university also offers occasional English chat rooms to help facilitate learning and practice for English students.

Finally, the impact of languages in our unique context is evidenced in the Emmaus Chapel schedule: Mondays - Creole, Wednesdays - French, and Fridays - English.

4.6   TECHNOLOGY ACCEPTABLE USAGE POLICY

Emmaus University provides a wide range of computing resources in order to support the educational mission and administration of the university. Information Technology (IT) services provide and maintain the campus backbone network, administrative servers, e-mail and web servers, and institutionally-owned desktop and laptop computer systems.

Information technology has become an essential resource for academic, administrative and research processes for members of the EU community. As such, all members of the university community are encouraged to use these resources, provided they respect the rights of others, abide by the rules and regulations of the university, and assume shared responsibility for safeguarding the university's computing environment. Proper use is essential if all are to derive maximum benefit.

Due to the rapid evolution of computing and information networks, Emmaus University reserves the right to modify the text of these policies. Users will be kept apprised of any changes.

Use of IT resources is considered an agreement to abide by this policy. Users found in violation may be subject to penalties of varying degrees, including temporary or permanent denial of access to IT resources and services. Violators may also be subject to action by campus, civil, or criminal judicial systems.

For full details of the policy, see Appendix B.

4.7   COPYRIGHT POLICY

As a Christian institution of higher learning that exists for the development of Christ-like leaders for the spiritual transformation of Haiti and the world, institutional integrity is of utmost importance to the EU community and leadership. The ethical use of intellectual property is essential to maintaining an atmosphere and culture of honesty and integrity within the EU community. This Copyright policy serves to ensure the ethical use of intellectual property among staff and students of the Emmaus University.

4.7.1   Introduction: Instructional Use of Copyrighted Materials

All members of the Emmaus community are to follow university policy, U.S. copyright law, and Haitian copyright law related to the use of electronic and multimedia materials. This includes the recording, reproducing, storing, and distribution of media-based instructional materials, such as: audio, video, and multimedia (combinations of data, text, sounds, and still and moving images that may also be modified interactively). All members of the university community are governed by these regulations.

Members of the university community who engage in any activity that infringes on copyright law may be subject to disciplinary action. Circumstances involving repeated instances of infringement using the university's computing network may result in disciplinary action including expulsion. More information regarding copyright may be viewed at the United States Copyright Office website.

4.7.2   Why Should I Read These Guidelines?

Individuals are liable for their own actions. The (US) copyright law (Title 17, United States Code) sets strict limits on making copies of copyrighted works. Willfully exceeding these limits may subject the copier to liability for infringement with damages up to $100,000 per work.

Emmaus University is not required to defend an individual who knowingly fails to comply with the university's policy on copying, fair use guidelines, and any licenses that affect the rights to use others' works. Information Services will not permit the duplication or use of any material submitted which is known or suspected not to meet the requirements of the guidelines. **The university expects those using the materials to be familiar with the guidelines and abide by them.**

4.7.3   "Fair Use"

The university Information Services Staff will assist faculty in evaluating instructional materials to identify those that fall within the "fair use" clauses of the copyright law. The "fair use" exemptions incorporated into the copyright law describe permitted educational uses of certain categories of copyrighted materials.

4.7.4   Copyright Law and Electronic Materials

In some areas, particularly relating to electronic and multimedia materials, copyright law and fair use guidelines are unclear. As expected, challenges to the copyright law are being debated. Information Services staff will make every effort to provide common-sense interpretations of the existing law and guidelines.

4.7.5   Copyright Permission

When use of copyrighted material falls outside of the "fair use" guidelines or is more than quoting small sections of a source, permission must be obtained from the copyright holder. Electronic material supplied by the library must include a copyright statement. Other materials must contain a documented copyright permission statement or a "fair use" disclaimer statement as detailed in the specific guidelines below. Obtaining such permission is usually possible, if sufficient lead-time is allowed, although a fee may be involved. The length of this process varies and can take from a few days to many weeks or can last for unexplained lengthy periods.

4.8   Discipline and Grievance Policy

See Appendix A for the full discipline and grievance policy for students.

5.0   GENERAL ENROLLMENT POLICIES

This section provides general academic policies and definitions that apply to all schools and programs. The Undergraduate and Graduate programs each have their own sections that follow with program-specific policies and guidelines. Finally, specific degrees, degree requirements, and course descriptions are organized by school. Emmaus University offers undergraduate and graduate degree programs housed in three schools:

- **The School of Theology and Ministry**, which offers the undergraduate Bachelor of Divinity and the Master of Arts in Theological Studies.
- **The School of Leadership and Entrepreneurship**, which offers the Master of Arts in Leadership and Administration.
- **The School of Education**, which offers the Master of Education in Instruction and Administration.

5.1   ACADEMIC CALENDAR AND CREDIT HOURS

Emmaus University defines the credit hour as minutes of guided faculty instruction and minutes of student work across all forms of instructional delivery resulting in equivalent learning opportunity. Emmaus University's definition of the credit hour is the unit used in assigning course credits and is congruent with the principles set forth in the United States federal definition as well as other international credit hour units. Work represented in intended learning outcomes and verified by evidence of student achievement is equivalent to:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class (independent) student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or

2. An equivalent amount of work as required in point 1 of this definition for the other academic activities as established by the institution, including internships, practicums, and other academic work leading to the award of credit hours.

Example. OT101 Introduction to OT is 3.0 credit hours. This means that to complete this course students will spend approximately forty-five (45) hours in faculty-guided instruction, and a minimum of ninety (90) hours in independent study for the direction of a semester.

5.2   LOCKS

Enrollment Locks may be placed on a student's account in Populi by authorized staff. An enrollment lock may prevent the student from being able to register for courses and see course grades or transcripts depending on the type of lock. Enrollment locks can be placed on an individual student account for one of three reasons:

- FINANCES / UNPAID BILLS – the student has unmet financial obligations to the University. The student will receive a Financial Lock, blocking the ability to register or see grades and transcripts.
- ACADEMIC – the student has failed to satisfy degree progress requirements. The student will receive a Registration Lock, blocking the ability for course self-registration.
- DISCIPLINE – the student has unresolved disciplinary or student life issue in violation of campus life policies or the student handbook. The student will receive a Financial Lock, blocking the ability to register or see grades and transcripts.

Students can also receive a lock on a grade for an individual course if they fail to submit a course evaluation when required.

5.3   CHANGES IN REGISTRATION

5.3.1   Registration

The Registrar publishes the dates for course registration. Once students have completed the registration process and paid their tuition and fees, their names will be added to the official course roster. Only students authorized by the Registrar to be in the course may attend class. In graduate programs, no students are permitted to register for a course after the first day of the course.

5.3.2   Course Withdrawal During Drop/Add Period

Students may withdraw from a course within a limited time after the course begins without any financial penalty. For residential courses, students can withdraw from a course **during the first two weeks** of the course start date. For intensive courses, including graduate courses, students can withdraw from a course **up until the second day** of the on-campus intensive.

5.3.3   Course Withdrawal After Drop/Add Period

Students needing to withdraw from a course *for reasons beyond their control* after the withdrawal deadline, can do so without academic penalty upon the approval of the Administration. Students cannot withdraw at any time or for any reason from a course in which they currently have a failing grade.

Undergraduate students wishing to withdraw from a course after the drop/add period must withdraw before the last day of the class without receiving an 'F' for the course. Students must be in good academic

standing in the course in order to withdraw; a student cannot withdraw from a course simply because they are on track to fail a course. Once a class ends or a grade is recorded, the class may not be withdrawn.

A grade of 'W' is recorded on the transcript for any withdrawn course. The course will not factor into the calculation of the GPA but will factor into determining satisfactory progress determinations.

Students receive no refund of tuition and fees for an individual course which is withdrawn after the official Drop/Add period.

5.4   CHANGES IN ENROLLMENT

5.4.1   Leave of Absence

Emmaus generally requires graduate and full-time students to maintain continuous enrollment for all terms of the academic year from admission through degree conferral. However, there may be circumstances where this is not possible, such as illness, family emergencies, pregnancy/parental care, or job changes. Poor academic performance does not qualify for Leave of Absence status.

In such circumstances, a student may request a leave of absence for up to 2 semesters, during which period the student's status will be marked as "Leave of Absence" and the student will not be permitted to register for any courses. Upon the conclusion of the approved Leave of Absence, the student must either continue enrollment at the place where they left off (or as close as possible) or withdraw from the University if they are unable to continue.

Students who fail to be enrolled by the final semester registration deadline or approved for a leave of absence by the start of a semester will be automatically unenrolled and marked inactive by the Registrar. The University maintains the right to place a student on a mandatory Leave of Absence for up to one full academic year in situations where the University deems it is in the best interest of the student to do so.

5.4.2   Withdrawal from the University

1. A student may completely withdraw from the University any time before the end of their final class period of the semester.

2. To completely withdraw from the University a student must complete the appropriate form with the appropriate school Dean.

3. A student who officially withdraws from the University after the end of the Drop/Add period is assigned the grade of 'W' in all scheduled courses in the current term which are in process or are still scheduled to start. The student will keep any final grades that were posted for classes that finished prior to the withdrawal date.

4. Courses registered for the next or future terms will be unregistered.

5. All students who withdraw from the University must re-apply and be readmitted to register for any subsequent semester.

6. Students who withdraw or become inactive must re-enroll within one complete term of the last term attended to continue on the same year catalog degree requirements, otherwise students who wish to later re-enroll will be subject to the bulletin (catalog) requirements in effect at the time of re-enrollment.
   NOTE: Returning students may not re-enroll in a degree program, major or minor that has been

discontinued. Returning students in such programs must declare a current active program at the time of readmission.

5.4.3   Program Dismissal

All students may remain enrolled in the selected program as long as the following conditions are continually met:

1. timely and satisfactory progress requirements of the degree,
2. satisfaction of all student financial accounts within the prescribed times and arrangements set by the Finance Office, and
3. meeting standards of ethical and professional behavior.

These guidelines specify the process for dismissal of both graduate and undergraduate students who are not meeting these conditions. The Academic Affairs Committee, or a committee formed and authorized to act on the Academic Affairs Committee's behalf, shall:

1. provide the student a written warning and notification of the situation and deficiency, explaining in detail the reasons for the notification;
2. consider any extenuating circumstances provided in writing by the student;
3. decide the question of the student's dismissal by majority vote of the committee and communicate the decision to the student in writing;
4. place a summary of the committee's discussions, votes, and decisions in the student's file in Populi; and
5. provide written notification to the student of the right to appeal under the University Student Discipline and Grievance Procedures.

5.4.4   Discontinuation and Reinstatement

Students may voluntarily decide to leave a program in which they have been enrolled and registered. If the student subsequently wishes to return and regain their registered and enrolled status, the student may file a request for reinstatement with the Dean of the school to which they are requesting reinstatement. Reinstatement decisions are at the discretion of the department or degree program. The University maintains the right to discontinue a student's program enrollment (such as for disciplinary or academic reasons) and to preclude reinstatement as a part of the mandatory discontinuation.

5.5   ACADEMIC ADVISING

The role of the academic advisor is to provide support to students in achieving optimal success in academic and spiritual growth and development for the duration of their career as a student at Emmaus. Such assistance includes but is not limited to:

- Assisting students in the creating of a learning development plan.
- Assisting students to work towards a mastery of understanding Emmaus University systems, policies, procedures, and support services for students.
- Assisting students to register for courses.

- Assisting students in organizing additional tutoring when needed.

- Providing students with academic and spiritual counselling and prayer.

- Helping students crystalize career plans as a result of the exploration of calling.

5.6   ACADEMIC HONESTY AND INTEGRITY

Academic integrity, the embodiment of the moral and spiritual principles to which Emmaus adheres, is the essential basis of the Emmaus University academic community. Integrity can be defined as "knowing the right thing to do and doing it regardless of the circumstances." This definition may be applied to all the scholastic interactions of the academic community. Every member of the Emmaus community shares responsibility for maintaining mutual trust, respect, and integrity. Violations of such trust and specific acts of academic dishonesty will be subjected to disciplinary action.

5.6.1   Definition of Academic Dishonesty

Academic dishonesty is defined as any type of cheating related to a formal academic requirement, including plagiarism. Plagiarism, whether intentional or unintentional, occurs when the ideas or writing of another is incorporated into the students' academic work without appropriate citing and referencing of the source of that information.

