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Student Handbook



2017 - 2018

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***REQUIRED:**

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

From the President

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

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

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

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

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

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

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

FROM THE PRESIDENT

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

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

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

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

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

In His service for a quality, spiritual education,



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

Statement of Faith

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

▼ ONE TRUE GOD

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

▼ SCRIPTURES INSPIRED

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

▼ THE LORD JESUS CHRIST

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

▼ ORIGINAL SIN & THE FALL OF MAN

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

▼ SALVATION OF MAN

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

STATEMENT OF FAITH

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

▼ THE CHURCH & ITS MISSION

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

▼ BAPTISM IN WATER

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

▼ HOLY COMMUNION

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

▼ BAPTISM OF THE HOLY SPIRIT

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

STATEMENT OF FAITH

▼ EVER-INCREASING FAITH

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

▼ DIVINE HEALING

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

▼ THE SECOND ADVENT OF CHRIST & THE FINAL JUDGMENT

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

Diplomas & Degrees

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

▼ **AUDIT CERTIFICATE**

Our Audit Program is for those individuals attending strictly for their own personal spiritual growth. Audit students must attend all classes and read all textbooks. Audit students are invited to participate in the graduation exercise for degree students and will receive a certificate of attendance for each 30-credit-hour program completed. If they so desire, audit students may later convert their audit credit to academic credit by completing the additional work requirements (tests, papers, and labs) and paying the additional tuition for the degree program.

▼ **DIPLOMA**

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

▼ **ASSOCIATE'S DEGREE**

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

▼ **ADVANCED DIPLOMA**

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

▼ **BACHELOR'S DEGREE**

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

▼ MASTER'S DEGREE

A Master's Degree is awarded to a student who successfully completes a minimum of 36 credit-hours above the Bachelor's Degree program for academic credit. These courses should be within the student's chosen major (three electives are permitted).

▼ DOCTORAL DEGREE

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

* ALL STUDENTS

All students are required to complete Program #1 courses either by class instruction or by transfer from an approved institution.

Formal teaching and preaching experience may qualify a student for Bible Teaching Experience (BTE) credit. Up to 30 credit-hours of BTE credit may be awarded toward a Bachelor's Degree. Up to 9 credit-hours of BTE credit may be awarded toward a Master's Degree. Experienced ministers should see their Director for complete details.

NOTE: For a degree in Theology, Programs #1, 2, 3, 4, and 5 must be taken in order - even if a student has advanced placement because of transfer credits or BTE.

For details on programs and course descriptions, see the Course Catalog.

Tuition

▼ LOW TUITION PHILOSOPHY

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

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

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

▼ STUDENT LOANS

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

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

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

TUITION

▼ AUDIT TUITION

The cost of a one-year Audit Program is \$1,125, payable in 9 installments of \$125 (\$37.50 per credit-hour). Each installment includes tuition, primary textbook for each course, and Ministry Practicum credits (see page 17). Audit credit may be converted to academic credit by paying the additional tuition amount and completing the additional work requirements.

| Description | Credit-Hours | Cost |
|---------------------------------|--------------|---------|
| Tuition (includes books & fees) | 27 | \$1,125 |
| + Ministry Practicum | 3 | 0 |
| = Totals | 30 | \$1,125 |
| ÷ 9 payments | | \$125 |

▼ UNDERGRADUATE PROGRAM ANNUAL TUITION

The cost of a full year of undergraduate studies is \$1,575. This cost is the same whether a student is working toward a Diploma, Associate's Degree, Advanced Diploma, or Bachelor's Degree. It is payable in 9 installments of \$175 each (\$52.50 per credit-hour).

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

| Description | Credit-Hours | Cost |
|---------------------------------|--------------|---------|
| Tuition (includes books & fees) | 27 | \$1,575 |
| + Ministry Practicum | 3 | 0 |
| = Totals | 30 | \$1,575 |
| ÷ 9 payments | | \$175 |

TUITION

▼ MASTER'S PROGRAM TUITION

The cost of a 1-year Master's Program is \$2,310, payable in 11 installments of \$210 each (\$64.16 per credit-hour). Each installment covers tuition, primary textbook for each course, and Ministry Practicum credits (see page 17).

| Description | Credit-Hours | Cost |
|---------------------------------|--------------|---------|
| Tuition (includes books & fees) | 33 | \$2,310 |
| + Ministry Practicum | 3 | 0 |
| = Totals | 36 | \$2,310 |
| ÷ 11 payments | | \$210 |

▼ DOCTORAL PROGRAM TUITION

Our Doctoral Degrees are based on a 45-credit-hour program which includes 15 credit-hours of course work and a 30-credit-hour doctoral dissertation. The cost of the coursework phase of this program is \$1,125, payable in 5 installments of \$225 (\$75 per credit-hour). Each installment covers tuition and the primary textbook for each course. The cost of the dissertation phase is \$1,500 payable in 10 installments of \$150 (\$50 per credit-hour).

| Description | Credit-Hours | Cost |
|---|--------------|---------|
| Doctoral Dissertation | 30 | \$1,500 |
| + Tuition (includes books & fees) | 15 | \$1,125 |
| = Totals | 45 | \$2,625 |
| ÷ 5 payments (1 per course during coursework phase) | | \$225 |
| + 10 payments (during dissertation phase) | | \$150 |

▼ REFUND POLICY

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

TUITION

When written withdrawal is received:

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

▼ MATRICULATION FEE

Some students transferring in may have accumulated enough credit-hours from various approved academic institutions to qualify for a matriculated Christian degree. The courses must be similar in nature to those we offer. There is a \$500 fee to matriculate a Bachelor's Degree.

Entrance Requirements

▼ NEW STUDENTS

Applicants entering a degree program must have either earned a diploma from an accredited high school, passed the General Equivalency Diploma (G.E.D.) test, or be able to prove an equivalent education. **NOTE:** Students without proof of high school will receive a Certificate of Completion. After completing 60 credit hours as a certificate student (earning a GPA of C or better), they will have demonstrated their ability to study at the university level and may enroll in the university and begin to earn credits toward a degree. (The 60 hours of Certificate study do not count toward their degree.)

Audit students do not need a high school diploma.

▼ TRANSFER CREDIT

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

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

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

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

▼ BIBLE TEACHING EXPERIENCE CREDIT

Bible Teaching Experience credit recognizes academic study for the preaching and teaching of the Word of God in formal classes or services sanctioned by the church, such as adult services, children's church, and youth services. To qualify for BTE credit, the majority of the material presented should

ENTRANCE REQUIREMENTS

result from the instructor's own study of the Word of God and not rely upon use of pre-printed curriculum. BTE credit will also be awarded for evangelistic speaking engagements. Conducting Sunday school classes, home Bible studies, or cell groups using pre-written curriculum will not count toward BTE credit.

Experienced ministers should see the Director for an *BTE Application*. A \$40 evaluation fee is due at the time of submission. A further fee of \$15 per credit-hour (undergraduate level) or \$20 per credit-hour (graduate level) will be assessed for each BTE credit-hour awarded. If no BTE credit is awarded, the student incurs no additional fee. The maximum BTE credits that can be awarded are 30 credit-hours for undergraduate students and 9 credit-hours for graduate students. No BTE credits can be awarded for post-graduate (doctoral) level students.

The BTE Application must be received by the Office of the Registrar within 60 days of the student's enrollment. Later applications will not be accepted. Qualifying students will receive an BTE Award Letter from the Office of the Registrar showing the BTE credits for which the student is eligible and the total Credit Awarded Fee due. Upon remittance of the Credit Awarded Fee, the BTE credits will become official.

Assessment for an undergraduate student awarded 30 credit-hours:

| Description (Undergraduate BTE) | Credit-Hours | Cost |
|---------------------------------|--------------------------|-------|
| BTE Evaluation Fee | | \$40 |
| + BTE Credit Awarded | 30 hours @ \$15 per hour | \$450 |
| = Totals | 30 hours | \$490 |

Assessment for a graduate student awarded 9 credit-hours:

| Description (Graduate BTE) | Graduate Credit-Hours | Cost |
|----------------------------|-------------------------|-------|
| BTE Evaluation Fee | | \$40 |
| + BTE Credit Awarded | 9 hours @ \$20 per hour | \$180 |
| = Totals | 9 hours | \$220 |

Application Process

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

1. Completely fill out the application. **IMPORTANT:** Use the *Degree Student* application if you are working toward your degree. Use the *Audit Student* application if you are working toward an Audit certificate of attendance.
2. Contact each college, university or institute of ministry that you have previously attended. Have them send transcripts to your campus. (You are responsible for following up with the Director to determine whether all of your transcripts have been received.)
3. If transcripts from an accredited college or university will not be provided, submit one of the following proofs of high school graduation (not necessary for Audit students).
 - a) Diploma (a photocopy is acceptable)
 - b) G.E.D. (a photocopy is acceptable)
 - c) Or Equivalent (official documents are required)
4. Read the *Student Handbook and Course Catalog* and sign the Student Handbook Affidavit on the last page of the catalog.
5. Submit completed application material to the Director no later than the first night of class. Include a payment of \$40.00, payable to the campus to cover the application and evaluation process.
6. For experienced ministers only: If applying for Bible Teaching Experience credit, include a *BTE Application* and the \$40.00 BTE application fee. (Forms are available from the Director.)

Student Policies

▼ **STANDARD OF CONDUCT**

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

By way of example: academic dishonesty, such as cheating on an exam or plagiarism (the intentional or unintentional presentation of another's work as one's own) is not acceptable. Students who cheat on an exam must now write a 6-page course paper. Students who plagiarize on a course paper must complete a worksheet/exam on preventing plagiarism (earning a grade of 100%), and rewrite the course paper. First-time offenders who cheat on exams or plagiarize must pay a \$150 fine. Repeat offenders will be dismissed.

PERSONAL HABITS

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

DRESS CODE

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

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

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

STUDENT POLICIES

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

▼ ATTENDANCE, ABSENTEE & TARDY POLICIES

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

▼ COURSE REQUIREMENTS

In addition to attending class, students are expected to read all textbooks and to take all quizzes, tests, and exams; to deliver any scheduled oral presentations; and to turn in any other work required on the assigned date. Research papers are due one week after the last class meeting date (if not otherwise specified) even if the student is absent on that date. A guide for preparing research papers acceptable at this institute can be found in Appendix B. To aid students in typing and formatting their research papers, a template in Microsoft Word is also available for download from our website at www.lcus.edu.

▼ MASTER'S & DOCTORAL STUDENTS SPECIAL REQUIREMENTS

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

undergraduate students to submit a 6-page research paper, graduate and post-graduate students must submit a 12-page paper.

Master's and Doctoral level students writing a thesis or dissertation *must* submit a formal thesis/dissertation proposal to the Main Campus which *must* be approved in advance of any student work. Master's and Doctoral students should request a copy of the official *Thesis and Dissertation Guidelines* from the Director. Every thesis and dissertation must follow these guidelines. All dissertation work must be an original and thorough treatment of the subject area chosen and be of publishable quality.

▼ LATE WORK

If the course requirements are not completed and the Course Completion Affidavit turned in within one week of the last class meeting, the student will receive a grade of "Incomplete." Once an incomplete grade has been posted, the student has two additional weeks to complete all of the course requirements and turn in their affidavit. To change a grade from "Incomplete," the student must pay a \$15 Change of Grade (from Incomplete) Fee.

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

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

FAILING GRADE

Students who fail a course will have to pay tuition again at 50% and retake the course. The failing grade will then be replaced by the student's new grade.

STUDENT POLICIES

▼ MINISTRY PRACTICUM

Our Ministry Practicum gives students a chance to put to use what they are learning in their classes while being a blessing to the Body of Christ.

Freshmen, sophomores, and juniors are required to serve a minimum of 72 hours during each 9-course program of study. Ministry Practicum hours must be valid work sanctioned by the student's local church, providing training for the student and helping the church. Ministry Practicum does not include student ministry independent of the local church. This service, verified by a church leader, earns the student 3 credit-hours. Ministry Practicum hours can be served as a volunteer in the ministry of helps (for example as a greeter, usher, Sunday School assistant, youth worker, nursery attendant, etc.) or as paid staff.

See Appendix A for a *Ministry Practicum Summary Log* which students should use to properly document their volunteer hours.