More examples of academic dishonesty include, but are not limited to, unauthorized collaborations, fabrications of data, unauthorized access to sources on an exam, excessive revision by someone other than the student, re-use of previous work without permission, and copying of other student's work.

5.6.2   Appeals Process

Students wishing to appeal a decision regarding consequences for academic dishonesty can appeal in writing to the Dean of the respective school within ten calendar days of notification of disciplinary action. Letters of appeal must clearly state the issue of concern and the desired change of outcome. The Dean of the school will review the written appeal and if unable to resolve the matter, will refer the matter to the Academic Affairs Committee for resolution.

5.6.3   Determination of Academic Dishonesty and Consequences

Faculty will address suspected occurrences of academic dishonesty as follows:
1. The faculty member will meet with the student individually to discuss the incident. At the faculty member's discretion, the associate dean of the school will either be notified of the meeting or be asked to be present for it. The student will be informed of the associate dean's involvement.
2. The faculty member will transfer the case with all its details and relevant documents to the Academic Affairs Committee for investigation to recommend a ruling. The investigating panel may meet with the student and faculty member who identified the issue when making its decision.
3. The investigating panel shall recommend a ruling on the case to the associate dean of the school and dean of the school.

4. The Academic Affairs Committee will pass a ruling to be communicated in writing to the student by the Vice-President of Academic Affairs or Provost.

5.7   GRADE POINT AVERAGE

A student's *Grade Point Average* (GPA) is the calculation of the average of all the student's grades on scale from 0 (Failure) to 4.0 (Superior) for any given course or term. *A Cumulative Grade Point Average* (Cumulative GPA) is the calculation of the student's academic performance for all semesters and courses completed up to the present.

Letter grades can be given as plus or minus and each letter grade is assigned a numerical value. These values are used when calculating the student's *Grade Point Average* (GPA). These numbers are multiplied by the credit hours to provide the total grade quality points.

Within individual courses, student coursework is graded using a *percentage scale* (0-100%). At the end of the course, the average percentage points of student grades are converted to letter grades. Students will receive numerical grades for coursework (0-100%), a letter grade for a course (A-F), and a Grade Point Average (0 – 4.0) for overall academic performance.

The University operates on a four-point grading system as defined below.

A (4.0 GPA)	*Superior Work.* Implies excellence in thinking and performance in a course. High-level work that is clear, precise, and well-reasoned, and insightful.
B (3.0 GPA)	*Above Average.* Implies sound thinking and performance in a course. B-level work is clear, precise, and well-reasoned but does not have the depth of insight that A-level work has.
C (2.0 GPA)	*Average.* Implies mixed thinking and performance in a course. C-level work is inconsistently clear, precise, well-reasoned, and inconsistently demonstrates comprehension of basic concepts and principles.
D (1.0 GPA)	*Below Average.* Implies an attempt to get through a course by rote recall and reflects a mistaken comprehension of basic concepts and principles.
F (0 GPA)	*Failure.* Demonstrates a lack of minimal or acceptable performance or knowledge of basic course requirements.
I (no GPA)	*Incomplete.* Incompletes are recorded temporarily in extenuating circumstances after student request and administrative approval.
W *(no GPA)*	*Withdrawal.* This grade is not used in computing the student's GPA but does affect program completion rate.
AU *(no GPA)*	*Audit*. No credit is earned. This grade is not used in computing the student's GPA.
TC *(no GPA)*	*Transfer Credit*. No credit is earned from Emmaus University. This grade is not used in computing the student's GPA.

5.8   TRANSCRIPTS

Students can request both official and unofficial transcripts. Transcript request forms are available in the Assistant Registrar's office. Official transcripts will not be released if a student has an outstanding balance on their account. There is transcript request fee. See the Fee Schedule under 3.0 Financial Information.

5.9   LEARNING RESOURCES

Learning resources are an integral part of the higher education enterprise. Emmaus offers access to learning resources and services, both digital and physical, to its student body and faculty that are appropriate in form, range, depth, and currency to support the curricular offerings and meet student and faculty needs.

5.9.1   On-Campus Collaborative Learning Center

Emmaus has an on-campus Collaborative Learning Center (library) with over 4000 volumes corresponding to the curricula of the academic programs at Emmaus. The catalogue is searchable at https://ebsl.scoolaid.net/bin/home. The CLC is a place of focused research and learning and requires a quiet atmosphere. This atmosphere of learning must be respected by all users. Study hours each weeknight are from 6PM–8PM. Students are permitted to loan books (non-reference books only) using circulation policies and procedures. Eligible CLC users include Emmaus students, faculty, staff, alumni, and members of the university board. There is a charge for books that are returned damaged or late. This charge will automatically be added to the account of the user.

5.9.2   Computer Lab

A computer lab located in the Administration building is available for student, faculty, staff, and administration use. The computer lab hours are weekdays 8AM–3PM (closed during chapel and lunch) and 6PM–9PM.

   Purposes of the computer lab include: (1) a means for delivering the IT101 course, (2) language lab practice for all ENG courses, (3) research (internet browsing, Logos Bible Software, STEP Bible Software), (4) composing course assignments, and (5) basic communication such as email, etc. For student and faculty work purposes, each station is equipped with Microsoft Office, web browsers, and other useful learning applications (including English learning materials for all English courses at Emmaus).

   For more information on use of the computer lab, see the Emmaus University Acceptable Usage Policy.

5.9.3   Online Databases / Digital Resources

Logos Bible software is available in the university computer lab. In addition, Emmaus maintains a subscription a number of digital scholarly databases and resources.

6.0   UNDERGRADUATE STUDIES

6.1   ACADEMIC CALENDAR AND CREDIT HOURS

The undergraduate program operates under a semester calendar of approximately sixteen (16) weeks per semester. All course credit hours are in semester hours.

Intensive Courses

Each semester begins with a two-week intensive course in which undergraduate students take a single course across ten (10) consecutive weekdays.

Block Schedule

The undergraduate program uses block scheduling. This means that there is one course scheduled per day, per cohort. Courses that are 3-credit courses are 8AM–11:20AM and 2-credit courses are 8AM–10:30AM.

6.2 SATISFACTORY ACADEMIC PROGRESS

The Registrar's Office monitors academic progress for all students enrolled in the University. *Satisfactory academic progress* (SAP) refers to the successful completion of coursework toward a degree in a reasonable amount of time. Academic progress is reviewed at the end of each semester.

Requirements: To remain in good academic standing, undergraduate students must maintain at least a *2.0 cumulative grade point average* for all courses completed and must successfully *complete and pass 75%* of all attempted credit hours. A student who does not meet these minimal standards for SAP at the end of the semester will be placed on academic probation.

- **D average.** A student who earns a grade point average of less than 1.0 in a single semester may be subject to suspension at the end of that semester without a period of academic probation.
- **Passing hours.** A student who does not pass at least 75% of hours attempted in a semester (not including withdrawn hours) will be placed on academic probation regardless of their cumulative grade point average. A student in this category who does not pass 75% of semester hours attempted during the probationary semester may be subject to academic suspension.

Academic Probation. Undergraduate students with 12 or more GPA hours who do not meet the requirements for SAP will be placed on academic probation and will remain on probation until good academic standing is achieved or the student is placed on academic suspension. Students placed on academic probation must work with their faculty advisor to prepare a plan for improving academic performance and may be required to participate in special academic support activities as a condition of continued enrollment. *Academic probation is recorded on the transcript.*

Exemptions. The student may request exemption from the academic probation policy by presenting a written description of extenuating circumstances and plan for satisfactory progress to the Academic Affairs Committee for consideration. The student will be advised, in writing, of the committee's decision. The student's appeal should be directed to the program dean or director.

Academic Suspension. Student on academic probation who do not meet the requirements for SAP at the end of the probationary semester will be subject to academic suspension for a period of one semester.

6.3 ENROLLMENT

6.3.1 Audits

Persons who wish to enroll in a course on a non-credit basis are classified as auditors. Enrollment for audit is permitted at the instructor's discretion. Although much knowledge can be gained from course audits, instructors are not obligated to grade an auditor's assignments and no credit will be given toward a

degree. Persons who would like to audit a course must contact the Registrar to formally enroll in the course and must pay an audit fee.

6.3.2   Part-Time Enrollment

Undergraduate students may elect to enroll on a part-time basis due to financial, work, or family reasons. Students wishing to pursue part-time status should be advised and aware that this will substantially slow down their progress through the undergraduate program.

6.4   CLASS ATTENDANCE

Class attendance is one of the essential parts of a university education. Listening to lectures, discussing questions with your classmates and instructor, and learning from one another in conversation are critical ways in which learning happens. Thus, students are expected to attend every class session in which they are enrolled and to arrive promptly on time for the start of each session. The following attendance policy is meant to accommodate *unexpected* circumstances that legitimately prevent students from being in the classroom. Students should not view the attendance policy as a reason to be late or to skip class for personal reasons. Students living on campus have fewer reasons for being late or absence, as they are not having to normally find transportation to campus each morning. The following guidelines apply to class attendance and course grades:

1.   Students arriving five minutes or more after the official starting time of the class shall be counted as tardy.
2.   Four tardies equal one (1) absence
3.   If a student is absent for more than 10% of the classroom instruction time, the student forfeits the course.
4.   A three-point reduction in the final grade is assessed for each unexcused absence.
5.   Two (2) excused absences are permitted in each class. Excused absences must be approved in advance by the Dean of the school in which the student is registered. Students who miss class because of emergency situations must petition the Dean of the school to receive an excused absence. Only two absences may be counted as excused, no matter the situation.
6.   Students who demonstrate a pattern of tardiness may receive, at the discretion of the instructor, an additional deduction of up to five (5) points from their final grade, regardless of other attendance-related penalties.

   Students with excused absences are responsible to gather missed material in the class from the professor and classmates (professors do not carry the burden of catching up students with excused absences).

6.5   GRADING SCALE UNDERGRADUATE PROGRAMS

Grade Point refers to the quality of the student's work on a scale of "Superior" to "Failure". Emmaus uses the following scale to demonstrate the quality of work achieved by students:

Letter	GPA	Percentage
A	4.00	94 – 100%
A-	3.67	90 – 93.9%

B+	3.33	87 – 89.9%
B	3.00	84 – 86.9%
B-	2.67	80 – 83.9%
C+	2.33	77 – 79.9%
C	2.00	74 – 76.9%
C-	1.67	70 – 73.9%
D+	1.33	67 – 69.9%
D	1.0	64 – 66.9%
D-	0.67	60 – 63.9%
F	0.00	59.9% and below

6.6   UNDERGRADUATE THESIS / MEMOIRE

In the Haitian educational system of higher education, completion of a bachelor's degree (license) requires the successful writing and defending of an approved undergradute thesis/memoire. The undergraduate thesis at Emmaus University consists of research-based academic paper along with an oral presentation and defense of the thesis. Students choose from a list of approved topics and complete the thesis writing process under the supervision of their academic advisor and a research director. The thesis process occurs over three (3) semesters beginning in the Spring term of the student's junior (year) or when they are within three (3) semesters of graduating. The courses for each of the three semesters are:

- **RSC480 Thesis/Memoire Writing I** – students begin the thesis process by reviewing the requirements, structure, and format by working with an advisor to formulate, present, and receive approval on a selected thesis topic. Requirements for this course are to complete an approved outline and submit edited drafts of chapters 1 and 2.
- **RSC481 Thesis/Memoire Writing II –** the second semester course of the thesis process is designed to guide the student to the completion of the thesis in preparation for defense. At minimum, passing part 2 requires a completed, approved first draft of all chapters.
- **RSC488 Thesis Presentation** – in the third and final semester course of the thesis process, students will complete final revisions and work to prepare for their thesis presentation. The thesis presentation is made and defended orally before a faculty panel / thesis committee. A pass/fail grade reflects outcome of student's defense of their completed thesis. Students who complete the thesis writing process but are unsuccessful in defending and passing the thesis will be awarded the *diploma* rather than the *license.*

Students needing additional time to complete the thesis after RSC481 may register for up to two (2) semesters of Thesis Continuation (RSC 482/483). RSC482 requires a minimum of 30 hours of logged work toward thesis completion in order to be eligible for RSC483. Students using continuation courses may complete and present their thesis at any point within the allotted continuation time.