Seniors: during the final year of working toward a Bachelor's degree, a percentage of the Ministry Practicum hours must be in a student's area of specialization. For example, for a Bachelor of Theology, 50% of your MP hours (36 hours) must be for preaching or teaching in classes sanctioned by the local church. See the *Ministry Practicum Form* for details.

Master's-level students are required to serve in their local church and/or community for a minimum of 176 hours during their program of study. A percentage of the Ministry Practicum hours must be in a student's area of specialization. For example, for a Master of Theology, 50% of your MP hours (88 hours) must be for preaching or teaching in classes sanctioned by the local church. See the *Ministry Practicum Form* for details.

NOTE: Ministry Practicum credit will only be granted after a student has completed 9 courses at LCU within each program.

▼ MISCELLANEOUS FEES

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

APPLICATION FEE

There is a \$40 application fee. This fee covers both processing the application and assessing academic standing.

MATERIALS FEE

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

CAP AND GOWN FEE

There is a \$40 fee per student per year to help cover the costs of the caps, gowns, tassels, and hoods used at the annual graduation ceremony.

CHANGE OF GRADE (FROM INCOMPLETE) FEE

There is a \$15 change-of-grade fee. This fee applies when a final grade report has already been submitted to the Registrar showing an incomplete ("I") grade but the grade has not yet become an "F."

OFFICIAL TRANSCRIPT REQUEST FEE

Official transcripts are issued by the Office of the Registrar, provided the student's account is paid in full. An *LCU Transcript Request Form* can be found on the website. One official transcript is provided free of charge at each graduation. Additional transcripts cost \$10 each.

STUDENT POLICIES

RETURNED CHECK FEE

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

FEE FOR RECORDINGS OF MISSED CLASSES

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

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

Academic Standards

▼ GRADING SYSTEM

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

▼ GRADUATING WITH HONORS

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

Summa Cum Laude: 3.90 - 4.00 cumulative GPA

Magna Cum Laude: 3.65 - 3.89 cumulative GPA

Cum Laude: 3.50 - 3.64 cumulative GPA

▼ GRADE REPORTING

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

▼ UNSATISFACTORY STUDENT PERFORMANCE

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

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

Graduation Requirements

▼ GENERAL REQUIREMENTS

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

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

Course Catalog



2017 - 2018

Undergraduate Programs

▼ THESE CHRISTIAN DEGREES ARE AVAILABLE:

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

▼ UNDERGRADUATE TRACKS

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

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

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

***NOTE: For a degree in Theology:** Programs #1, 2, 3, 4, and 5 must be taken in order. For example, if you have 60 hours of transfer credit, you will take Program #1 in your Junior year, Program #2 for your Bachelor's degree, Program #3 for your Master's degree, and Program #4 for your Doctor of Ministry degree.

For a specialized degree: See your specialized program's requirements.

UNDERGRADUATE PROGRAMS

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

Program #3 provides in-depth study of important books and doctrines of the Bible that will equip students to take their place in the mighty end-time move of God. Students will gain a deeper revelation of who God is and what He has already done for all believers. Understanding God’s great love and grace compels us to share His love with others. Such study will help students achieve a greater degree of effectiveness in any area of church-related ministry.

REQUIRED PROGRAM #1 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

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

UNDERGRADUATE PROGRAMS

TYPICAL PROGRAM #2 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

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

TYPICAL PROGRAM #3 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

| Course# | Title | Credit-Hours |
|--------------------|-----------------------------|--------------|
| TH-301 | Blood Covenant | 3 |
| TH-303 | Personal Evangelism | 3 |
| TH-305 | The Blessing of the Lord | 3 |
| BI-308 | Galatians | 3 |
| BI-309 | Ephesians | 3 |
| TH-324 | Divine Guidance | 3 |
| BI-301 | Acts of the Apostles | 3 |
| BI-311 | I & II Corinthians: Part 1 | 3 |
| BI-312 | I & II Corinthians: Part 2 | 3 |
| MP-300 | Ministry Practicum - Junior | 3 |
| Total Credit Hours | | 30 |

UNDERGRADUATE PROGRAMS

▼ PROGRAM #4: SPECIFIC BACCALAUREATE TRACKS

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

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

TRACK # 1: THEOLOGY

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

TRACK # 2: PASTORAL MINISTRY

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

**TYPICAL PROGRAM #4 COURSE LIST
CHRISTIAN THEOLOGY TRACK**

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

| Course# | Title | Credit-Hours |
|---------|---|--------------|
| ED-401 | Teaching the Bible | 3 |
| TH-424 | Submission & Authority | 3 |
| TH-431 | Church History | 3 |
| TH-444 | Ministerial Ethics | 3 |
| TH-410 | Biblical Principles of Leadership | 3 |
| BI-424 | Romans | 3 |
| TH-404 | Spiritual Armor and Warfare | 3 |
| TH-426 | Tabernacles of God | 3 |
| TH-407 | Angelology | 3 |
| MP-400 | Ministry Practicum - (50% in teaching or preaching) | 3 |
| | Total Credit Hours | 30 |

**TYPICAL PROGRAM #4 COURSE LIST
PASTORAL MINISTRY TRACK**

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

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

Master's Programs

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

▼ THE FOLLOWING CHRISTIAN MASTER'S DEGREES ARE AVAILABLE:

Master in Theology

Master in Pastoral Ministry

▼ MASTER'S LEVEL ENTRANCE REQUIREMENTS

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

▼ MASTER'S TRACKS - PROGRAM #5

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

TRACK # 1: THEOLOGY

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

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

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

*PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

| Course# | Title | Credit-Hours |
|--------------------|--|--------------|
| ED-406 | Educating Adults | 3 |
| BI-432 | Gospel of John | 3 |
| BI-404 | Pastoral Epistles | 3 |
| TH-458 | Expository Preaching | 3 |
| TH-456 | Modern Cults & False Religions of the World I | 3 |
| TH-457 | Modern Cults & False Religions of the World II | 3 |
| MU-404 | True Worship | 3 |
| CC-402 | Counseling with Scripture | 3 |
| BI-420 | Hebrews | 3 |
| MP-500 | Ministry Practicum - Masters (50% in teaching/preaching) | 3 |
| WR-500 | Master's Thesis (min. 50 pages) or 2 additional courses | 6 |
| Total Credit Hours | | 36 |

MASTER'S DEGREE PROGRAMS

TRACK #2: PASTORAL MINISTRY

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

TYPICAL PROGRAM #5 COURSE LIST PASTORAL MINISTRY TRACK

*PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

| Course# | Title | Credit-Hours |
|--------------------|--|--------------|
| TH-431 | Church History | 3 |
| TH-410 | Biblical Principles of Leadership | 3 |
| BI-424 | Romans | 3 |
| BI-420 | Hebrews | 3 |
| ED-406 | Educating Adults | 3 |
| TH-458 | Expository Preaching | 3 |
| TH-426 | Tabernacles of God | 3 |
| CC-409 | Temperament Theory | 3 |
| TH-407 | Angelology | 3 |
| MP-500 | Ministry Practicum - Masters (100% in Pastoral Ministry) | 3 |
| WR-500 | Master's Thesis (min. 50 pages) or 2 additional courses | 6 |
| Total Credit Hours | | 36 |

Doctoral Programs

ALL DOCTORAL LEVEL PROGRAMS are individually designed for qualified individuals who want an in-depth study of a particular area of ministry. Each 45 credit-hour program is designed as in-ministry education for ministry professionals and will build on ministry experience and previous education while challenging the individual candidate to pursue and realize their full potential.

▼ THE FOLLOWING CHRISTIAN DOCTORAL DEGREES ARE AVAILABLE:

Doctor of Ministry in Theology (D. Min.)

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

▼ ENTRANCE REQUIREMENTS DOCTORAL DEGREE PROGRAM

To enter a Doctoral program, a student must have earned a Master's Degree with a Theological major from a recognized college or university. Leveling courses may be required.

PROGRAM REQUIREMENTS

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

List of Courses

▼ **THEOLOGY (TH)**

TH-101 PRINCIPLES OF FAITH

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

TH-102 BIBLICAL PROSPERITY

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

TH-103 MINISTRY OF HELPS

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

TH-104 DIVINE HEALING

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

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

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

TH-107 CHRIST-LIKE CHARACTER

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

TH-109 NEW TESTAMENT SURVEY

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

LIST OF COURSES

TH-112 AUTHORITY OF THE BELIEVER

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

TH-202 THE ANOINTING

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

TH-203 PRINCIPLES OF PRAYER

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

TH-204 HOMILETICS I

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

TH-213 SPIRITUAL GIFTS

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

TH-217 MINISTRY GIFTS & CHURCH GOVERNMENT

This course teaches the student the function and the characteristics of the five-fold ministry gifts. It will emphasize church leadership and the responsibilities of each office of church government. An overview of the various types of church government currently in use will also be discussed.

TH-218 METHODS OF BIBLE STUDY

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

TH-221 DISCOVERING YOUR PURPOSE

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

TH-222-3 OLD TESTAMENT SURVEY I & II

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

TH-301 BLOOD COVENANT

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

TH-303 PERSONAL EVANGELISM

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

TH-305 THE BLESSING OF THE LORD

Blessing was God's original intent; we are to be living proof that God's blessing has been restored through the Cross of Jesus Christ. This course reveals the *material* reality as well as the *spiritual* reality of the Lord's blessing.

TH-324 DIVINE GUIDANCE

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

LIST OF COURSES

TH-403 THE LIFE OF PAUL

This course examines the life and faith of the apostle Paul and will help students to be inspired by his total commitment to the Gospel of Christ in spite of all of the religious opposition and persecution that he had to face.

TH-404 SPIRITUAL ARMOR AND WARFARE

This course will help students develop an understanding of biblical spiritual warfare so that when battles come, they will be able to use the spiritual weaponry God has given them and maintain their victorious position over Satan.

TH-407 ANGELOLOGY

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

TH-410 BIBLICAL PRINCIPLES OF LEADERSHIP

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

TH-424 SUBMISSION & AUTHORITY

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

TH-426 THE TABERNACLES OF GOD

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

TH-431 CHURCH HISTORY

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

TH-444 MINISTERIAL ETHICS

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

TH-451-2 PRACTICAL PASTORAL MINISTRY I & II

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

TH-455 HERMENEUTICS (BIBLE INTERPRETATION)

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

TH-456-7 MODERN CULTS & FALSE RELIGIONS OF THE WORLD I & II

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

TH-458 EXPOSITORY PREACHING

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

▼ BIBLICAL STUDIES (BI)

BI-301 ACTS OF THE APOSTLES

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

BI-308 GALATIANS

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

LIST OF COURSES

BI-309 EPHESIANS

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

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

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

BI-404 PASTORAL EPISTLES

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

BI-420 HEBREWS

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

BI-424 ROMANS

BI-425-6 ROMANS I & II

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

BI-432 THE GOSPEL OF JOHN

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

BI-444 GENESIS

This course provides faith-building answers to your questions about Creation, the Garden of Eden, and the Flood. It also explores God's faithfulness to His promises and covenants with Abraham, Isaac, and Jacob.

▼ CHRISTIAN COUNSELING (CC)

CC-402 COUNSELING WITH SCRIPTURE

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

CC-409 TEMPERAMENT THEORY

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

CC-479 WONDERFUL COUNSELOR

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

▼ CHURCH ADMINISTRATION (CA)

CA-402 MINISTRY TEAM SUCCESS

This course will help church leaders and administrators to apply Solomon’s wisdom to achieve team success, to explore work habits that work for the team, and to unleash the power that comes from focus.

▼ CHRISTIAN EDUCATION (ED)

ED-401 TEACHING THE BIBLE

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

ED-406 EDUCATING ADULTS FROM A CHRISTIAN PERSPECTIVE

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

LIST OF COURSES

▼ MUSIC MINISTRY (MU)

MU-404 TRUE WORSHIP

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

▼ MINISTRY PRACTICUM (MP)

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

Ministry Practicum gives students academic credit for volunteer ministry in their local church. It is required of all students. NOTE: Ministry Practicum credit is only awarded after 9 courses are completed. Ministry Practicum will be applied with 0 credit if less than 9 courses are completed within each program.