6.7 UNDERGRADUATE ACADEMIC HONORS

6.7.1 Term Honors

Students who pass a minimum of 12 graded (not pass/fail) hours in a given semester with GPA of 3.50 or higher will recognized on the "Dean's List" and have the honor noted on the semester grade report and transcript. Student with less than 12 hours of graded work are ineligible for this award.

6.7.2 Scholarship Honors

Thesis (memoire) students who achieve exceptional performance in writing, presenting, and defending their thesis or memoire may be given the honor of "Thesis Passed with Distinction" and will have the honor noted on the student transcripts.

The recognition is awarded based upon the recommendation of the thesis committee and appropriate school dean with final approval given by the University Provost. The thesis committee will consider all written and oral work, including the final presentation and defense of the thesis before the committee.

6.7.3 Degree Honors

Undergraduate students who have earned a minimum of 60 semester hours of graded (not pass/fail) course work at Emmaus University and are eligible to graduate with a bachelor's degree are awarded the following academic degree honors upon graduation based on GPA:

- *Summa Cum Laude* (highest honors) with cumulative GPA of 3.95 or higher.
- *Magna Cum Laude* (high honors) with cumulative GPA of 3.7 to 3.94;
- *Cum Laude* (honors) with cumulative GPA of 3.5 to 3.69.

Transfer credit and credit/no credit hours are not counted in calculating GPA. Students who complete less than 60 graded hours at Emmaus but have a minimum GPA of 3.5 will graduate *with honorable mention*.

The actual honors earned upon degree completion will be posted on the student's transcript and diploma. Calculation of honors for recognition during the commencement ceremony are based on the student's cumulative GPA as of the last completed course prior to the graduation application deadline. Courses that are still in progress (IP) as of this date are not calculated in the cumulative GPA and are therefore not included in the calculation of honors for the commencement ceremony itself. However, these in-progress (IP) courses *are* counted toward the minimum 60 hours of residential hours and in determining the student's final GPA and actual honors that may appear on the diploma and transcript.

Degree honors are for students graduating in the current semester only. EU will not issue certificates from previously graduated students or semesters.

6.8 COMMENCEMENT & CONFERRAL

Upon recommendation to the President by the faculty of the relevant departments or schools and the Academic Affairs Committee, undergraduate degrees are typically awarded at the conclusion of the Spring semester during the University's annual graduation ceremony in May. On occasion, the University may elect to confer degrees in December with the conferred students participating in commencement exercise in May.

6.8.1   Requirements

Undergraduate students are personally responsible for meeting all requirements for graduation. To graduate, a student must:

- Complete the approved course of study for the undergraduate program.
- Achieve a cumulative GPA of at least 2.0 or better.
- Maintain satisfactory chapel attendance for a minimum of eight semesters.
- Complete the Ministry Formation Program for a minimum of eight semesters.
- Satisfy all financial obligations to EU and be in good standing with the University.
- File a Graduation Application form by the posted deadline for the commencement year and for their expected graduation date, accompanied by the non-refundable Graduation Fee.
- Compose, present, and defend an approved undergraduate thesis/memoire. ***See Section 6.6.***

On rare occasions, students may be prevented from completing their approved course of study due to extenuating circumstances such as hospitalization or death in the immediate family. These students may be permitted to walk at graduation without receiving a diploma, provided they

- Have completed all course requirements.
- Take the remaining 3 credit hours from Emmaus University.
- Have all requirements completed by the following September.

Emmaus University reserves the right to deny graduation to any student whose character is contrary to the Ethos and Conduct Statement of the University.

6.8.2   Application to Graduate

Students must apply for conferral of a graduate degree by filing a Graduation Application Form with the Registrar's Office by the deadline published in the University's Academic Calendar. Students who miss the deadline for filing their Graduation Application must submit a written appeal request to the Office of the Registrar, along explanation indicating why the student missed the application deadline. There is a fee for a late application to graduate.

The Registrar's Office and the student's program school reviews each graduation application to verify completion of degree requirements. The Registrar's Office is responsible for producing the final list of students being recommended for graduation and sending these to each school Dean for final review. Each school is responsible for verifying in writing the recommendation lists with the Office of the Registrar by the deadline on the list form.

Students must be registered in the semester in which their degree will be conferred, unless a prior exception has been made in writing and posted to the student's Populi account.

Students with unmet financial obligations resulting in a financial or registration lock on their account are not eligible to participate in graduation and cannot receive a transcript, statement of completion, degree license, certificate, or diploma until the lock is released by the Finance Office. In order to be eligible to graduate and participate in the commencement ceremony, students with enrollment locks due to financial reasons must resolve these issues and have the locks cleared prior to the deadline for graduation applications. Otherwise, the student must wait until the next commencement cycle to apply for graduation.

6.8.3 Degree Conferral

Transcripts

The Registrar's Office will post newly-conferred degrees on students' account in Populi approximately 14 days after Commencement. At that time, the program status for the degree changes to "Granted." Transcripts ordered after that date will show the conferred degree and date.

Diplomas

Diplomas are given to graduates at least 7 days after their Commencement event. Students with pending academic credits who have been cleared for participation in the Commencement ceremony will be not be given a printed diploma until they have satisfactorily completed all requirements for the degree. Once all requirements have been met and the degree is conferred, the student may pick up their official diploma from the Registrar's Office.

7.0 GRADUATE STUDIES

Graduate-level work is a rigorous undertaking, requiring high expectation of learning and an advanced level of thinking. As graduate students engage in learning, the expectation is that the students' critical thinking skills demonstrate a high quality of articulated reasoning.

Many of the graduate students who come to study at Emmaus are already accomplished in their career or vocation. Some have ten, twenty, even thirty years of experience in the classroom or in leadership. At Emmaus, we value this background and experience and treat students with respect for their wisdom and accomplishments. The members of the graduate faculty use their knowledge in their field of expertise to stand alongside students and facilitate their learning.

Emmaus University offers graduate programs in Administration and Leadership, Theological Studies, and Education. These graduate programs provide students with advanced academic and professional preparation in Christian leadership and education, bringing a new level of effectiveness to those desiring to serve and make a difference in the nation of Haiti.

7.1 GRADUATE STUDENTS

Emmaus accepts qualified students who fit the University's mission, are a Christian, and/or are willing to accept Jesus Christ as an example of a transformational leader.

Admission to this University is a privilege granted to the student and not a right of the student. That privilege can be withdrawn through the University's established disciplinary process, which safeguards its ideals of scholarship and the Christian atmosphere assumed by its ethos. Therefore, the student's enrollment at Emmaus constitutes a commitment to accept the standards of this lifestyle.

As part of the admissions process, the student will sign the Ethos and Ethics Statement, which is demonstrated through behavior that harmonizes with the Christian code of ethics for believers detailed in the Scriptures. All students admitted for graduate study at Emmaus University will sign a copy of the University Ethos and Ethics Statement. Failure to sign the Ethos and Ethics Statement is grounds for non-admission of an applicant to the University.

7.2 GRADUATE FACULTY

The instructors who teach in the University's graduate programs generally hold an earned doctorate or its equivalent and are approved by the appropriate school Dean and the Vice-President for Academic Affairs or Provost.

7.3 ADMISSION REQUIREMENTS

Students must complete the admissions process before they are eligible to enroll in the program and start classes. In addition to the general admissions requirements of the University (See section 2.0), the following are also required materials for entrance to the graduate program:

- Official transcripts from the baccalaureate degree-granting institution. Transcripts are also required from any graduate institution if a student is transferring hours to EU.
- An interview with the EU admissions committee regarding the applicant's goals and plans, along with an explanation of how graduate study fits into this plan.

- An academic writing sample that consists of an academic paper or some other form of scholarly writing.

7.3.1   Transfer of Credit

Emmaus University may accept up to nine (9) graduate semester credits in transfer from a regionally accredited or nationally licensed institution for graduate programs. If graduate credit is from an institution that is not regionally accredited or nationally licensed but meets all other stipulations, the credit will be accepted only after probationary study at Emmaus of fifteen (15) graduate credit hours and achievement of a 3.0 grade point average (GPA) or better.

The following criteria are used to assess transfer credit:

- The course is no more than 10 years old.

- The course is equivalent to the course being substituted. The Registrar's Office will determine equivalency based on documentation submitted by the student (e.g., course descriptions, syllabi, and instructor credentials).

- A minimum grade of "B" was earned for the course.

- The course was not completed for a degree that was already conferred.

Students seeking transfer credit should contact the Registrar's Office after being admitted to the University but prior to completing the first course in their graduate program to communicate the exact courses he or she would like considered for evaluation. Accepted courses may count toward graduation requirements, subject to evaluation by the Registrar in consultation with the Vice-President of Academic Affairs.

7.3.2   Second Master's Degree

Current and former EU graduate students who are pursuing or who have previously completed an EU graduate degree within the last five years may seek an additional master's degree. Such students may reuse (double-count) credits earned for their prior degree to satisfy up to 9 of the required non-capstone credits required for the subsequent master's degree. Capstone course credits cannot be applied toward more than one degree.

The double-counted credits applied to the second master's degree must have been earned at EU no more than five years prior to the completion of the second degree. Credits applied toward a previous graduate degree at another institution cannot be counted twice. Under no circumstances can courses applied to both the EU undergraduate degree and the first graduate degree be applied toward the second master's degree. Before being allowed to double count credits, students must have

- earned a grade of B (3.0) or higher on all courses used for graduate credit,

- been fully admitted to the second master's program,

- submitted a preliminary degree schedule for their planned second master's program to the Registrar.

Graduate students who wish to double count or reuse credits will be required to submit a preliminary degree schedule for their second master's program. The preliminary degree schedule must be submitted to the Registrar no later than the first session of the first intensive course of their second master's program. This preliminary schedule is required in order to ensure that the student will successfully meet all of the requirements for the second master's degree in a timely fashion.

Any courses and credits that are to be double-counted must be clearly identified on the graduate student's second master's degree schedule, using the wording "also used for credit in the (First Program Name)". The Registrar will indicate approval of the use of double-counted credits by signing the degree schedule for the second master's program.

Admission to the second graduate degree program is not automatic; graduate students are accepted at the discretion of the Registrar and the Dean of Graduate Studies. Completion of the subsequent degree results in two graduate degree citations on the academic transcript. Students are issued a diploma for each degree earned.

7.4   ENROLLMENT

7.4.1   Audits

Persons who wish to enroll in a course on a non-credit basis are classified as auditors. Enrollment for audit is permitted at the instructor's discretion. Although much knowledge can be gained from auditing courses, the instructor is not obligated to grade an auditor's assignments and no credit will be given toward a degree. Persons who would like to audit a course must contact the Registrar to formally enroll in the course and must pay an audit fee. Students enrolled in a graduate program do not have the option to register for courses as auditors.

7.4.2   Part-Time Enrollment

Because of the progressive nature of graduate programs, part-time enrollment is not permitted for graduate studies. All graduate students must enroll full-time and are expected to maintain continuous enrollment with their cohort until the completion of their program.

7.4.3   Changing Degrees

Currently enrolled students who have attended for at least one full semester may request to transfer to a new degree program. Students are subject to the specific requirements of the particular degree program to which they wish to transfer, including entrance exams and admissions essays. Transfers are granted at the discretion of the Dean of the program or school to which the student wishes to transfer. Enrollment in one program is not a guarantee of the approval to transfer to a different program upon admissions.

7.5   SATISFACTORY ACADEMIC PROGRESS

The Registrar's Office monitors academic progress for all students enrolled in the University. *Satisfactory academic progress* (SAP) refers to the successful completion of coursework toward a degree in a reasonable amount of time. Academic progress is reviewed at the end of each semester.

Requirements: To remain in good academic standing, graduate students must maintain at least a *3.0 cumulative grade point average* for all courses completed and must successfully *complete and pass 75%* of all attempted credit hours. A student who does not meet the minimal standards for SAP at the end of the semester will be placed on academic probation.

- **Failing average.** A student who earns a grade point average of less than 1.0 in a single semester may be subject to suspension at the end of that semester without a period of academic probation.

- **Passing hours.** A student who does not pass at least 75% of hours attempted in a year (not including withdrawn hours) will be placed on academic probation regardless of their cumulative grade point average. A student in this category who does not pass 75% of semester hours attempted during the probationary period may be subject to academic suspension.