▼ THESIS / DISSERTATION (WR)

WR-500 MASTER’S THESIS

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

WR-600 DOCTORAL DISSERTATION

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

BACHELOR PROGRAM IN CHRISTIAN COUNSELING

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

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

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

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

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

TYPICAL PROGRAM #4 COURSE LIST CHRISTIAN COUNSELING TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

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

▼ CHRISTIAN COUNSELING (CC)

CC-409 TEMPERAMENT THEORY

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

CC-451 INTRO TO CHRISTIAN COUNSELING

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

CC-452 FAITH THERAPY

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

CC-453 TRANSFORMATION

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

CC-454 DIFFICULT COUNSELING ISSUES

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

CC-456 EFFECTIVE COUNSELING SKILLS

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

CC-457 MARRIAGE COUNSELING

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

CC-458 MARRIAGE AND FAMILY ISSUES

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

CC-479 WONDERFUL COUNSELOR

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

BACHELOR PROGRAM IN CHRISTIAN EDUCATION

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

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

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

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

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

**TYPICAL PROGRAM #4 COURSE LIST
CHRISTIAN EDUCATION TRACK**

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

| Course# | Title | Credit-Hours |
|--------------------|---|--------------|
| ED-402 | Introduction to Christian Education | 3 |
| ED-403 | Educational Psychology for the Christian Teacher | 3 |
| ED-414 | Spirit-led Classroom Management | 3 |
| ED-405 | Educating Children & Youth from a Christian Perspective | 3 |
| ED-406 | Educating Adults from a Christian Perspective | 3 |
| ED-401 | Teaching the Bible | 3 |
| ED-415 | Ministry of the Teacher | 3 |
| ED-408 | Christian Literature | 3 |
| ED-419 | Child & Adolescent Counseling for the Christian Teacher | 3 |
| MP-400 | Ministry Practicum (100% in Christian Education) | 3 |
| Total Credit Hours | | 30 |

▼ CHRISTIAN EDUCATION (ED)

ED-401 TEACHING THE BIBLE

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

ED-402 INTRODUCTION TO CHRISTIAN EDUCATION

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

ED-403 EDUCATIONAL PSYCHOLOGY FOR THE CHRISTIAN TEACHER

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

ED-405 EDUCATING CHILDREN & YOUTH FROM A CHRISTIAN PERSPECTIVE

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

ED-406 EDUCATING ADULTS FROM A CHRISTIAN PERSPECTIVE

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

ED-408 CHRISTIAN LITERATURE

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

ED-414 SPIRIT-LED CLASSROOM MANAGEMENT

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

ED- 415 MINISTRY OF THE TEACHER

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

**ED-419 CHILD & ADOLESCENT COUNSELING FOR THE
CHRISTIAN TEACHER**

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

MUSIC MINISTRY

BACHELOR PROGRAM IN MUSIC MINISTRY

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

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

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

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

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

TYPICAL PROGRAM #4 COURSE LIST MUSIC MINISTRY TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

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

MUSIC MINISTRY

▼ MUSIC MINISTRY (MU)

MU-401-2 MUSIC THEORY I & II

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

MU-403 CHRISTIAN MUSIC APPRECIATION

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

MU-404 TRUE WORSHIP

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

MU-406-7 INSTRUMENT DEVELOPMENT I & II

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

MU-408 WORSHIP TEAM DEVELOPMENT

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

MU-413 BIBLICAL MUSIC, PRAISE, & WORSHIP

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

MU-416 THE PRACTICAL SIDE TO LEADING WORSHIP

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

MU-419-20 VOICE DEVELOPMENT I & II

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

Campus Information

▼ LOCAL CAMPUS INFORMATION GOES HERE

Student Rights

▼ **NON-DISCRIMINATION**

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

▼ **PRIVACY**

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

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

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

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

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

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

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

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

Independent University

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

Credits and degrees earned do not automatically qualify that individual for a state teaching certificate or to participate in professional examinations. Any student interested in obtaining a teaching certificate or in practicing a state-regulated profession should contact the Department of Professional and Occupational Regulation in their state of residence.

The transfer of credit to any other academic institution would be at the discretion of the receiving institution.

Appendix A



STUDENT FORMS



Life Christian University

THE APPLICATION PROCESS - DEGREE STUDENTS

1. Completely fill out the application.

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

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

2. Contact each college, university or institute of ministry that you have previously attended. Have them send transcripts to your campus. You are responsible for following up with the Director to determine whether all of your transcripts have been received. To avoid a \$65 Reassessment Fee, all transcripts must be received at your campus within 60 days of your enrollment date.
3. If transcripts from an accredited college or university will not be provided, please submit one of the following proofs of high school graduation (not necessary for Audit students).
 - A) Diploma (a photocopy is acceptable)
 - B) G.E.D. (a photocopy is acceptable)
 - C) Or Equivalent (official documents are required)
4. Read the *Student Handbook and Course Catalog* and sign the Student Handbook Affidavit on the last page.
5. Submit completed application form to the Director no later than the first night of class. Include a payment of \$40.00, payable to your campus, to cover the application and evaluation process.

FOR MAIN CAMPUS USE ONLY

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



Life Christian University

DEGREE STUDENT APPLICATION

IMPORTANT:

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

1. PERSONAL INFORMATION

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

2. CHURCH BACKGROUND / MEMBERSHIP & MINISTRY EXPERIENCE

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

3. EDUCATIONAL INFORMATION

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

ALL EDUCATIONAL BACKGROUND MUST BE SUPPORTED BY THE FOLLOWING DOCUMENTATION:

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

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

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

4. PLEASE STATE YOUR SALVATION TESTIMONY

5. PLEASE BRIEFLY STATE YOUR EDUCATIONAL & MINISTRY GOALS

Non-Discrimination Policy

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

Privacy Rights of Students

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

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

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

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

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

PLEASE READ CAREFULLY THE FOLLOWING AFFIDAVIT BEFORE SIGNING.