7.5.1   Academic Probation and Dismissal

Academic Probation. Graduate students with 6 or more GPA hours who do not meet the requirements for SAP will be placed on academic probation and will remain on probation until good academic standing is achieved or the student is dismissed from the program. Once on probation, a graduate student must bring their GPA up to a 3.0 in order to remain enrolled. *Academic probation is recorded on the transcript.*

Exemptions. The student may request exemption from the academic probation policy by presenting a written description of extenuating circumstances and plan for satisfactory progress to the Academic Affairs Committee for consideration. The student will be advised, in writing, of the committee's decision. The student's appeal should be directed to the program dean or director.

Academic Dismissal. After 6 credit hours on probation, a graduate student who fails to achieve the requirements for SAP will automatically be dismissed from the program.

7.5.2   Introductory Course

Every graduate student begins their program by taking RSC580 Methods of Graduate Studies, Research, and Writing. This course prepares students for success in graduate studies by introducing the expectations and responsibilities for graduate work, training in Populi, participating in graduate-level thinking and dialogue, completing a graduate student readiness inventory, technology requirements and training, how to submit work, how/where to print work, use of writing styles and basic writing skills, basic research methods. The course also briefly introduces the students to the Capstone or Thesis frameworks.

Students are required to pass this course in order to continue in the program. Any students who receive a D or F will be dismissed from the program but will be eligible to reapply for a future cohort.

7.6   ACADEMIC POLICIES

7.6.1   Program Delivery Mode

Graduate courses are designed as a 7-week hybrid format blending individual or online work with a one-week on-campus intensive. In the first 2 weeks, students complete pre-course reading and writing assignments. In the third week, students come to the Emmaus campus for one week of intensive on-site study. After the intensive session is completed, students use the remaining four weeks to complete and digitally submit post-course assignments.

7.6.2   Class Attendance

The University expects students to attend all scheduled class sessions to maximize opportunities to profit from an instructor's expertise and from interaction with their fellow students, as well as to contribute to the quality of intellectual discussion in the classroom.

7.6.3 Grading Scale

Grade Point refers to the quality of the student's work on a scale of "Superior" to "Failure". Emmaus uses the following scale to demonstrate the quality of work achieved by students:

Letter/	GPA/	Percentage
A	4.00	94 – 100%
A-	3.67	90 – 93.9%
B+	3.33	87 – 89.9%
B	3.00	84 – 86.9%
B-	2.67	80 – 83.9%
C+	2.33	77 – 79.9%
C	2.00	74 – 76.9%
F	0.00	73.9% and below

Minimum passing grade. Graduate programs require a minimum of a C for a passing grade. Thus, any grade below a C is entered as an F on the transcript. Graduate courses do not award letter grades of C-, D+, D, or D-.

7.6.4 Incompletes

The following policy is to be applied to all students who receive an "I" for incomplete work in a course. A temporary grade of incomplete may be granted for some assignments when the student is prevented from finishing course work on time by extenuating circumstances, such as hospitalization or death in the immediate family.

It is the student's responsibility to request an Incomplete grade by submitting a request and rationale to the Registrar. The student is required to include documented evidence of the extenuating circumstance and should demonstrate that over fifty percent (50%) of the course work has already been accomplished. The request for an incomplete must be made no later than 1 PM of the last day of the intensive. If the emergency occurs on the last day of the intensive, the request must be made no later than three days after the last day of the intensive. The student and instructor will be notified regarding approval or denial of the request.

Students approved for a temporary grade of incomplete will be required to turn in completed work to the instructor who taught the intensive. The deadline for submitting work is six weeks from the last day of the intensive.

Failure to submit the incomplete work by the deadline will result in earning zero points for the incomplete work, and the final grade will be awarded accordingly. The incomplete deadline cannot be extended.

7.6.5 Assignment Time Limits

Final assignments must be submitted to the instructor on the due dates established in the course syllabus. Final assignments due after the last day of the course intensive may not be submitted after the date due.

In extenuating circumstances, such as family bereavement, a student may request a different due date from the instructor. If this date is set beyond the final due date for the course, the student must request an incomplete for the course. Before requesting an incomplete, the student should review the guidelines for an incomplete grade to ensure all minimum qualifications are met.

Course work not submitted by the agreed date receives a failing grade. The student's final grade reflects the grade earned through all other course work submitted to the instructor.

7.6.6   Statute of Limitations

In order to graduate from Emmaus University with a master's degree, students must have completed all program requirements within five (5) years of their first enrollment. In exceptional circumstances, a student who has not completed all program requirements prior to the end of their fifth year may ask for an extension to continue in the program. An extension must be granted by the Vice-President of Academic Affairs or Provost and can only be given based on extraordinary circumstances that prevent completion of the degree requirements within the normal five-year limit. The request must be made in writing to the program dean or director, who, in consultation with the Academic Affairs Committee and University Provost, will act upon the request.

7.7   GRADUATE HONORS

7.7.1   Scholarship Honors

Thesis students who achieve exceptional performance in writing, presenting, and defending their thesis may be given the honor of "Thesis Passed with Distinction" and will have the honor noted on the student transcripts.

The recognition is awarded based upon the recommendation of the thesis committee and appropriate school dean with final approval given by the University Provost. The thesis committee will consider all written and oral work, including the final presentation and defense of the thesis before the committee.

7.7.2   Degree/Diploma Honors

Graduate students who have earned a minimum of 16 semester hours of graded (not pass/fail) course work at Emmaus University and are eligible to earn a graduate degree are awarded the following academic honors upon graduation based on GPA:

- *High Distinction* with cumulative GPA of 3.9 or higher.
- *Distinction* with cumulative GPA of 3.7 to 3.89;
- *Recognition* with cumulative GPA of 3.5 to 3.69.

Transfer credit and credit/no credit hours are not counted in calculating GPA. Students who complete less than 16 graded hours at Emmaus but have a minimum GPA of 3.5 will graduate with "honorable mention".

The actual honors earned upon degree completion will be posted on the student's transcript and diploma. Calculation of honors for recognition during the commencement ceremony are based on the student's cumulative GPA as of the last completed course prior to the graduation application deadline. Courses that are still in progress (IP) as of this date are not calculated in the cumulative GPA and are therefore not included in the calculation of honors for the commencement ceremony itself. However, these in-progress (IP) courses *are* counted toward the minimum 16 hours of residential hours and in determining the student's final GPA and actual honors that may appear on the diploma and transcript.

Degree honors are for students graduating in the current semester only. EU will not issue certificates from previously graduated students or semesters.

7.8   COMMENCEMENT & CONFERRAL

Upon recommendation to the President by the faculty of the relevant departments or schools and the Academic Affairs Committee, graduate degrees are typically awarded at the conclusion of the Spring semester during the University's annual graduation ceremony in May. On occasion, the University may elect to confer degrees in December with the conferred students participating in commencement exercise in May.

7.8.1   Requirements

Students are personally responsible for meeting all requirements for graduation. To graduate, a student must:

- Complete the approved course of study for one of the graduate programs offered.
- Achieve a cumulative GPA of at least 3.0 or better.
- Satisfy all financial obligations to EU and be in good standing with the University.
- Submit a Graduation Application by the stated deadline, accompanied by the non-refundable Graduation Fee.
- Participate in the graduation ceremony.

On rare occasions, students may be prevented from completing their approved course of study due to extenuating circumstances such as hospitalization or death in the immediate family. These students may be permitted to walk at graduation without receiving a diploma, provided they

- Are within 3 hours of completing their degree
- Have completed all other degree requirements.
- Are enrolled and registered to take the remaining 3 credit hours from Emmaus University in the following semester. A degree will not be conferred and a diploma not issued until all requirements are fully satisfied.

Emmaus University reserves the right to deny graduation to any student whose character is contrary to the Ethos and Conduct Statement of the University.

7.8.2   Application to Graduate

Students must apply for conferral of a graduate degree by filing a Graduation Application Form with the Registrar's Office by the deadline published in the University's Academic Calendar. Students who miss the deadline for filing their Graduation Application must submit a written appeal request to the Office of the Registrar, along explanation indicating why the student missed the application deadline. There is a fee for a late application to graduate.

The Registrar's Office and the student's program school reviews each graduation application to verify completion of degree requirements. The Registrar's Office is responsible for producing the final list of students being recommended for graduation and sending these to each school Dean for final review. Each

school is responsible for verifying in writing the recommendation lists with the Office of the Registrar by the deadline on the list form.

Students must be registered in the semester in which their degree will be conferred, unless a prior exception has been made in writing and posted to the student's Populi account.

Students with unmet financial obligations resulting in a financial or registration lock on their account are not eligible to participate in graduation and cannot receive a transcript, statement of completion, degree license, certificate, or diploma until the lock is released by the Finance Office. In order to be eligible to graduate and participate in the commencement ceremony, students with enrollment locks due to financial reasons must resolve these issues and have the locks cleared prior to the deadline for graduation applications. Otherwise, the student must wait until the next commencement cycle to apply for graduation.

7.8.3 Degree Conferral

Transcripts

The Registrar's Office will post newly-conferred degrees on students' account in Populi approximately 14 days after Commencement. At that time, the program status for the degree changes to "Granted." Transcripts ordered after that date will show the conferred degree and date.

Diplomas

Diplomas are given to graduates at least 7 days after their Commencement event. Students with pending academic credits who have been cleared for participation in the Commencement ceremony will be not be given a printed diploma until they have satisfactorily completed all requirements for the degree. Once all requirements have been met and the degree is conferred, the student may pick up their official diploma from the Registrar's Office.

8.0 SCHOOL OF THEOLOGY

8.1   Bachelor of Divinity (BDiv)

8.1.1 Program Description

The Bachelor of Divinity (BDiv) emphasizes the centrality of the Word of God, prepares students to be a witness for Christ in the culture that they are called to minister to and in the contemporary world. Students are given a thorough grounding in the truth of God's word and are taught the Bible in the context of its setting, demonstrating the relevance of the authority of the Bible today. The BDiv program focuses on developing leaders for the ministry of discipleship and formation—understanding the biblical, educational, and organizational principles at the foundations of effective ministry.

8.1.2 Program Goals

Upon completion of the Bachelor of Divinity program, students will be able to:
- Understand and exemplify the holy, loving, and humble character of Christ necessary for eligibility for Christian ministry;
- Know the overall content of the Christian canon;
- Integrate literary, historical, and hermeneutical tools into a holistic study of passages of various lengths and genres in a methodologically reflective manner;
- Analyze the text in the original biblical languages;
- Assess, appropriate, and present insights from their interpretation for their contemporary contexts.
- Develop a clear understanding of the historical Christian faith and the ability to think theologically;
- Articulate biblical theology, history of the Christian faith, and logical rationale for disciple-making and church planting;
- Lay the foundation for spiritual growth and ethical living;
- Arrive at a mature sense of Christian identity and calling.

8.1.3 Courses (124 credits)

Biblical Studies (30)

BS100 Introduction to the Bible: God's Redemption Story (3)
BS210 Biblical Hermeneutics (3)
NT111 The Gospels and Acts (3)
NT211 Pauline Epistles (3)
NT311 General Epistles (3)
NT411 Revelation and Eschatology (3)
OT111 The Pentateuch (3)

OT221 OT Historical Books (3)
OT321 OT Prophetic Literature (3)
OT331 OT Wisdom Literature (3)

Biblical Languages (9)

GRK210 Greek for Reading (3)
GRK211 Greek for Exegesis (3)
HEB100 Fundamentals of Hebrew (3)

Christian Ministry (34)

CM210 Christian Ethics (3)
CM220 Dynamics of Spiritual Growth (3)
CM310 Principles Evangelism Discipleship (3)
CM320 Ministry to Children and Youth (3)
CM340 Music & Worship in the Church (3)
CM410 Congregational Education (3)
CM430 Pastoral Leadership and Church Administration (3)
CM440 Counseling (3)
CM451 Art of Preaching I (3)
CM452 Art of Preaching II (3)
CM160 Year 1 Practicum (1)
CM260 Year 2 Practicum (1)
CM360 Year 3 Practicum (1)
CM460 Year 4 Practicum (1)

Theological Studies (21)

AP311 Contemporary Religions (3)
HIS331 Church History (3)
PH210 Philosophy for Understanding Theology (3)
TH101 Basic Christian Doctrine (3)
TH321 Systematic Theology I (3)
TH322 Systematic Theology II (3)
TH411 Wesleyan Theology and Biblical Doctrine of Holiness (3)

General Education (24)

ENG111 English I (3)
ENG112 English II (3)
ENG211 English III (3)
ENG212 English IV (3)
IT102 Computer Science (3)
FR110 Academic French (3)
POL210 Haitian Society and Politics (3)
LEA410 Personal and Team Leadership (3)

Undergraduate Research (6)

RSC180 Methodology of Academic Research (3)
RSC480 Thesis/Memoire Writing I (1)
RSC481 Thesis/Memoire Writing II (1)
RSC488 Thesis Presentation (1)

8.2   Master of Arts in Theological Studies (MATS)

8.2.1   Program Description

Christianity worldwide faces many religious challenges. It also encounters many social, psychological, and political issues. This is especially true in cultures characterized by Afro-Caribbean animism, such as Haiti. Christian leaders throughout the world who successfully complete the Master of Arts in Theological Studies will be effectively equipped to navigate the contemporary challenges facing the church in the worldview collision with other cultures.