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

SIGNATURE

DATE

*Make a payment of \$40 for your application fee, payable to your campus.
Submit this completed application to the Director.*



Life Christian University

THE APPLICATION PROCESS - AUDIT STUDENTS

1. **Completely fill out the application.**

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

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

2. **Read the *Student Handbook and Course Catalog* and sign the Student Handbook Affidavit on the last page.**
3. **Submit completed application materials to the Director no later than the first night of class. Include a payment of \$40.00, payable to your campus, to cover the application process.**

FOR LCU OFFICE USE ONLY

| | | | | |
|-------------|---------------|-----------------------|-------------|----------------------------|
| STUDENT ID | DATE RECEIVED | DATE ENTERED INTO C-R | ENTERED BY | |
| CAMPUS CODE | DATE APPROVED | DATE ASSESSED | ASSESSED BY | DESIGNATED STUDENT ADVISOR |



Life Christian University

AUDIT STUDENT APPLICATION

IMPORTANT:

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

1. PERSONAL INFORMATION

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

Non-Discrimination Policy

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

PLEASE READ CAREFULLY THE FOLLOWING AFFIDAVIT BEFORE SIGNING.

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

SIGNATURE

DATE

*Make a payment of \$40 for your application fee, payable to your local campus.
Submit this completed application to the Director.*

4. PLEASE STATE YOUR SALVATION TESTIMONY

5. PLEASE BRIEFLY STATE YOUR EDUCATIONAL & MINISTRY GOALS

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

MINISTRY PRACTICUM

Our Ministry Practicum (MP) gives students a chance to put to use what they are learning in their classes while being a blessing to the Body of Christ. MP work is **REQUIRED** of all Audit, Undergraduate, and Master's students. For details, see "Ministry Practicum" in your Student Handbook.

Keeping track of your Ministry Practicum hours:

Keep a log of all your MP hours on a separate piece of paper. For *each type* of ministry (usher, greeter, choir, etc.), note your start date and log each week's hours.

Before your graduation, or as your ministry assignment finishes, note the stop date and add up your total hours for *that type* of ministry. Write this information on the Ministry Practicum Summary Log. Then have your supervisor sign in the space provided. (In the example below, the student helped usher for 36 weeks for 1 1/2 hours each week for a total of 54 hours.)

| 3. SERVICE RECORDS | | | |
|---|-----------------------|---|---|
| TYPE OF MINISTRY Usher | START DATE 9-1-13 | SUPERVISOR SIGNATURE* <i>Signature A. Here</i> | |
| | STOP DATE 5-20-13 | HOURS WORKED 54 | SUPERVISOR NAME Printed Name A. Here |
| TYPE OF MINISTRY Choir - Christmas Cantata | START DATE 11-1-13 | SUPERVISOR SIGNATURE* <i>Signature B. Here</i> | |
| | STOP DATE 12-20-13 | HOURS WORKED 50 | SUPERVISOR NAME Printed Name B. Here |

Before your graduation, write the grand total of hours worked in the box at the bottom of the page. Make a copy for yourself, then turn this form in to your Campus Director at least 8 weeks before graduation. **NOTE:** If necessary, students may continue working to complete their ministry practicum after their coursework is finished.

BACHELOR-LEVEL STUDENTS ONLY:

During the final year of working toward your Bachelor's degree, a percentage of the 72 Ministry Practicum hours must be in your area of specialization as follows:

- Bachelor of Theology: 50% of your MP hours (36 hours) must be in teaching or preaching*.
- Bachelor of Pastoral Ministry: 50% of your MP hours (36 hours) must be in pastoral ministry.
- Bachelor of Church Administration: 100% of your MP hours (72 hours) must be in church administration‡.
- Bachelor of Christian Education: 100% of your MP hours (72 hours) must be in Christian education‡.
- Bachelor of Music Ministry: 100% of your MP hours (72 hours) must be in music ministry‡.

MASTER-LEVEL STUDENTS ONLY:

If you are working toward your Masters degree, you must serve a minimum of 176 hours.

- Master of Theology: 50% of your MP hours (88 hours) must be in teaching or preaching*.
- Master of Pastoral Ministry: 100% of your MP hours (176 hours) must be in pastoral ministry.

*Teaching or preaching can be done in a number of settings, not necessarily from the pulpit. MP can include any occasion when a student ministers the Word of God, if signed off by a church leader. Ask your Campus Director for Form: Stu-5A, which gives ideas on additional places to minister as well as complete details on how to calculate ministry preparation time.

‡ This specialized program might not be offered at your campus.



Life Christian University

MINISTRY PRACTICUM SUMMARY LOG

DATE: _____

CAMPUS CODE: _____ - _____

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

1. PERSONAL INFORMATION

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

2. CHURCH INFORMATION

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

3. SERVICE RECORDS

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

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



Life Christian University

COURSE TRACKING & INTENT TO GRADUATE FORM

GRADUATION DATE: _____

CAMPUS CODE: _____ - _____

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

1. PERSONAL INFORMATION

| | | | | | | |
|---|---|------------|--|------|---|----------------------------|
| STUDENT NUMBER | <input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR. | LAST NAME | FIRST NAME | M.I. | <input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____ | MAIDEN NAME, IF APPLICABLE |
| REQUIRED FOR GOWN: HEIGHT – FT: _____ IN: _____ <input type="checkbox"/> \$40 CAP & GOWN FEE PAID WEIGHT – CHOOSE YOUR WEIGHT RANGE (SEE ATTACHED CHART) <input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" | | | CERTIFICATE NAME (INDICATE EXACTLY HOW YOU WANT YOUR NAME TO APPEAR ON YOUR CERTIFICATE) | | | |
| EMAIL | | | MAJOR (IF OTHER THAN THEOLOGY) | | | |
| HOME PHONE | | WORK PHONE | LCU LEVEL <input type="checkbox"/> DIPLOMA <input type="checkbox"/> ASSOCIATES <input type="checkbox"/> ADVANCED DIPLOMA <input type="checkbox"/> BACHELOR'S <input type="checkbox"/> MASTER'S <input type="checkbox"/> DOCTORATE AUDIT STUDENT LEVEL <input type="checkbox"/> YEAR 1 <input type="checkbox"/> YEAR 2 <input type="checkbox"/> YEAR 3 <input type="checkbox"/> YEAR 4 <input type="checkbox"/> YEAR 5 <input type="checkbox"/> YEAR 6 <input type="checkbox"/> YEAR 7 | | | |