The primary goal of the MA in Theological Studies is to optimize effectiveness of leadership in ecclesial settings in Haiti and beyond through (1) critical examination of non-Christian cultural norms and ideologies and (2) bringing the redemptive and transforming gospel of Christ to Afro-Caribbean culture and worldview. Students outside the context of Haiti will gain expertise for bringing the gospel to their cultures, using this degree as an operating paradigm. Axiomatic questions guiding the MATS include:

- How does Christian theology and the gospel of Christ impact and transform the surrounding culture?

- What are the primary factors that make Christian theology and worldview a powerful tool for transformation in a Haitian cultural context?

- How does worldview shape hermeneutics?

- What does it mean to offer to one's culture a Christian theology that is thoroughly and uncompromisingly biblical and Trinitarian?

- How is Christian theology best articulated and practiced for the sake of optimally effective evangelism, disciple-making, and transformation?

8.2.2   Program Outcomes

Students who complete the Master of Arts in Theological Studies degree will be able to:

- Articulate the uniqueness of Trinitarian-grounded theology in one's cultural context.

- Analyze the philosophical and historical underpinnings of the worldview of Afro-Caribbean and similar cultures.

- Evaluate how worldview and theology relate to each other and how this relationship impacts society's engagement with the gospel of Jesus Christ.

- Understand how transformational ministry within the life of the Triune God can bring redemption to their cultural context.

8.2.3   Thesis

In order to be awarded the MATS degree and diploma, students are required to complete and successfully defend a master's research thesis on an approved topic pertinent to the degree curriculum. The 6-credit hour advisor-guided process of writing the thesis gives students the opportunity to demonstrate scholarly skill and graduate-level understanding in theological research and writing. A student who fails to successfully defend their thesis may have one (1) chance at retaking the second part of the thesis course in order to revise and improve the presentation and defense. A student who is unable to successfully defend on their second attempt will not be eligible to be awarded the master's diploma.

8.2.4   Courses (45 credits)

RSC580 Methods of Graduate Studies, Research, and Writing (3)
TH500 Worldview and Theology (3)
TH510 Introduction to Contextual Theology: Theory & Practice (3)
TH520 Roman Catholicism, Protestantism, and Animism: A History of Christianity in Haiti (3)
TH530 Philosophical Foundations of Christian Theology (3)
TH541 Christian Systematic Theology in the Cultural Context I (3)
TH542 Christian Systematic Theology in the Cultural Context II (3)
BS520 Hermeneutics in Context (3)
TH611 Christian Theology and Afro-Caribbean Worldview (3)
AP620 Contextual Apologetics (3)
TH612 Theology of Haitian Voodoo, the Cult of Loas, and Animism (3)
CM650 Contextual Preaching (3)
CM630 Evangelism, Discipleship, and Syncretism in Haiti (3)
RSC680 Graduate Thesis I (3)
RSC681 Graduate Thesis II (3)

9.0 SCHOOL OF LEADERSHIP

9.1   Master of Arts in Leadership and Administration (MALA)

9.1.1   Program Description

The Master of Arts in Leadership and Administration prepares persons for leadership roles in a wide variety of ministry settings, such as churches, Christian schools and colleges, mission organizations, and community organizations. The program emphasizes serving as leaders who exhibit the Christ-like leadership required in an increasingly complex and changing cultural context.

9.1.2   Program Outcomes

- Understanding of a biblical and theological foundation for Christian leadership.
- The ability to apply the practical skills associated with being an effective Christian leader in a ministry setting.
- A commitment to personal spiritual formation and renewal in order to be an agent of personal spiritual growth and renewal in the lives of others.

9.1.3   Capstone

In order to be awarded the Master of Arts in Leadership and Administration degree and diploma, students are required to complete and successfully present a capstone project on an approved topic pertinent to the degree curriculum. The 6-credit hour advisor-guided process serves as the culmination of the student's preparation in their graduate work in which students integrate the various aspects of their learning experiences by presenting a project to the class and leading discussions on selected topics.

A student who fails to successfully pass their capstone course may have one (1) chance at retaking the second part of the capstone in order to revise and improve their project and presentation. A student who is unable to successfully defend on their second attempt will not be eligible to be awarded the master's degree but will instead be awarded a Certificate in Certificate in Advanced Studies: Leadership and Administration.

9.1.4   Courses (36 credits)

The Master of Arts in Leadership and Administration is comprised of 36 semester hours of credit, consisting of the following courses.

RSC580 Methods in Graduate Studies, Research, and Writing (3)
LEA500 Introduction to Leadership and Administration (3)
LEA510 Biblical Paradigms for Leadership (3)
LEA511 Contemporary Theories and Practice of Organizational Leadership (3)
LEA520 Conflict Resolution and Team Building (3)
LEA530 Human Resources and Business Administration (3)
LEA610 Financial Management and Economics (3)
LEA620 Organizational Culture and Change (3)

LEA630 Decision Making and Planning (3)
LEA640 Strategic Development and Partnerships (3)
RSC684 Graduate Capstone I (3 hours)
RSC685 Graduate Capstone II (3 hours)

10.0 SCHOOL OF EDUCATION

The Emmaus School of Education seeks to equip a cadre of men and women who can lead their schools in focusing on transformational learning. For a working definition, we will think of transformational learning as "the process of renewing and maturing the image of God in a person through the development of (1) thinking competencies, (2) moral sensitivities, (3) relational practices, (4) creative expressions, and (5) wise decision making. This learning engages the cognitive, affective, and psychomotor domains of human behavior" (R. Easley, 2019).

10.1 Master of Education in Instruction and Administration (MEIA)

10.1.1 Program Description

The Master of Education in Instruction and Administration (MEIA) prepares persons to serve as teachers, teacher supervisors, and/or administrators in the public and private schools of Haiti. The program may also be appropriate for persons who serve in education-related positions, e.g., community educators and trainers in corporate or non-profit settings.

10.1.2 Program Outcomes

- Demonstrate commitment to the biblical and philosophical foundations of education.
- Understand and apply instructional concepts, strategies, activities, and resources that enhance student learning and instructional supervision.
- Understand and apply theories, principles, and practices of educational administration that promote accomplishment of administrative tasks in an educational context.
- Appreciate the need of nurturing and sustaining a school culture that is conducive to student learning and professional growth within a Christian community.

10.1.3 Capstone

In order to be awarded the Master of Education degree and diploma, students are required to complete and successfully present a capstone project on an approved topic pertinent to the degree curriculum. The 6-credit hour advisor-guided process serves as the culmination of the student's preparation in their graduate work in which students integrate the various aspects of their learning experiences by presenting a project to the class and leading discussions on selected topics.

A student who fails to successfully pass their capstone course may have one (1) chance at retaking the second part of the capstone in order to revise and improve their project and presentation. A student who is unable to successfully defend on their second attempt will not be eligible to be awarded the master's

diploma but will instead be awarded a Certificate in Advanced Studies: Educational Instruction and Administration.

10.1.4 Courses (36 credits)

The M.Ed. in Instruction and Administration is comprised of 36 semester hours of credit, consisting of the following courses.

RSC580 Methods in Graduate Studies, Research, and Writing (3)
EDU510 Understanding the Learner (3)
EDU511 Understanding the Learning Process (3)
EDU520 Curriculum Design (3)
EDU521 Lesson Design and Classroom Management (3)
EDU610 Course Planning and Design (3)
EDU621 Educational Administration and Leadership (3)
EDU622 Conflict Management, Communication, and Team Building (3)
EDU630 Supervision of Instruction (3)
EDU640 Finance for Educational Professionals (3)
RSC684 Graduate Capstone I (3 hours)
RSC685 Graduate Capstone II (3 hours)

11.0 COURSE DESCRIPTIONS

11.1 Biblical Studies (BS / OT / NT)

BS 100. Introduction to the Bible: God's Redemption Story (3).
Orients students to the single story of salvation as told in the Scriptures: The shape and history of the Christian canon and its impact on the story; The historical context(s) of the story; The geographical setting of the story; The concept of covenant as the organizing principle of the story; Key theological themes in the story (e.g. the sovereignty of God, the holiness of God, the grace of God, etc.); The key characters and events surrounding the six covenants of the story (i.e., Adamic, Noahic, Abrahamic, Mosaic, Davidic, and Messianic).

BS 210. Biblical Hermeneutics (3).
Emphasizes the proper interpretation of the Bible through a careful study of the its historicity and content presented different literatures. Students will also study and evaluate the different approaches leading to a good interpretation of the Bible in order to preserve the message of God to his people through the original authors. Pre-requisite: BS100.

BS 520. Hermeneutics in Context (3).
Explores how to describe, analyze, and evaluate the character traits of Afro-Caribbean culture and worldview to offer hermeneutic application to the culture and worldview. The aim is to strengthen and sharpen interpretive skills for one's cultural context while remaining faithful to the biblical-historic orthodoxy of the church.

NT 111. The Gospels and Acts (3).
Presents a study of the gospels that tell the story of Jesus Christ as the culmination of God's world-renewal plan as it began in the Old Testament. The course concludes with a survey of the story of believers, empowered by the Holy Spirit, as they bear witness to the good news of Jesus Christ among both Jews and Gentiles in establishing the church. In addition to this, Acts explains how Christianity is the one true religion rooted in God's promises from the beginning of time. Pre-requisite: BS100.

NT 211. Pauline Epistles (3).
Studies the Pauline epistles as they fit into the meta-narrative of the Scriptures. The course draws out the distinctive contribution of Paul to our understanding of the problem of sin and "the flesh", and to the transforming effects of Christ's death and resurrection in the church and the believer; mediating salvation through grace by faith in the power of the Spirit and creating a community who live as the people of God. Pre-requisite: NT111.

NT 311. General Epistles (3).
Examines the content and theology of the general epistles, including the letter to the Hebrews, focusing on proper exegesis and application to life and ministry today. Pre-requisite: NT111.

NT 411. Revelation and Eschatology (3).

Evaluates what the New Testament says about the End of the epic meta-narrative of scripture. In particular, it is a study of Revelation and more broadly speaking NT eschatology. Pre-requisites: NT211, NT311, OT321

OT 111. The Pentateuch (3).
Examines the content and theology of the Pentateuch in the sense that God is not only the Creator of the universe, but he remains in control; nothing can happen in the universe without his permission. The aim of course is for students to apply the history and theology of the Pentateuch perfectly in their ministries, in their lives, and in the lives of others. Pre-requisite: BS100.

OT 221. Old Testament Historical Books (3).
Orients students to the role of the Old Testament Historical Books (i.e., Joshua, Judges, Ruth Samuel, Kings, Chronicles, Ezra, Nehemiah, and Esther) as Christian scripture within the larger metanarrative of scripture. Special emphasis is lent to the Davidic covenant and its role within the metanarrative of scripture as well as the historical setting, literary shape, and theological depth of the OT Historical Books. Pre-requisite: OT111.

OT 321. Old Testament Prophetic Literature (3).
Orients students to the role of the OT Prophetic Literature as Christian scripture within the larger meta-narrative of Scripture and the salvation story. The course covers the nature of OT prophecy, the prophetic office, and an overview of the literary shape, theological themes, and historical contexts of the major and minor prophets. Pre-requisite: OT221.