2. COURSE INFORMATION

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

3. SIGNATURES

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

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



Life Christian University

TO GET YOUR TRANSCRIPT FROM LIFE CHRISTIAN UNIVERSITY

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

- **For Normal Service** - 3 weeks

Cost: \$10.00 fee per copy

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

Life Christian University

P.O. Box 272360

Tampa, FL 33688

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

Cost: \$10.00 per copy plus \$25 rush shipping fee

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

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

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

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



Life Christian University

REQUEST FOR LCU TRANSCRIPT

Date: _____

Campus Code: _____ - _____

Student Name: _____

Student ID#: _____ Email: _____

Date of Birth: _____ Last Year Attended LCU: _____

Phone Number (with Area Code): _____

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

STUDENT SIGNATURE**

DATE

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

Organization/Contact

Mailing Address

City

State

Zip Code

Number of copies: _____ x \$10.00 \$ _____

Rush Shipping fee (if applicable) \$ _____

Total charges \$ _____

Payment Method: ☐ Check

☐ Visa

☐ MasterCard

☐ American Express

☐ Discover

Credit Card #: _____

Exp. Date: _____

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

Appendix B



RESEARCH PAPER GUIDELINES

RESEARCH PAPER GUIDELINES

By:

Your Name

Course Name

Name of School

Today's Date

RESEARCH PAPER AFFIDAVIT

This affidavit, completed and signed, must accompany EVERY research paper you turn in.

PLACE IT IMMEDIATELY AFTER YOUR TITLE PAGE.

PREVENTING PLAGIARISM CHECKLIST

1. Did you quote, copy, or copy/paste any information from either printed material or from the Internet?

☐ Yes ☐ No

2. If yes, does the total of all copied information make up more than 20% of your paper?

☐ Yes ☐ No

If yes, ***you must rewrite your paper*** and paraphrase the additional quoted material using your own original sentence structure and words.

PROPER DOCUMENTATION OF QUOTED MATERIAL:

3. Did you enclose all quoted, copied, or copy/pasted information in quotation marks?

☐ Yes ☐ No

4. Did you give proper credit to the author(s) as shown in your Research Paper Guidelines?

☐ Yes ☐ No

5. Did you list the source(s) of all quoted or copied information in your Bibliography?

☐ Yes ☐ No

NOTE: If you answered “No” to Questions 3, 4, or 5, ***you must rewrite your paper***, being sure to enclose all quoted or copied information in quotation marks, give proper credit to the author(s), and list the source(s) in your Bibliography.

☐ ***I understand it is very easy for my instructor to check this paper for plagiarism.***

☐ **I HEREBY CONFIRM THAT THIS PAPER IS NOT PLAGIARIZED*.**

STUDENT SIGNATURE: _____ DATE: _____

PRINT NAME: _____

COURSE TITLE: _____

* Stiff penalties exist for plagiarism. See your Student Handbook. Repeat offenders will be subject to dismissal.

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RESEARCH PAPER GUIDELINES

INTRODUCTION

Writing is a vital part of any college experience. Writing a college paper encourages you to gather thoughts from other sources (including references from Scripture), formulate your own conclusions, and then express them in a logical and cohesive manner. These *Research Paper Guidelines* give students an example of how to handle a title page, a table of contents page, the introduction, the body of the paper, the conclusion, and the bibliography. Your paper should look like this document, printed on a single side of the paper. A template is available online.¹

I. GRADING GUIDELINES²

The following chart shows how points are awarded when grading course papers.

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

¹ For a Microsoft Word template, go to www.lcus.edu. Log-in as a student, then choose “LCU Document Master” then “Writing Guidelines.” Download *Research Paper Template*. Simply highlight the words on each line, and type your own information onto the title page. Continue to highlight and replace the paragraphs in the template with your own paper’s main topics, subtopics, and information.

² These grading guidelines apply to general course papers for both undergraduate and graduate students. Only portions apply to a Master’s thesis or a Doctoral dissertation. Master’s Thesis or Dissertation Writing Guidelines and templates are also available on the LCU website.

II. RESEARCH PAPER GUIDELINES

Every research paper must be typewritten using a 12-point business-like font. The finished paper should be fastened at the top left with a staple for easy review and grading. No other fancy cover is needed or required. All pages except the title page and table of contents should be numbered at the bottom in the center of the page. Each page should have margins of 1” on the left, right, top, and bottom. Typing should be double-spaced. Indent the first line of each new paragraph 1/2”. Do not use extra space between paragraphs.

Research papers include the following: a title page, a table of contents page (optional for 6-page papers), the body of the research paper, and a bibliography. The title page, table of contents page, and bibliography do not count toward the required number of pages.

The **title page** includes the title, your name, the course name, name of the school and the date of the paper. The title page of these *Research Paper Guidelines* is an example of an acceptable title page.

The information on the **table of contents page** helps the reader better understand the paper’s content. It also helps the writer make sure there is a logical flow of thought. Each section of the paper (Introduction, Conclusion, and Bibliography) and the main topics and subtopics should be listed followed by the correct page number. The table of contents page of these *Research Paper Guidelines* is an example of an acceptable table of contents. (Note: A table of contents is required for a 12-page graduate-level paper.)

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

two that summarizes the main point of your paper and gives your point of view. The rest of your paper gathers and organizes evidence to convince the reader of the validity of your position.

III. CHOOSING YOUR TOPIC

How do you choose what to write on? Your topic should definitely be something covered in the course that sparks your interest, something you would like to find out more about. One way to gather inspiration is to make a habit of writing down after class each week the things that struck you the most during that session. Then when it comes time to choose your topic, you will have a whole list of ideas to choose from. A second way is to ask Jesus: “Lord, what do You want me to write?”

In course papers, students should record illuminations and insights they have received while studying the course. A sample format for a paper could be:

1. Introduction which engages the curiosity of the reader and gives your point of view in a thesis statement
2. What does Jesus (or the Bible) say about this topic?
3. What insights have you received from studying these scriptures?
4. Find other scriptures to back up your insights.
5. Compare your insights with what other resources (lecture, textbook, commentaries, encyclopedias, writings of Church fathers, etc.) have said:
 - a. Where do they agree with your insights?
 - b. Where do they disagree with your insights?
6. Your conclusion

Researching a topic in this way has been called “the discovery method of learning.” It can be quite exciting!