OT 331. Old Testament Wisdom Literature (3).
Provides an overview of the Old Testament books of Job, Psalms, Proverbs, Ecclesiastes, and the Song of Songs. In Psalms and Proverbs, the focus will be on methods of interpretation. In the other books the focus will be on the major themes of the books and their application for today. Pre-requisite: OT221.

11.2 Theological Studies

AP 311. Contemporary Religions (3).
Investigates the origin, development, and essential tenets of various religions challenging the church today and offers biblical answers to these challenges. Pre-requisite: OT111, PH210.

AP 620. Contextual Apologetics (3).
Offers a defense of Christian doctrines through systematic argumentation and discussion.

HIS 331. Church History (3).
Surveys the history of the church in its many branches from the Apostles to the Pre-Reformation. Special emphasis will be given to standard theological themes, studied in their historical context, with people, places, and events, as well as to the spread of the church into all lands. Prerequisite: TH101

PH 210. Philosophy for Understanding Theology (3).
Equips the student to understand that philosophy and reason are not in opposition to theology and faith, but rather how philosophy can be the ground for solid theology and give greater rational validation for one's faith. Prerequisite: TH101.

TH 101. Basic Christian Doctrine.
Introduces students to the essential doctrines of the Christian Faith. The course strongly emphasizes the doctrine of the Trinity, which serves as the foundation upon which all subsequent Christian doctrines stand. Students are introduced to the Nicene-Constantinopolitan and Chalcedonian creeds—their importance, the basic contexts in which these creeds were developed, and some of the important early church theologians in the era of these creeds. Pre-requisite: BS100.

TH 321. Systematic Theology I: God, Sin, and Humanity.
Introduces students to the Trinitarian-based methodology of theology. Includes in-depth study of Patrology, Christology, and Pneumatology. The course also covers the doctrines of humanity and sin. Trinitarian and biblical foundations, and relevant historical developments, are given consideration in the explanation of each doctrine. Prerequisite: PH210.

TH 322. Systematic Theology II: Christ, Salvation, the Holy Spirit, the Church, the End (3).
Explores key doctrines pertaining to salvation, such as anthropology, the Fall, redemption and new birth, justification and sanctification, and the resurrection. Probes theological aspects relating to the doctrine of the Church as the body of Christ and the temple in which God the Holy Spirit dwells, such as believers in relation to the Triune God through and in communion with the Holy Spirit, believers in relation to each other, and what this entails in the life of believers. Emphasizes the Triune God as the starting point and foundation upon which these doctrines stand and how these doctrines fall within the life of the Trinity. Prerequisite: TH321.

TH 411. Wesleyan Theology and the Biblical Doctrine of Holiness (3).
Explores a biblical understanding of holiness and digs deeper into Wesley's understanding of the biblical doctrine of holiness and "Scriptural Christianity". Particular attention is lent to holiness (as opposed to merely forgiveness) as the being at the crux of the message and story of salvation as articulated in the Scriptures. Prerequisite: TH322,

TH 500. Worldview and Theology (3).
Explores the relationship between worldview and theology.

TH 510. Introduction to Contextual Theology: Theory and Practice (3).
Orients students to the enterprise of doing Christian theology in order to redeem aspects of culture, including the secular sciences (anthropology, sociology, psychology).

TH 520. Roman Catholicism, Protestantism, and Animism (3).
Surveys the history and practice of Christianity in Haiti with emphasis on the reason and shape of syncretism.

TH 530. Philosophical Foundations of Christian Theology (3).
Explores other philosophical elements that are important for understanding Christian
theology; compares philosophical foundations for theology in the Eastern and Western traditions of
the ancient and medieval church; examines what Western and Eastern traditions can learn from
each other; and how West and East can be reconciled for encountering non-Christian cultures and
worldviews throughout the world with the goal of a robust articulation of the uniqueness of
Christian theism.

TH 541. Christian Systematic Theology in the Cultural Context I (3).
Examines how to bring the doctrines of the Triune God and humanity to one's cultural context. The
study of doctrine of the Triune God includes the existence of God as Trinity, the knowability and
character of the Triune God, creation, providence, miracles, prayer, angels and demons. The study
of the doctrine of humanity includes the creation, humanity as male and female, the essential
nature of humanity, and sin.

TH 542. Christian Systematic Theology in the Cultural Context II (3).
Examines the doctrines of Christ, the Holy Spirit, redemption, the church, and the future, all in
inextricable relation to the Triune God, and articulating them in engagement with the surrounding
culture.

TH 611. Christian Theology and the Afro-Caribbean Worldview (3).
Examines and critiques the philosophical foundations for Afro-Caribbean worldview as it relates to
theology, and the nature of its interfacing with the philosophical foundations of orthodox Christian
theology.

TH 612. Theology of Haitian Voodoo, the Cult of Loas, and Animism (3).
Analyzes Haitian voodoo as a worldview and religion from the unique truth of Christian theism,
emphasizing the contrast between voodoo ethics and Christian ethics and their impacts on the
shape of society.

11.3 Languages

GRK 210. Greek for Reading (3).
Focuses on mastering the basic grammatical principles of New Testament Greek and building a
working vocabulary of New Testament words. Provides students with the foundational tools
necessary for future mastery of the New Testament Greek text, necessary for both a deeper
understanding of the New Testament and consequently the Triune God and His ways, and biblically
faithful preaching and teaching.

GRK 211. Greek for Exegesis (3).
Focuses on reading portions of the Greek New Testament and on learning mastering Greek syntax
in order to (1) accurately exegete and interpret the New Testament, and (2) teach and preach in a
way that is faithful to the Triune God's Word. Prérequis : GRK110, TH101.

HEB 100. Fundamentals of Hebrew (3).
Provides a basic introduction to Biblical Hebrew: the Hebrew alphabet, the basic grammar of name morphology and the basic principles of the Hebrew word system.

11.4 Christian Ministry (CM / PM)

CM 210. Christian Ethics (3).
Introduces students to the study and practice of ethics and Christian social action with an emphasis on the biblical foundation and the contribution of theology to ethics. Prerequisite: BS100.

CM 220. Dynamics of Spiritual Growth (3).
Examines the dynamics of Christian growth and maturity, with special emphasis on the Spirit-filled life and its role in the student's own spiritual growth, and the facilitation of the growth of others. Also considers concepts of discipleship and spiritual formation in light of human developmental patterns.

CM 310. Principles of Evangelism and Discipleship (3).
Examines the main evangelistic methods of evangelical churches in recent decades and focuses on the best evangelistic methods taught in today's churches. It also addresses the current lack of intentional and systematic disciples in Haitian churches, with particular emphasis on the discipling of the new believer. Prerequisite: CM220.

CM 320. Ministry to Children and Youth (3).
Examines the needs, strategies, and resources needed for effective ministry to children and youth. Includes an investigation of childhood and adolescent needs, spiritual formation, and how young people develop maturity and can grow in their faith. The course also examines the effective administration of children and youth divisions in the church. Prerequisite: CM310.

CM 340. Music and Worship in the Church (3).
Provides a theological and musical foundation for the meaningful and practical use of music in the church.

CM 410. Congregational Education (3).
Examines principles and practices for the church's ministry of education and disciple-making will be considered, with concern for integration of Biblical/theological perspectives with the findings of educational and developmental research. Prerequisites: CM220, CM310.

CM 430. Pastoral Leadership and Church Administration (3).
Examines the theology and practice of pastoral leadership as well as essential church administrative process, including goal setting, organization, delegation, human relations, supervision, and leadership training. Though administration principles are universal, the course focuses on Christian organizations, particularly the local church. Prerequisite: LEA410.

CM 440. Christian Counseling (3).
Introduces key elements of the counseling process including data gathering, questioning, homework, giving hope, methods of change, and the role of the Holy Spirit in counseling. Other

topics include the sufficiency of Scripture, self-esteem, and counseling failure. Prerequisite: CM220, CM310.

CM 451. Art of Preaching I (3).
Explores the theory of homiletics and the preparation of a sermon.

CM 452. Art of Preaching II (3).
Emphasizes the practice of the science of preaching and homiletics. Students will be constructively evaluated by colleagues and the professor in order to improve the practice of preparing and proclaiming sermons. Prerequisite: CM451

CM 630. Evangelism, Discipleship, and Syncretism (3).
Analyzes the cultural context of animism, voodoo, and syncretism as underpinnings
of a worldview, and offers the best practices of evangelism and discipleship in the midst of such a worldview.

CM 650. Contextual Preaching (3).
Investigates ways in which the unchanging gospel can be preached in varying cultural contexts with specific attention to the fact that culture shapes the way by which the gospel is presented, but that the gospel itself is unchanging due to the unchanging Triune God.

PM 502. Developing Christian Community (3).
Focuses on what believers have in common in Christ, assessing spiritual gifts and skills to optimize their use in the local church context, developing teams for ministry within the church and in the community, and learning to manage conflict between individuals and within the local church.

PM 601. Biblical Paradigms for Ministry (3).
Investigates paradigms for pastoral ministry that are based on and anchored in God's Word. Challenges students to develop a biblical worldview and methodology for ministry by utilizing principles ascertained from the Old Testament canonical books of Ruth, Ecclesiastes, Song of Songs, Lamentations, and Esther.

11.5 Leadership (LEA)

LEA 410. Personal and Team Leadership (3).
Explores principles of leadership focused on self-leadership and the dynamics of small groups and teams. Includes tools to help students better understand their personality profiles, relational strengths and tendencies, and how a healthy team functions.

LEA 500. Introduction to Leadership and Administration (3).
Engages the student in self-assessment calling, student's commitment to the learning process, what is their support system, who are they being mentored by, what is their context. Basic definitions, personal characteristics of a leader, history of studies of leadership and admin, L & A as spiritual gifts. Differences between leadership, administration, and management.

LEA 501. Holiness & Humility in the Life of the Leader (3).
Orients students to holiness and humility as the essential core elements of the character of Christ that are intended to be shared by the ecclesial leader.

LEA 510. Biblical Paradigms for Leadership (3).
Examines core concepts of "organization" as a basic social unit, leading teams, exemplary Christian leadership, and emotional intelligence as they are shaped by a model of redemptive leadership rooted in a trinitarian theology of creation and the kingdom of God.

LEA 511. Contemporary Theories and Practice of Organizational Leadership and Research (3),
Surveys the field of organizational leadership, including a survey of influential scholarly works, names, and theories along with a critical examination of contemporary trends in light of biblical paradigms.

LEA 520. Conflict Resolution and Team Building (3).
Focuses on the people who have shared vision and commitment within an organization, assessing their personal talents and skills to optimize their use within the organizational context, developing teams for effective functioning, and learning to manage conflict between individuals and within the organization.

LEA 530. Human Resources and Business Administration (3).
Surveys topics of human resource management relevant to Haitian and Caribbean culture. Topics addressed include recruitment and hiring, training, compensation and benefits, performance appraisal, personnel record-keeping, legal issues, and employee relations.

LEA 610. Financial Management and Economics (3).
Explores the foundational knowledge and essential skills for financial leadership to an organization, including an understanding of principles of economics related to organizational leadership. The course neither requires accounting skills as a prerequisite for enrollment nor will it build accounting competencies. However, it will enable a clearer understanding of financial matters when working with financial officers, budgets, and finance.

LEA 620. Organizational Culture and Change (3).
Examines the meaning of organizational culture, a variety of change management strategies, and, using the Redemptive Leadership Model as a lens, presents the 5 core components of leading organizations to have change-ready cultures able to flourish in a changing, complex world.

LEA 630. Decision Making and Planning (3).
Examines concepts and principles for effective planning, informed decision making, evaluation and assessment, and goal setting. The role of institutional and programmatic evaluation and assessment in decision making and planning is made clear.

LEA 640. Strategic Development and Partnerships (3).
Explores issues in leading an organization based on priorities and mission and establishing partnerships with other organizations.

11.6 Education (EDU)

EDU 510. Understanding the Learner (3).
Explores the learner as a person created in the image of God and consequently has unique competencies for learning. The study includes a review of development stages of the human life span and the implications for learning that each stage presents. It builds around a definition of learning as "the process of renewing and maturing the image of God in a person through the development of (1) thinking competencies, (2) moral sensitivities, (3) relational practices, (4) creative expressions, and (5) wise decision making."

EDU 511. Understanding the Learning Process (3).
Explores how the classroom teacher, department heads, and school administrators facilitate learning so that all students are engaged in learning. Students focus on the principles of teaching and learning as applied to various contexts within education. The student will have opportunity to observe and apply these principles of effective teaching through individual and group projects.

EDU 520. Curriculum Design (3).
Introduces the principles of curriculum design and evaluation with a focus on meeting the standards outlined by the Haitian government. There will be a heavy emphasis on both concept-based and differentiated curriculum design. One of the goals of the course for students to be able to design curriculum to maximize students' potential for becoming a contributing member of Haitian society.

EDU 521. Lesson Design and Classroom Management (3).
Applies the concepts gained in the Curriculum Design course to the elementary classroom. Students will develop skills in designing lesson plans filled with prior learning assessment, unit goal introduction, learning activities for introducing new materials, and appropriate assessment and feedback. Students will gain insight into tested practices for effective management of the elementary classroom. The skills and insights acquired will enable the designing of instructional strategies for the successful implementation of an elementary school's curriculum.

EDU 610. Course Planning and Design (3).
Builds on the principles of curriculum and instructional design and focuses on designing individual courses for adolescents and adults. Students will learn how to write a course syllabus that contains clear course goals, list of learning resources and activities, methods of assessment, and schedule of learning. The skills and insights acquired will equip students for effective teaching in the secondary and post-secondary school setting.

EDU 621. Educational Leadership and Administration (3).
Examines historical and contemporary theories and concepts of leadership as applied to educational administration in both public and private school situations with an overall goal of improving the facilitation of learning. The course focuses on the differences between leadership and administration and the importance of context (situation) for determining which skill, competency, and style a leader should use. The course will include a variety of leadership assessment.

EDU 622. Conflict Management, Communication, and Team Building (3).
Focuses on managing and resolving conflict between and among individuals in an educational context. This course provides each student with a conflict management style assessment. The remainder of this course focuses on teams and communication. The teams portion includes developing and leading teams and understanding the stages of development that teams go through. The communication portion focuses on the importance of both verbal and nonverbal communication in the various settings in which an educator communicates.

EDU 630. Supervision of Instruction (3).
Focuses on the philosophical foundations, principles, and practices of the supervision of instruction. This includes building instructional teams and developing a collaborative approach to the improvement of instruction for an enhanced facilitation of learning.

EDU 640. Finance for Educational Professionals (3).
Provides an overview of financial accountability for educators and administrators. It includes a review of basic financial systems used for daily operations, reporting, and strategic planning.

11.7 General Education

ENG 111. English I (3).
Introduces beginning principles and components of conversational English.

ENG 112. English II (3).
Focuses on the fundamentals of English grammar pertaining to conversation, asking questions, and the present tense.

ENG 211. English III (3).
Continues develop basic communication skills with further listening and speaking development. The formal skills of writing, reading, vocabulary, and grammar will progress and develop along the lines of everyday situations, interesting contexts, and using a variety of materials.

ENG 212. English IV (3).
Builds skills in conversational English grammar and vocabulary, mastery of tenses, and the ability to write, read, and speak intermediate English.

FR 110. Academic French (3).
Introduces and builds skills in French-language writing techniques for academics, professional correspondence, sermons, and speaking comprehension.

IT 102. Computer Science (3).
Surveys computer science including the basics of computer components and basic software. Special emphasis is lent to the use of Microsoft Word in the preparation of academic papers and navigation of Emmaus University virtual environments including Populi and the university network.

POL 210. Haitian Society and Politics (3).
Explores topics of Civil Law (e.g., private rights of citizens, property law, family law) and Human Rights (e.g. right to life and liberty for all (freedom of speech, freedom of opinion and expression, equality, the right to work in just and favorable conditions, social protection, adequate standard of living as related to the Haitian context.

11.8 Practicums / Internships

CM 160. Year 1 Practicum (1).
Practicum or ministry discipleship practice for year 1.

CM 260. Year 2 Practicum (1).
Practicum or ministry discipleship practice for year 2.

CM 360. Year 3 Practicum (1).
Practicum or ministry discipleship practice for year 3.

CM 460. Year 4 Practicum (1).
Practicum or ministry discipleship practice for year 4.

11.9 Research (RE / RSC)

RSC 180. Methodology of Academic Research (3).
Introduces the student to the world of research science with an emphasis and special application on the different steps, methods, and styles of writing required to properly organize, write, and format a research project in theological science.

RSC 480. Thesis/Memoire Writing I (1).
Undergraduate thesis writing for meeting memoire requirements in order for degree to be recognized as a License. 1st semester requires completed outline and chapters 1-2.

RSC 481. Thesis/Memoire Writing II (1).
Second semester is designed to guide student to the completion of the thesis in preparation for defense. At minimum, passing part 2 requires completed, approved first draft in order.

RSC 482. Thesis Continuation (0).
Zero-credit continuation for thesis writing if the student passed RSC481 but did not complete the thesis. Requires a minimum of 30 hours of logged and verified work in order to receive a Pass.

RSC 483. Thesis Continuation (0).
Zero-credit continuation for thesis writing if the student passed RSC481 but did not complete the thesis yet. Student MUST complete the thesis by the end of this semester and be ready to present and defend the thesis in order to receive a Pass.

RSC 488. Thesis Presentation (1).
Final preparation, presentation, and oral defense of thesis before faculty panel / thesis committee. Pass/fail grade reflects outcome of student's defense of their completed thesis.

RSC 580. Methods of Graduate Studies, Research, and Writing (3).
Prepares students for success in graduate studies by introducing the expectations and responsibilities for graduate work, training in Populi, participating in graduate-level thinking and dialogue, complete graduate student readiness inventory, technology requirements and training, how to submit work, how/where to print work, use of writing styles and basic writing skills, basic research methods; introduces Capstone or Thesis frameworks. Students are required to pass this course in order to continue in the program.

RSC 680. Graduate Thesis I (3).
Part 1 focuses on thesis requirements, receiving topic approval, writing literature review, and thesis outline.

RSC 681. Graduate Thesis II (3).
Part 2 guides the student to completion of and preparation for thesis defense.

RSC 684. Graduate Capstone I (3).
Part 1 focuses on capstone project structure and requirements, receiving topic approval, writing literature review, conducting preliminary research, and drafting the project outline.

RSC 685. Graduate Capstone II (3).
Part 2 guides the student to completion of and preparation for presenting their capstone project.

12.0 Appendix A: Emmaus Student Discipline and Grievance Policies and Procedures

12.1 INTRODUCTION

Emmaus University is a Christian institution of higher learning which requires mutual respect among its community members, and a high standard of ethics. Furthermore, as students in the program are preparing for full-time ministry, behavior and attitude is of central concern. For this reason, Emmaus monitors student discipline for the sake of reaching the institution's statement mission to develop Christ-like leaders. Furthermore, the endeavor of higher learning as an act of worship can only be successful in an environment that facilitates peacefulness, harmony, and unity. Emmaus's student discipline policies and procedures ensure to create and sustain such an environment for the sake of reaching its stated mission.

The purpose of the policies and procedures is to regulate student behavior to secure the proper working of the University in the broadest sense. In support of this goal, students are expected to conduct themselves at all times in a manner which:

- Demonstrates Christian love and respect for staff, fellow students, and University property;

- Enhances the reputation of the University;

- Is sensitive to a culturally diverse environment;

- Demonstrates active engagement in the learning process, a commitment to University-level study, and determination to succeed

The procedures mean that:

7. Students can be assured that any instances involving alleged misconduct will be investigated and considered under robust, consistent, and transparent procedures and decisions making processes;

8. Academic and professional services staff of the University can be assured that procedures are in place to deal with instances when students who do not abide in the University's ordinances, regulations, policies, procedures, rules and expectations, and that appropriate action will be taken where required.

The University embraces a positive attitude towards the promotion of equality and diversity. The disciplinary policies and procedures apply equally to all students irrespective of color, age, disability, ethnic origin, marital status, civil partnership, nationality, and race.

12.2 MISCONDUCT

12.2.1 Definitions of Misconduct

Misconduct means improper interference with the proper functioning of activities or property of the University or any member of the University community, or individuals visiting the University, or any other action which otherwise damages the University in any way. Any behavior that contravenes the University's statement of ethics, ordinances, policies, rules and regulations, or is dangerous, or against the applicable law is considered misconduct. Acts of misconduct can occur in person, by telephone, and by electronic means including internet sites and social media sites. A case of misconduct will be referred to as an offense. In addition, misconduct includes:

1. Disruption or, or improper interference with, the academic administrative, social, or other activities of the University, whether on the University campus or elsewhere.

2. Obstruction of, or improper interference with, the functions, duties, or activities of any student, member of staff or other employee of the University or any authorized visitor of the University. Violent, indecent, disorderly, threatening or offensive behavior or language while engaged in any University work, study, or activity.

3. Acts of dishonesty including fraud, deceit and deception in relation to the University or its staff or in connection with holding any office in the University.

4. Action likely to cause injury, impair safety or raise false alarm on University property.

5. Harassment of any student, member of staff, or any authorized visitor to the University.

6. Use of offensive or improper language or to behave in an offensive or improper way or display unwanted conduct which, on the grounds of color, race, age, disability, ethnic origin, gender, marital status, or nationality, has the effect of violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for students or employees of the University or visitors of the University.

7. Damage to or defacement of, University property or the property of other members of the University community caused intentionally or recklessly, and misappropriation of such property.

8. Misuse or unauthorized use of University premises or items of property.

9. These definitions of misconduct are demonstrative only and do not prevent the appropriate member of staff or the appropriate body of the University from considering and adjudicating upon the conduct or action of any student which is suspect of misconduct.

12.2.2 Disciplinary Action

Disciplinary Action for Minor Offenses and Repeat Offenses

Disciplinary action is dependent upon two elements: (1) the student's history of misconduct (whether or not they are a repeat offender), and (2) the severity of the offense. The penalty for minor offenses is a verbal warning. A repeat minor offense merits a written disciplinary report that goes into the students file. A penalty of Spiritual Life probation is the result of a minor offense that occurs subsequent to a repeat offense.

Major Offense

Major offenses (validated through an investigation) result in expulsion.

12.3 STUDENT GRIEVANCE PROCEDURES

In pursuit of academic goals and achievements, students should be free of unfair and improper treatment and action by any member of the Emmaus community. A grievance may be initiated by a student when the student believes that he/she has been the victim of unjust action or denied rights as a student as detailed in the Emmaus Student Catalogue. Such action may be instituted by a student against a faculty, staff, member of the administration, or fellow student. When a student believes they have been a

victim of injustice, they may seek redress through following Emmaus Student Grievance Policies and Procedures. In cases of student discrimination complaints, these policies shall be adjusted as appropriate.

Students may claim grievance for the following:

1. When the determination of the student's grade in a course has been affected by mistake, fraud, bad faith, or incompetency.
2. When a student is threatened, intimidated, or harassed.
3. When a student suffers from an act of physical aggression.
4. When a student is imposed with sanctions without proper regard for academic due process has occurred as specified in Emmaus student discipline policies and procedures.

12.3.1 Procedure for Filing Grievances

Preliminary Action

1. The student who believes they are a victim of an injustice shall first attempt to resolve the grievance by consultation with the following persons in sequence:
   a. Accused party
   b. Immediate supervisor of the accused party. Those are:
      i. Faculty: Vice-President for Academic Affairs / Provost
      ii. Staff: Department Head
      iii. Administrator: President
      iv. President: Emmaus Board Chairman
2. If the student still believers that the grievance has not been resolved, they can submit a signed statement specifying the time, place, and nature of the grievance to the Provost.
3. The written request for grievance must be filed with the Executive Vice-President's office within sixty days of the time of the event or the victim first learned of the event. A grievance is not heard if more than sixty days has elapsed.
4. The Provost, Executive Vice-President, or President will determine based of the request for grievance whether sufficient grounds for a hearing exists. In the event that that the President is accused, the Emmaus Board Chairman will commission a committee consisting of board members to investigate the claim and determine the need for a hearing.
5. Within ten (working) days of receiving the request, the Executive Vice-President shall notify the student through consultation and/or in writing of the findings with the specific reasons for the decision. If the recommendation by the Provost is to initiate a formal hearing, within ten (working) days of receiving the decision the student must notify the Provost that they are, in fact, requesting a formal hearing.
6. If the student does, in fact, wish to have a hearing at the recommendation of the Executive Vice-President, the student must state so in writing and submit the acceptance of having a hearing to the Executive Vice-President within ten (working) days of receiving the Provost's recommendation.
7. Within ten (working) days of receiving the student's written consent to having a hearing, the Executive Vice-President is to initiate the process of establishing a formal hearing date.