IV. MAIN TOPICS IN THE BODY OF THE RESEARCH PAPER

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

The Importance of Subtopics

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

Other Divisions

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

Be Sure To Make Paragraph Breaks

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

V. RESEARCH YOUR TOPIC

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

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

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

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

For help in learning to paraphrase the ideas of others into your own words, see:

<https://owl.english.purdue.edu/owl/resource/563/1/>

<https://owl.english.purdue.edu/owl/resource/563/02/>

<https://owl.english.purdue.edu/owl/resource/563/03/>

VI. HOW TO GIVE CREDIT FOR QUOTED MATERIAL

When you make reference to the writings of another, you must give credit to the author or source. You do this by putting the author's name and page number in parentheses immediately following the quoted material. This refers the reader to complete information on your source that you provide in your bibliography at the end of your paper.

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

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

When your quotation is longer than four lines (for example 4.5 lines), the quoted material should be indented and single spaced. On a longer, indented quote, you should not use quotation marks. Remember though, to always show where you got your information by

referencing the work cited on your bibliography. Note: the parenthetical reference does not count toward the total number of lines (De la Torre 34).

Multiple authors are cited in a similar way. Both names are included and joined by the word “and, ” for example: (Weikel and De la Torre 47). In case you quote from two authors with the same last name, write the last name of the author, and the initial of the first name, for example: (De la Torre, O. 36). If you quote from two or more works from the same author, list the author, a comma, the title of the work (in italic), and the page number(s), for example: (De la Torre, *How To Write an Essay* 78). Even if you don’t quote an author directly but merely summarize his words, you must reference this information. See the Addendum on Plagiarism (pages 10-12).

Proving Your Point with Scriptures

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

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

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

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

Indicate the use of an alternate version of Scripture as follows: “Love is patient, love is

kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs” (1 Corinthians 13:4-5 NIV).

Quoting from the Internet

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

The Order of Punctuation

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

VII. HOW TO DO A BIBLIOGRAPHY

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

(NOTE: Tech-savvy students may use www.citefast.com to format a bibliography. To match LCU guidelines, you must choose “Chicago” style.)

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

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

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

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

Document an online source as follows: list title of webpage between “ ”, title of site underscored, date of electronic publication (if known), sponsor of the site, the full web address enclosed between < >, and the date you examined the site. See the example from the Plagiarism.org website in the bibliography.

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

VIII. PROOFREAD YOUR PAPER

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

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

CONCLUSION

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

ADDENDUM ON PLAGIARISM

We all have access to endless information on the Internet. People “borrow” or “copy” things every day and freely put them on their blogs and Facebook pages. Most people no longer see this as an issue. If something is published, it is “out there,” and available to copy. Right? However, this “blog-style” thinking is *all wrong* when it gets transferred into the academic world. **So don’t do it!**

WHY IS IT WRONG TO COPY-PASTE IN A RESEARCH PAPER?

Many students plagiarize – and don’t think anything about it. The website “plagiarism.org” states the problem clearly: “In a research paper, you have to come up with your own original ideas while at the same time making reference to work that’s already been done by others. But how can you tell where their ideas end and your own begin? What’s the proper way to integrate sources in your paper? If you change some of what an author said, do you still have to cite that author?”

Basically, your research paper shows that you have assimilated the course’s content. You have received illumination from your lectures, reading, and research. You have integrated these new ideas with things you already knew. Your research paper is a chance to clearly document your own personal thoughts and conclusions on the topic. It should be as original as you are! In this context, plagiarism is a fraudulent act. Not only did you steal someone else’s ideas, you then lied about it, claiming them as your own!

Schools are having to re-educate students about what plagiarism is and how to avoid it. They have also developed systems that can *easily* check to see if sections of a student’s paper have been copy-pasted. The rules on academic honesty have not changed: those caught committing plagiarism are subject to dismissal.

NOTE: Those preparing for ministry should hold themselves to the highest standard possible. Knowingly plagiarizing is lying to the Holy Spirit. How can anyone expect to be placed in ministry by the Lord if they lie to the Holy Spirit?

We are requiring ALL students to visit “plagiarism.org.” Here you will find in-depth answers to such questions as:

What is plagiarism?

How to prevent plagiarism when writing by:

Planning your paper

Making it clear who said what

Taking effective notes

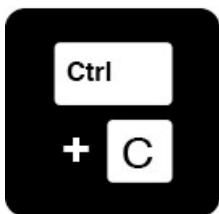
Knowing how to paraphrase

When in doubt, cite sources

Analyze and evaluate your sources

Tutorials are also available on such topics as how to cite sources and how to paraphrase.

Each of the **10 most common types of plagiarism** is shown below, ranked from the most flagrant abuse (“Clone”) to the least (“Re-tweet”).



#1. CLONE

Submitting another's work, word-for-word, as one's own



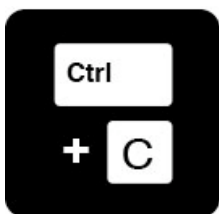
#5. RECYCLE

Borrows generously from the writer's previous work without citation



#8. 404 ERROR

Includes citations to non-existent or inaccurate information about sources



#2. CTRL-C

Contains significant portions of text from a single source without alterations



#6. HYBRID

Combines perfectly cited sources with copied passages without citation



#9. AGGREGATOR

Includes proper citation to sources but the paper contains almost no original work



#3. FIND - REPLACE

Changing key words and phrases but retaining the essential content of the source



#7. MASHUP

Mixes copied material from multiple sources



#10. RE-TWEET

Includes proper citation, but relies too closely on the text's original wording and/or structure



#4. REMIX

Paraphrases from multiple sources, made to fit together

DOWNLOADED FROM:

<http://plagiarism.org/plagiarism-101/types-of-plagiarism/>

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

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

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

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

You can order *The Handbook of Grammar & Composition* from www.abeka.com. Search for item #174645 or call 877-223-5226. New books are \$21.80 plus tax. Used books are also available at amazon.com.

STUDENT HANDBOOK AFFIDAVIT

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

Printed student name: _____

Student signature: _____

Date: _____

REQUIRED:

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