12.3.2 Grievance Hearing Procedures

The Grievance Hearing Committee

The Grievance Hearing Committee is made up of a panel comprised of the following members:

- Two (2) two students and one (1) alternate who shall be appointed by the Student Body President. Appointed students must be enrolled in nine or more credit hours and a have a minimal cumulative GPA of 2.0.
- Two (2) core faculty members who shall be appointed by the Executive Vice-President or Provost.
- Two (2) Emmaus management personnel (must be full-time) who shall be appointed by the Executive Vice-President or Provost.

The hearing shall be convened by the Provost who shall introduce committee members. At such time, the accused and the alleged victim can exercise their rights to challenge the members of the committee as follows:

Any committee member may be challenged for cause. Grounds for cause shall be limited to any personal involvement in the situation giving rise to the grievance, any statement made on the matters at issue, or any other act of statement indicating that the person could not act in a neutral manner. The validity of the challenges shall be determined by the Vice-President for Academic Affairs / Provost. The appropriate replacements shall be appointed from the appropriate group by the Provost. Any and all challenges must be made prior to evidence being heard.

Upon the completion of challenges to committee members, the committee shall meet alone to select a chairperson. If the members cannot reach a mutual agreement on a chairperson, the Provost shall designate a member of the committee to serve as chairperson.

The Hearing

- *Opening*: The chairperson shall call the hearing to order, introduce the participants, and announce the purpose of the hearing. The chairperson shall distribute copies of the grievance
- *Plea*: The accused shall admit or deny the charge (i.e., plea). If the accused admits each charge and wishes to present no evidence of mitigating circumstances or other defense, the committee shall retire to make its decision. If the accused denies any or all of the charges or wishes to present evidence of mitigating circumstances, the hearing shall proceed.
- *Arguments*: First, the alleged victim and then the accused shall be afforded an opportunity to make or waive an opening statement. The accused may reserve his or her opening statement until after the alleged victim has presented their evidence. After the opening statements, the alleged victim and then the accused shall have the opportunity to present witnesses and other relevant evidence.
- *Evidence*: The alleged victim has the burden of proving their accusation. They may present evidence in support of their position and then the accused my present evidence to refute such evidence.

Evidence

- Oral evidence shall be taken only on oath or affirmation.

- Each party shall have these rights: to call and examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues even though the matter was not covered in the direct examination, to impeach any witness regardless of which party first called them to testify and rebut the evidence against him or her. If the accused does not testify in his or her own behalf, they may be called and examined as if under cross-examination.

- The hearing need not be conducted according to the technical rules related to evidence and witnesses, except as hereinafter provided. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to relying in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil actions. Heresay evidence may be used to supplement or explain the evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in a civil action, or if it is a signed and dated written declaration of a witness who is shown to be unavailable. Irrelevant and unduly repetitious evidence shall be excluded.

Closed Hearings

Hearings shall be closed to the general public and confidential and all witnesses shall be excluded before and after testifying unless the accused, the alleged victim, and the committee agree to the contrary, except neither the alleged victim nor the accused if any, shall be excluded. Both the accused and the alleged victim shall be entitled to call witnesses and question witnesses presented by the other. Any member of the committee may ask questions at any time upon recognition by the chairperson. Either side may recall a witness, who again may be questioned by both parties and the committee.

Absence of the Alleged Victim or the Accused

If the alleged victim or the accused do not appear and no satisfactory explanation for the absence is made at the earliest opportunity, or if the alleged victim or the accused leave the hearing before its conclusion, the hearing shall proceed without the absent party, and the committee shall reach a decision based on evidence presented.

Conclusions

First, the alleged victim and then the accused shall be afforded the opportunity to make or waive a closing argument. The committee shall retire to deliberate with all the members of the committee present. The committee shall reach its decision based only upon the record of the hearing and shall not consider matters outside of that record. Within five (5) working days of the hearing, the chairperson shall deliver to the Provost, the alleged victim, and the accused, their written decision arrived at by a simple majority of the committee. The decision of the committee is binding on all parties.

13.0 Appendix B: IT Acceptable Usage Policy

13.1 GUIDING PRINCIPLES

In making information technology resources available to all members of the University community, Emmaus University affirms its commitment to a free and open educational environment, conducive to learning and governed by legal and ethical principles set forth in the Community Principles and Practices.

Emmaus University values the free flow of information. The University respects individual privacy, civility, and intellectual property rights. Because an electronic environment is easily disrupted, and electronic information is readily copied, users of the University's resources are honor-bound to promote and protect these institutional values.

Under normal circumstances, University officials will not examine personal information transmitted over the network or stored on University-owned computers. However, the University reserves the right, to monitor system resources, including activity and accounts when:

- Necessary to protect the integrity, security, or functionality of computing resources

- An account or system is engaged in unusual or excessive activity

- It has good cause to believe that the Community Principles and Practices, rules outlined in this document, or laws are being violated.

Additionally, the normal operation and maintenance of the University's computing resources requires the backup of data, the logging of activity, the monitoring of general usage patterns, and other such activities as may be necessary in order to provide desired services.

13.2 USER RESPONSIBILITIES

Access to computing resources and network capacity is a privilege which is given to all University faculty, staff and students. (Access may be granted to other individuals affiliated with the University or University personnel, as situations warrant and with approval from the Chief Information Officer CIO.) Certain responsibilities are associated with that privilege. These include those responsibilities listed below. Since no list can cover all circumstances, the spirit of this policy must be respected, namely: any action that hinders legitimate computer usage or invades the privacy of another person or institution is unacceptable.

13.2.1 Use of ITS Managed Labs

1. All ITS managed labs, including those located in remote sites, are for the use of EU students, faculty, and staff or others granted access by the CIO.

2. Users must not abuse equipment and are asked to report any mistreatment or vandalism of computing or network facilities to ITS staff.

3. Food is not permitted. Any beverages must have a closable lid and be kept closed unless you are taking a drink in all ITS managed computer labs, because of the potential harm to equipment.

4. Users should relinquish the computer they are using if they are doing nonessential work when others are waiting for a computer to perform course-related activities. Equipment should not be monopolized. Users should not use more than one computer at a time and should plan work so

that the computer session is no longer than necessary. Recreational game playing is not considered to be essential work.

5. Users may not install software, alter system files, or disconnect any cables on computers or other equipment. If you encounter a problem with any of the public computing equipment, please report it to the IT staff immediately.

6. Viewing and printing sexually or violently explicit material may create a hostile environment for other lab users and is in violation of the Ethical Standards of the University. In the spirit of Emmaus's Community Principles and Practices, users are expected to be considerate of others who are sharing the computing and printing facilities. If this interferes with Emmaus's course-related research, please consult with a staff member.

7. Users are expected to respect other users and the staff of Information Technology Services. Verbal or physical abuse of others, student or staff, will not be tolerated.

8. Users must respect all notices (such as those concerning hours of operation, printing, etc.) posted in ITS managed facilities.

9. Users are expected to be prudent in their use of computer paper. The public printers are provided to assist students in their academic pursuit and nonacademic related printouts are not authorized unless properly approved and paid for.

13.2.2 Ethical Usage

1. Users should not use information technology resources, including personally-owned computers connected to the EU network, for non-University, unsanctioned, commercial activity.

2. Users should make no attempt to alter copyrighted software other than their own, or to duplicate copyrighted software intended only for execution except as allowed by fair use rights.

3. Users should not interfere with, interrupt, or obstruct the ability of others to use the network or other ITS resources.

4. Users should not provide, assist in, or gain unauthorized access to University computing or network resources.

5. Users should not attempt to circumvent or defeat computer or network security measures.

6. Systems left unattended and unlocked should not be used. The screen should be locked for the user who left system unattended and another asset should be used. If no other systems are available, the user should be logged out and signed in with users own account.

13.2.3 Account Usage

1. Account holders should use only their own personal accounts unless given permission by an authorized member of the faculty, administration, or professional staff to use one that is designated for a specific purpose or job. Account holders may not allow others to use their personal accounts. The person holding an account is responsible for its use, and all activity originating from that account, at all times.

2. Account holders should protect their passwords and keep them confidential. Passwords should be changed frequently. Any problem resulting from irresponsible use of a password (e.g., a password that can be easily guessed or oral or written dissemination of a password) may be treated as

grounds for action against the account holder. Any attempt to determine the passwords of other users is strictly prohibited.

3. Account holders should not abuse any electronic mail, social media, blog, or communications system, either local or remote, by sending rude, obscene, or harassing messages (including chain letters) or by using these systems for nonessential purposes during the times when the computers are in heavy demand. Account holders should identify themselves clearly and accurately in all electronic communications, i.e., no anonymous postings. Unofficial mass e-mailings (i.e., spam) are prohibited.

4. Account holders should use only their own files, those that have been designated as public, or those that have been made available to them with the knowledge and consent of the owner.

5. Each user has cloud storage space available that is accessible through a variety of means. This storage space is backed up and can be a safe, secure, and easy to access space for storing personal files. Local systems are not backed up. Users should store their data in the cloud or on their own USB devices. Users should not store any documents on the lab systems. If users fill up their provided cloud storage space, they will need to provide their own storage for additional space requirements.

6. Users must logout of shared use systems after use to make resources available for others. Screen should be locked when leaving unattended for quick break. If break requires leaving system for more than 15 minutes the user needs to logout.

7. Users are solely responsible for saving and backing up their work. It is recommended to frequently save work to protect data loss due to system failures, power outages, etc. Lack of resources prevent trying to recover any user data.

13.3 UNIVERSITY-OWNED HOUSING NETWORK

The following are responsibilities that are particularly applicable to Emmaus students who have personally owned computers connected to the University network from a residence hall or University owned house but may be pertinent to other users as well.

1. Only computers that have been registered through DHCP (Dynamic Host Configuration Protocol) may be connected to the University network, unless otherwise authorized and established by ITS. Users must not attempt to circumvent this process.

2. The person registered in DHCP as the owner of that registered computer system is responsible for that computer's use, and all activity originating from that computer, at all times.

3. Users are responsible to ensure that all devices they are connecting to the Emmaus University network meet the following criteria (Policy enforcement system software may be used to ensure compliance):

    a. They must be kept up to date with the most recent security patches available for the operating system being used.

    b. They must have an up-to-date spy-ware/ad-ware removal tool installed, if available for your operating system, and be scanned on a regular basis.

4. Excessive or improper use of network resources that inhibits or interferes with use by others is prohibited and will be cause for action by ITS, which may include restricting, limiting, or disabling network access.

5. Users are not allowed to run any servers on the network. Any systems that provide services will be managed by the Emmaus IT department.

6. Users are only authorized to use the Wireless network for personal systems. Emmaus will only be attached to the wired network by Emmaus IT staff. No users are authorized to plug anything into any network switches or network outlets.

13.4 SECURITY

1. The University uses various measures to ensure the security of its computing resources. Users should be aware that the University cannot guarantee such security and should apply appropriate safeguards for their accounts, such as guarding their passwords and changing passwords regularly (required for e-mail accounts) and logging out of computers when done.

2. The default protection setting on ITS servers is that all files, saved by a user in their home directory, belong exclusively to the user. Unless the user changes the protection level, no file may be read, executed, or modified by other users without the user's approval. The only exception to this understanding is that a designated member of the ITS staff may examine accounts or files of a user as directed by Senior Administration of the University.

3. Personal files stored in group directories, public directories, and web folders are public files that can be viewed copied or deleted by other users who may have access to those directories.

13.5 ENFORCEMENT

Disciplinary action for violations of this Policy will be determined under the guidelines set forth in the Community Principles and Practices and/or the appropriate employee Handbooks, and may include the following:

- Loss of computing privileges.

- Disconnection from the network.

- Emmaus University Judicial Council action.

- Prosecution under applicable civil or criminal laws.